

WASHINGTON SCHOOL FOR THE DEAF

PROCEDURE: **5202P**

Adopted: **October 6, 2006**

SUBJECT: **Background Inquiries**

Approved by: _____

Todd Reeves, Superintendent

The purpose of this procedure is to help ensure that WSD does not hire persons who have a record of child abuse or other criminal charges which could affect the safety of children. All schools are required by law to receive background investigations through the Washington State Patrol (WSP) and FBI fingerprint checks.

NOTE: This procedure applies to ALL employees, not just those working directly with children.

All prospective hires will be informed during the interview process that they will be required to have a national fingerprint check conducted through the Federal Bureau of Investigation and a background check through the Washington State Patrol. (Information on this process can be obtained in the Human Resources office.)

No final hiring of any positions that has regularly scheduled unsupervised access to students will occur until WSD receives the FBI clearance report. A letter of intent to hire could be issued contingent upon the result of the FBI report.

NOTE: In an emergency situation, a temporary hire can be made with WSP clearance; however, the approval and authorization of the superintendent are required.

The Human Resources office will help interested potential employees secure the necessary fingerprinting.

Fingerprinting is a pre-employment condition and therefore the cost of this procedure is the responsibility of the person interested in employment.

The Human Resources office will notify the supervisor and Superintendent of final clearance for hiring. Current FBI processing time requires approximately two months after application is made.