

CRIMINAL HISTORY RECORD CHECK SCREENING PROCEDURE

1. No later than 10 calendar days after the Superintendent or his/her designee has notified a potential employee of his/her status as a final applicant, 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 regional service center** shall take fingerprints and collect any other necessary identifying information for all district applicants and employees.
2. No later than 10 calendar days after the Superintendent or his/her designee has provided the final applicant with the criminal history record check packet, the applicant must arrange to be fingerprinted and have any other necessary identifying information collected. Failure of the applicant to have his/her fingerprints taken within such 10-day period without good cause will be grounds for disqualification from employment.
3. The Superintendent or his/her designee shall arrange for **the regional service center** to return criminal history record check materials to the District. Final applicants will not be permitted to return these materials to the District.
4. The Superintendent shall submit the final applicant's criminal history record check authorization form, two sets of fingerprints, any other necessary identifying information, and payment for screening fees to the North Dakota Bureau of Criminal Investigation (BCI) within five calendar days of receiving the applicant's materials or as soon thereafter as practicable.
5. If BCI rejects a final applicant's identifying information, the applicant must arrange to have identifying information recollected within five calendar days of receiving notification of the rejection. Failure of the applicant to comply within such five-day period without good cause will be grounds for disqualification from employment.
6. Should a BCI reject an applicant's identifying information three times, the District reserves the right to conduct a name-based criminal record check search.