

**PERSONNEL HIRING &  
FINGERPRINTING/CRIMINAL RECORD CHECK**

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Any new position will be approved by the Pickens County Board of Education before the position is filled.

The Pickens County School System will employ personnel on the primary basis of program needs. When instructional openings occur, applications will be solicited from teacher training institutions, professional placement services, public and private placement agencies. Specified qualifications will depend upon the position to be filled.

Fingerprint and Criminal Record Checks Prior to Employment

In order to be employed for the first time by the Pickens County Board of Education, any applicant(s) for any position must first submit to a fingerprint and criminal records check which will be conducted by and through the office of the law enforcement official of Pickens County. The law enforcement official shall forward the prospective employee's fingerprints and appropriate request to the Georgia Bureau of Investigation (GBI) for a criminal record check under standards adopted by the Georgia Bureau of Investigation. Such fingerprinting and criminal record check shall be required even though the applicant may already have undergone fingerprinting and criminal record checks by another school district in Georgia or elsewhere.

Time: Provisional Hiring

Such fingerprinting and criminal record check must be made prior to the issuance of any regular contract for first employment. However, under circumstances where a vacancy needs to be filled immediately, the School District may employ persons subject to the express contract provision stating that employer thereunder is temporary and provisional only, and that a decision as to regular employment will not be made until the receipt of the criminal record check results from appropriate authorities. Such provision and temporary contracts shall not extend for a period in excess of one hundred, twenty (120) days, or until ten (10) days after receipt of the criminal record check results, whichever occurs first. The applicant shall be notified of the Board's final decision regarding employment within ten (10) days of receipt of the criminal records check results. If the Board elects to deny regular employment, the applicant may within ten (10) days request a hearing to present any reasons why such denial was inappropriate.

Separate contract forms should be used for provision and regular contracts. No provisional or regular contracts shall be offered or executed on behalf of the school district without prior approval of the Board of Education.

Subsequent Record Checks

Subsequent criminal record checks will 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 this school 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 this school district shall have subsequent criminal record checks on a periodic basis using procedures and schedules to be determined by the Superintendent or his designee.

### Fees

The fingerprinting and record checks shall be initiated by the school district at the appropriate time, and the fee for such shall be paid by the applicant(s). The fee shall be reimbursed by the school district if the applicant is hired for the position.

### Use and Handling of Criminal Record Information

Criminal record check information shall be used by the school 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 in question, and shall be stored, restricted and disposed of in such manner as may be required by federal and state authorities.