

## **533.1 RULE - CRIMINAL HISTORY RECORD CHECK – FINGERPRINTING PROCESS/PROCEDURES**

Any employee, volunteer, student teacher, or adult who has the potential to have unsupervised contact with our students, who has lived outside of the state of Wisconsin since the age of 18, is required to submit fingerprints.

The person being fingerprinted must sign a waiver allowing WRPS to perform the Criminal History Records Check by way of fingerprint submission. This person must provide at least one legal picture identification which will be verified by Human Resources Department staff.

The person being fingerprinted must submit the provided fingerprint card to the local police department. Identification must be verified by the officer conducting the fingerprinting. The fingerprint card will be sent via US mail to the Wisconsin Department of Justice for processing. The WRPS Human Resources Department staff will check the Wisconsin Department of Justice web site for the results. The pending applicant/volunteer has the right to obtain a copy of the criminal history record, and to challenge the record's accuracy prior to final determination regarding employment/association with the District being made.

The information received from the Wisconsin Department of Justice may only be used for the purpose it was submitted.

The waiver form will be retained for seven years after termination of the person's association/employment with the District. The results will be kept in a secure area with only Human Resources Department staff having access. This information will be kept for ten years post separation of employment if the candidate is 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

APPROVED: March 9, 2009