

CRIMINAL RECORDS SEARCHES

It shall be the policy of the technology center that it will obtain the results of a national criminal history record check, as defined by OKLA. STAT. tit. 74, § 150.9, of every prospective technology center employee and conduct an annual search of the Oklahoma Sex Offender and Mary Ripsey Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students. The results of any records searches will be kept on file by the technology center.

National Felony Record Search of Prospective Employees

During the first interview with each employment applicant, technology center will advise the applicant that:

1. The technology center requires a national criminal history record check of every prospective employee as a condition of employment. The technology center also requires an Oklahoma criminal history record check for every prospective teacher;
2. To enable the technology center to request the search and obtain the results, the applicant must complete and sign authorization and release form(s) provided by the technology center;
3. The technology center will only request a felony record search if the superintendent recommends employment of the applicant;
4. If the superintendent recommends employment of the applicant, the applicant must pay the search fee(s);
5. The technology center will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;
6. If the superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the national criminal history record check and/or the Oklahoma criminal history record check search; and
7. The Board of Education shall not have the authority to employ any person who does not have a criminal history record check on file with the technology center. No person shall be permitted to perform work or render services to the technology center without such record check on file.
8. The applicant, if placed on duty prior to receipt of the criminal history record check results, will be classified as a temporary employee until the technology center is notified that the search is clear of any felony conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the

health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant. All criminal history record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the national criminal history record check are not received by the technology center within sixty (60) days, if the record check reveals a prior felony offense conviction(s) within the past ten (10) years, or at any time if the conviction shows a tendency to be a danger to the health/safety of students or if the conviction indicates a potential conflict with the duties to be performed by the applicant, or if the record check reveals a false response to one or more of the questions on the authorization and release, the applicant shall be deemed to have resigned his or her employment. The administration will review the facts and circumstances of each situation and decide whether to recommend the resignation be accepted. Such resignation may be accepted by the board of education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and technology center policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the technology center.

The technology center may waive the requirement to obtain an initial national criminal record check for any prospective employee who has obtained certification from the Oklahoma State Department of Education within the past twelve (12) months.

The technology center may waive the requirement to obtain a new record search if the applicant for a full-time teaching position has been employed as a full-time or substitute teacher in another Oklahoma technology center, produces a copy of an existing national criminal history record check from within the past five (5) years, and produces an original letter from the former technology center stating that the employee left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Felony Record Searches of Current Employees

The technology center will request a criminal history record check regarding any current school technology center employee if the board of education or superintendent requests a search of that employee's felony record.

When the technology center seeks to obtain a record check regarding a current technology center employee pursuant to the terms of this policy, the employee who is the subject of that record check must complete and sign an authorization and release form provided by the technology center. The employee shall permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the record check. The technology center shall be responsible for the payment of fees associated with record checks regarding current technology center employees.

Felony Record Searches of Substitutes

The technology center may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a technology center that employed the substitute in the year preceding prospective employment by technology center. Likewise, any person seeking employment as a substitute who has been employed as

a full-time teacher by a technology center in the State of Oklahoma in the five (5) years immediately preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the technology center in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by technology center for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with the technology center in good standing is not to be required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by the technology center.

Felony Record Searches of Volunteers

The technology center may, in its discretion, require a national criminal history record search for any volunteer who has substantive contact with minor students, of the same type and using the same standards applicable to prospective employees or some other national criminal history record search that uses social security numbers instead of fingerprints. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

Annual Search of Sex Offender and Violent Crime Offender Registries

Pursuant to OKLA. STAT. tit. 57, § 589, the technology center shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippey Violent Crime Offenders Registry of all technology center employees who provide or offer services to secondary students and children.

Reference: OKLA. STAT. tit. 70, § 5-142; OKLA. STAT. tit. 74, § 150.9; OKLA. STAT. tit. 57, § 589.