

Administrative Directive Title: Background Check and Criminal History Record Information	AD Number: 5.118.1	Adopted: November 2024
Policy References: Board Policy 5.118 – Background Investigations	Revised:	

1 To ensure the safety and welfare of students and staff, the district shall require criminal history
2 background checks and fingerprinting of applicants for employment, employees (every five (5) years),
3 contract workers pursuant to T.C.A. 49-5-413(d), and volunteers who work with children or that
4 require proximity to children such as being on school grounds when children are present.

5 Before an individual submits to a background check, he/she will receive from the Human Resources
6 Department a copy of the district’s Privacy Requirements as well as receive and sign a copy of the
7 district’s Privacy Act. The Human Resources Department will keep track of which individuals receive
8 a copy of the Privacy Act and will maintain the signed copy in that individual’s personnel file.

9 An individual who is required to undergo a background check will receive written instructions from
10 the Human Resources Department on how to register for fingerprinting from Identogo. They will
11 register for fingerprinting and arrive at the scheduled time. Any reasonable costs incurred for
12 conducting the background check will be paid by the person undergoing the background check.

13 The individual will be informed that the fingerprint-based background check will be used to check the
14 criminal history records of the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of
15 Investigation (FBI).

16 If a third party is utilized, the individual will receive a signed receipt at the end of the fingerprinting
17 session which shall be provided to the school district for proof of fingerprinting.

18 Fingerprints will be electronically forwarded to the TBI, and all results will be processed and delivered
19 to Murfreesboro City Schools by the TBI.

20 **RETENTION AND SECURITY**

21 The Human Resources Director shall be responsible of ensuring that all criminal history record
22 information (CHRI) obtained by the district is stored in a secure location. This shall be achieved by
23 creating physical safeguards to ensure the security and confidentiality of these records. If an outside
24 entity is used for record storage, the TBI shall be contacted to make a fitness determination.

25 A list of all employees who have access to process, disseminate, and/or destroy CHRI shall be
26 maintained and posted in the central office as well as the main office at each school. All persons
27 directly associated with the accessing, maintaining, processing, dissemination, or destruction of
28 Tennessee and FBI criminal history record information (CHRI) shall sign an awareness statement and
29 shall indicate that they have been specially trained on the subject.



Non-Criminal Justice Audit Personnel Security Awareness Statement

*After training has been completed, the below form shall be returned to **Alexanna Bragg, Human Resources Generalist** at alexanna.bragg@cityschools.net.*

I understand that all persons directly associated with the accessing, maintaining, processing, dissemination, or destruction of criminal history record information (CHRI) are required to undergo special training providing them with a working knowledge of federal and state laws and regulations governing the security and processing of CHRI.

I hereby certify that I have undergone training which has given me a working knowledge of state and federal laws and regulations governing the security and processing of CHRI and that I understand their application as it pertains to CHRI. I further understand that I am required to become aware of these laws and regulations concerning CHRI within sixty (60) days of employment or appropriate job assignment and every three (3) years to include Security and Integrity training for criminal justice and all other authorized employees.

Print Name: _____

Agency: _____ ORI: _____

Signature of Employee

Date