

533.1 CRIMINAL HISTORY RECORD CHECK PROCEDURES

The Wisconsin Rapids Public Schools completes a criminal record check on any employee, volunteer, student teacher, or adult who has the potential to have unsupervised contact with students in the District.

The record check is completed by the Human Resources Department at the stage of association/conditional offer of employment with the District. At this point the individual will be required to complete a WRPS Disclosure Form listing all convictions and pending charges. Individuals who require fingerprints (those having lived outside of Wisconsin at any time since the age of 18) will be directed to proceed to the local police department to complete the fingerprint card requirement. The candidate will be provided with a waiver form describing how they may obtain a personal copy of their own criminal history record with the FBI. A legal form of identification, including a photo ID, will also be required.

If the results of the record check reveal a conviction or a pending charge, the record is reviewed with the individual to determine if the conviction or circumstances of the crime/charge relate to the association/conditional offer of employment with the District. The Director of Human Resources makes all such determinations in consultation with legal counsel as needed.

Criminal history records, waivers and disclosure forms are confidential records to be reviewed only by authorized Human Resources Department staff and legal counsel staff as needed. Criminal history records, waivers and disclosure forms are maintained in the Human Resources Office in a secure, controlled access file. In compliance with retention requirements, these documents will be maintained for at least three years if the individual does not become associated with the District or is not hired, and for ten years post separation of association/employment if the individual is used in the District or hired. Documents no longer retained by the District will be disposed of by shredding.

LEGAL REF.: Section 111.335 Wisconsin Statutes

CROSS REF: 221, Recruitment/Appointment of Administrators

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