

## **BACKGROUND CHECK SCREENING PROCEDURE**

1. No later than ten calendar days after the Superintendent or his/her designee has notified a potential employee of his/her status as a final candidate for employment, or as soon thereafter as practicable, the Superintendent or his/her designee will supply the applicant with a packet containing all materials necessary for the applicant to undergo a criminal history record check screening and a copy of this procedure. The local police station or Director of Human Resources or designated staff from Dickinson Public Schools shall take fingerprints and collect any other necessary identifying information for all district applicants and employees.
2. Failure of the applicant to have his/her fingerprints taken within such ten-day period without good cause will be grounds for disqualification from employment.
3. The Superintendent or his/her designee shall arrange for the completed and attested to fingerprints be returned to the Dickinson School District. The Superintendent shall submit the final applicant's criminal history record check authorization form, two sets of fingerprints, and payment for screening fees to the North Dakota Bureau of Criminal Investigation (BCI) within five calendar days of receiving the applicant's background check materials or as soon thereafter as practicable.
4. If BCI rejects a final applicant's fingerprints or rejects any identifying information, the applicant shall arrange for a resubmission of the rejected fingerprints or identifying information within five calendar days of receiving notification of the rejection. Failure of the applicant to meet this deadline without good cause will be grounds for disqualification from employment.
5. Should a BCI reject an applicant's fingerprints or identifying information two times, the District reserves the right to conduct a name-based criminal record check search.
6. The Dickinson Public Schools will use background checks done by ESPB as its screening process for teachers.

**End of Dickinson School District #1 Administrative Regulation DBAA-AR**