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2 **BACKGROUND INVESTIGATION, CRIMINAL RECORDS CHECK AND**
3 **FINGERPRINTING POLICY**

4 The District shall conduct a background investigation and criminal records check
5 including charges pending of all applicants for employment. All offers of employment are
6 conditioned upon submitting to, and the satisfactory results of, a criminal records check,
7 a background investigation and criminal records check, including fingerprinting, as more
8 fully described below.
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10 In addition, all District employees and all other persons who have regular contact with
11 students, such as volunteers, coaches, student interns and student teachers, and those
12 agencies/individuals who provide contracted services to our students, as the District
13 deems appropriate, shall be subject to background investigations, criminal records
14 checks, including charges pending and fingerprinting.

15 Further, all contracted service providers, when required to do so by the Superintendent,
16 must furnish the District with copies of satisfactorily completed criminal background
17 checks, including charges pending and fingerprinting.

18 The refusal to submit to or otherwise cooperate with the District's efforts to conduct a
19 complete background investigation and criminal records check, including charges
20 pending and fingerprinting, and/or the receipt of unsatisfactory results from a
21 background investigation or criminal records check shall result in the withdrawal of a
22 conditional offer of employment and/or disciplinary action up to and including immediate
23 termination of an employee, volunteers, coach, student intern, student teacher or
24 contracted service provider.

25 New Hampshire law specifically prohibits any district from hiring an individual who has
26 been convicted of crimes under RSA 630:1, 630:1-a, 630:1-b; 630:2; 632-A:2, 632-A:3,
27 632-A:4; 633:1; 639:2, 639:3; 645:1 I(b), II or III; 645:2; 649-A:3, 649-B:3, or 649-B4; or
28 any violation or attempted violation of RSA 650:2 where the act involves a child in
29 material deemed obscene, in this state under any statute prohibiting the same conduct in
30 another state, territory, or possession of the United States¹. If a criminal records check
31 reflects a conviction of this type, the conditional offer of employment will be withdrawn.
32 In addition to these specifically enumerated crimes, the District will not employ or
33 utilize the services of anyone who has been convicted of any felony. In the event that an
34 employee, volunteer, coach, student intern, student teacher or contracted service
35 provider has been convicted of a misdemeanor, the Board and Administration will review
36 such convictions and determine appropriate action on a case-by-case basis.

37 The District shall pay the fees associated with the fingerprinting and criminal records
38 check conducted in accordance with this policy, except for contracted service providers,
39 who are responsible for paying their own fees.

¹ NH RSA Chapters 630 – 650.

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Additional Criminal Records Checks

The Board may require a criminal records check of any employee at any time. In addition to the required State and FBI Criminal Records Check, the Board may also authorize the Superintendent to conduct a criminal background investigation and criminal records check including charges pending of any applicants for employment through contracted agencies. The District shall pay the fees associated with the criminal records check and fingerprinting conducted through such agencies in accordance with this policy, except for contracted service providers, who are responsible for paying their own fees.

Background Investigation

All individuals covered by this policy must authorize the District, in writing, to conduct a background investigation including charges pending and consent to the release by third parties (such as former employers) of the information requested during the District's investigation. A background investigation may include, but is not limited to: entire employment history; fitness for duty at all prior employment; education history; criminal record and military record, if any; obtaining opinions and references regarding moral character and reputation; and soliciting and obtaining any other information the District, in its discretion, deems necessary.

Fingerprinting

All individuals covered by this policy shall submit to fingerprinting conducted by an authorized employee of the District, or at the request of the District, a qualified law enforcement agency. If, after two attempts, the District is unable to procure valid fingerprints, the District may withdraw a conditional offer of employment pending the receipt of police clearance from every city, town or county where the applicant has lived during the past five (5) years.

Criminal Background Check

All individuals covered by this policy must execute and submit to the District, a notarized criminal history records release form, as provided by the Division of State Police, authorizing release of information regarding the presence or absence of any criminal conviction of the individual. In addition, the individual must submit to fingerprinting conducted by an authorized employee of the District, or at the request of the District, a qualified law enforcement officer. If, after two attempts, the District is unable to procure valid fingerprints, the District may withdraw a conditional offer of employment and/or impose disciplinary action, up to and including immediate termination of an employee, volunteer, coach, student intern or student teacher.