

## **Personnel – Certified/Non-Certified**

### **Security Check/Fingerprinting**

Each applicant for a position within the Capitol Region Education Council shall be asked whether he/she has ever been convicted of a crime; whether there are any criminal charges pending against him/her; and, if charges are pending, to state the charges and the court in which the charges are pending. Applicants whose convictions were vacated are not required to report their initial convictions. Each person hired by the Capitol Region Education Council's school system, shall be required to submit to state and national criminal record checks within thirty days of the date of employment. Each worker placed within a school under a public assistance employment program; or placed in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate; who performs a service involving direct student contact shall be required to submit to state and national criminal history records checks within thirty days from the date such worker begins to perform such service.

Legal Reference: Connecticut General Statutes

10-221d Criminal history records checks of school personnel. Fingerprinting. Termination or dismissal, as amended by P.A. 19-91, An Act Concerning Various Revisions and Editions to the Education Statutes.

Policy adopted: August 16, 1995  
Readopted: September 17, 2003  
Revised: April 19, 2017  
Revised: January 15, 2020

CAPITOL REGION EDUCATION COUNCIL  
Hartford, Connecticut

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#### **Procedure**

1. No later than ten calendar days after the Executive Director or designee has notified a job applicant of a decision to hire the applicant or place the worker, or as soon thereafter as practicable, the applicant or worker will be directed to be fingerprinted by the Capitol Region Education Council or applicable law enforcement agency.
2. No later than thirty calendar days after the Executive Director (or designee) has provided the successful job applicant or worker with the direction to be fingerprinted, or after the applicant has begun employment, the applicant or worker must be fingerprinted by Capitol Region Education Council. Failure of the applicant or worker to have his/her fingerprints taken within such thirty-day period will be grounds for the withdrawal of the offer of employment or placement, or termination of employment or placement.
3. Any person for whom criminal records checks are required to be performed, pursuant to this policy, must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal record checks.
4. Upon receipt of a criminal record check, indicating a previously undisclosed conviction, the Executive Director or his/her designee will notify the affected applicant/employee/worker in writing of the results of the record check and will provide an opportunity for him/her to respond to the results of the criminal record check.
5. Decisions regarding the effect of a conviction or a pending charge upon an applicant/employee/worker, whether disclosed or undisclosed by him/her, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or placement or termination from employment or placement.

Regulation issued: August 16, 1995  
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