

1 **Great Falls Public Schools**

2  
3 **PERSONNEL**

5122P

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5 Fingerprint Background Handling Procedure

- 6  
7 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers  
8 or recommended for hire by Great Falls School District need to be fingerprinted.  
9 2. Great Falls School District will obtain a signed waiver from all applicants and provide  
10 written communication of applicant rights (Applicant Rights and Consent to Fingerprint  
11 Form 5122F). The Applicant Rights and Consent to Fingerprint Form will be kept on file  
12 for 5 years or for the length of employment, whichever is longer. The form will be filed  
13 in the employees Personnel File.  
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15 Authority to Fingerprint

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17 The Great Falls School District will refer candidates, recommended for hire, to Human  
18 Resources for fingerprinting.

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20 Applicants will complete up to two (2) fingerprint cards following instructions on the card to fill  
21 out the information. District office personnel will add information in the box regarding reasons  
22 to be fingerprinted.  
23

24 A spreadsheet of those fingerprinted is kept by the School District to identify the individual,  
25 position being hired for, date of fingerprint, date print received and date print billed.  
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27 The School District staff that have received training by the Criminal Records and Identification  
28 Services Section (CRISS) will process the fingerprints and send them to the Department of  
29 Justice (DOJ).  
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31 Determination Procedures

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33 Personnel staff that have been trained by CRISS and granted access to criminal history record  
34 information will receive the background results through their Montana State File Transfer  
35 account.

- 36 a. Results are reviewed for determination of eligibility to hire  
37 b. Any adverse reports are presented to the appropriate administrator for final approval.  
38 c. Determination is noted on a determination form and kept in a locked file cabinet.  
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1 Storage Procedure

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3 Printed background is stored in a secure and alarmed file room in a sealed envelope marked  
4 “confidential”. This envelope is only accessible to staff that have received CRISS training.  
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6 Dissemination Procedure

7 The School District will not disseminate any fingerprint information expect to the individual.

- 8 a. All disseminated copies shall be marked with “Copy”  
9 b. The dissemination must be recorded on dissemination log.  
10 i. The log will be maintained for three (3) years from date of entry.  
11 ii. The information on the dissemination log will include:  
12 1. Date record was shared  
13 2. Who sent the request (personnel name and district; only CRISS  
14 trained personnel can disseminate information)  
15 3. How the request was fulfilled  
16 iii. Dissemination requests are mailed, faxed or emailed to the requesting  
17 representative of the district.  
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19 Destruction Procedure

- 20  
21 • Criminal History Record Information (CHRI) will be stored with the personnel file in a  
22 sealed envelope marked “confidential” for the length of employment. The District utilizes  
23 shredding for destruction of information no longer needed.  
24 • Dissemination logs are destroyed three (3) years from date of entry.  
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26 Training Procedure

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28 • Human Resources Director  
29 ○ Signed user agreement between district and CRISS  
30 • Privacy and Security Training  
31 ○ CRISS training on CHRI required to receive background reports  
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33 Cross Reference

34 Policy 5122 Fingerprints and Criminal Background Investigations

35 Policy 5122F Applicant Rights and Consent to Fingerprint  
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37 Policy History

38 Adopted on: September 9, 2019

39 Reviewed on:

40 Revised on: