

## **BACKGROUND INQUIRIES**

As required by law (RCW 43.43 and Chapter 159, Laws of 1992 for the State of Washington) background inquiries of civil adjudication's, conviction records of crimes against persons and disciplinary board final decisions shall be conducted on all prospective employees and volunteers who are directly responsible for the care, supervision and/or treatment of children at the Washington School for the Deaf. Washington State Patrol (WSP) and Federal Bureau of Investigation (FBI) fingerprint record inquiries shall apply for the following appointments: all initial probationary, all first-time intermittent, temporary and emergency appointments. Volunteers shall undergo Washington State Patrol investigations only, at no charge, after completing authorization forms. FBI and WSP background investigations expire two years after the fingerprint clearance date if the employee terminates employment with the agency.

The Educational School District 112 (ESD 112) fingerprint technicians (or other approved, authorized fingerprint technicians, i.e. WSP/Sheriff's Office) will prepare two fingerprint cards and forward them to the WSP which will send one card to the FBI. Records of arrest and prosecution will be returned by the Office of the Superintendent of Public Instruction (OSPI) to WSD as designated on the fingerprint card. ESD 112 will maintain a record of the fingerprint transaction and the new hire will be provided with a receipt for fingerprinting which may be submitted to the school as proof that the process has taken place. Results of this investigation shall be used solely for the purpose of determining character, suitability and competence of applicants. Staff involved in this process are to ensure the confidentiality of all inquiry findings and related information. Misuse of background inquiry information is a criminal offense and may result in prosecution and/or disciplinary action as provided under MSR 356-34-010.

When necessary, persons may be employed on a conditional basis pending completion of the background information. Background inquiries shall always be completed on volunteers prior to them volunteering.

The following statement shall be used on all recruitment bulletins in affected classifications:

Background inquiries of convictions and pending criminal charges shall be completed on applicants prior to the appointment to positions at the Washington School for the Deaf. Information obtained from background inquiries will not necessarily preclude employment but will be considered in determining the applicant's character, suitability and competence to perform in the position

applied for and may result in a denial of employment. Applicants will be required to sign a release authorizing the background inquiry. Failure to do so may disqualify the applicant from employment.

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