

Series 4000 – Personnel – Certified & Non-Certified

1. Certified Personnel

A. Permanent Personnel

(2) Appointment and Conditions of Employment

(g) Security/Credit Check

Security Check/Fingerprinting

In order to create a safe environment for students, new employees must submit to state and federal criminal record checks and a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry.

District employees must be fingerprinted within 10 days and have completed all DCF forms within 10 days after they are offered employment. All new employees must report state and federal criminal and DCF offenses. If record checks produce information not disclosed at the time of application for employment concerning abuse or neglect investigations and/or convictions or pending criminal charges, it will be grounds for disqualification from consideration of employment or discharge from employment.

District students under the age of 18 years, who are employed by the school District, are exempt from these requirements, but will have discipline or behavior issues reviewed and considered when applying for a position.

Workers placed in a school under a public assistance employment program shall submit to the same criminal background checks and DCF record check if such individuals will have direct contact with students.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall also be required to undergo the same criminal background checks already required for school employees.

Criminal Justice Information

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation pertaining to the use and disclosure of criminal justice information.

Legal Reference: Connecticut General Statutes

10-221d Criminal history record checks of school personnel.

Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA No. 09-1 PA 11-93 and PA 16-67)

29-17a Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel
Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S.
Department of Justice, Federal Bureau of Investigation, Criminal Justice
Information Services Division, October 6, 2015.

Policy adopted: November 18, 2008
Policy revised: April 2, 2013, December 18, 2017

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