

**TALBOT COUNTY
PUBLIC SCHOOLS
EASTON, MD 21601**

**POLICY CODE
7.5AR
ADOPTED: 10/19/11
UPDATED: 09/18/2024**

**STAFF CRIMINAL BACKGROUND CHECK
CRIMINAL RECORD CHECK**

Pursuant to Section 5-561 for the Family Law Article of the Annotated Code of Maryland, and notwithstanding any provision of law to the contrary, a criminal history investigation check shall be made of all applicants for employment with the Talbot County Board of Education. The following procedures will be adhered to when requesting, processing, and handling background checks.

SECURITY AND STORAGE: Criminal History Record Information (CHRI) files/records are filed in a closed envelope in the individual's personnel file and locked in a file cabinet out of public view.

ACCESS: The Talbot County Public School employees involved in the collection, processing, and management of CHRI (Criminal History Record Information) will be the subject of a fingerprint-based background check. Only Human Resources Personnel and the Superintendent are allowed access to the files when making hiring and termination decisions.

Once an applicant has been recommended for hire, that prospective employee will be sent to an approved agency, which is authorized by COMAR Regulations 12.15.05 and Criminal Justice Information System (CJIS) for fingerprinting and a background check. The CHRI is securely located in the appropriate personnel file.

DISSEMINATION: Only authorized agencies are allowed to view CHRI and personnel files.

An entry in the dissemination log containing date, name and purpose will be recorded when CHRI information is disseminated to the Maryland Department of Transportation and the Department of Legislative Services which is in accordance with the Retention of Physical Security of CHRI: Title 5, USC §552a. CHRI can only be disseminated to the subject of the background check and other agencies or entities authorized to receive CHRI.

When CJIS sends updates to TCPS and the employee is no longer employed, the alert will be mailed back to CJIS-AR, Attn: Customer Services with a notation "No longer employed."

The personnel office will require photo identification when an employee requests a copy of his/her own CHRI. If a copy is given to the employee, then it will be stamped "COPY" and recorded in the dissemination log.

All individuals whether employee or agency auditors are required to sign the dissemination log.

RETENTION AND DESTRUCTION: In compliance with COMAR 12.15.01.17(d), CHRI documents will be shredded by authorized TCPS employees upon the separation of the employee from the employer.

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