

GAK(1) Criminal Background Check

7/19/12

A criminal record check will be conducted at or prior to employment on every person who is employed by the Cobb County Board of Education (Board) for the first time to fill either a full-time or a part-time certified or classified position with the Cobb County School District (District).

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed consent on a form designated by the District, including employee's full name, address, social security number, and date of birth, based upon the requirement of State Law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal record checks shall be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with District shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with the District shall have subsequent criminal records checks on a periodic basis using procedures and schedules to be determined by the Superintendent or designee.

Criminal record check information shall be used by the district and its officials and employees only for the purpose of determining whether to grant regular employment and in any administrative or judicial proceeding calling such employment into question. Such information shall be stored, restricted, and disposed of in such a manner as may be required by federal and state authorities. A breach in confidentiality or the inappropriate use of criminal background information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The cost of the criminal record checks for all certificated and non-certificated personnel shall be borne by the employee or applicant.

The Superintendent shall establish and maintain procedures as needed to meet these requirements and implement this policy.

Adopted: 7/19/12

Legal Reference

O.C.G.A. 20-02-0211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
O.C.G.A. 35-03-0039.1	National Crime Prevention and Privacy Compact; ratification; criminal history records repository
O.C.G.A. 35-03-0035	Dissemination of criminal history records
49 USC 14616	National Crime Prevention and Privacy Compact