



Administrative Guidelines

Department: Human Resources

Policy: N/A

Topic: Criminal Record Check

Revised: August 2019

PROCEDURE

Pursuant to O.C.G.A. 20-2-211(e), Marietta City Schools employees must submit to criminal record checks and fingerprint processing and is a condition of employment. The following procedures are in place to ensure that applicants and employees are screened properly.

District employees are required to submit fingerprints for criminal record checks. Due to the length of time it takes to receive fingerprint records, we are not required to have these records on file prior to employment, however we are choosing to receive these records on file prior to any position involving children. These records are reviewed by Human Resources personnel and the Superintendent is advised of reports of criminal history in order to establish eligibility for employment.

All vendors/contractors (including community coaches and temporary employees) are required to submit fingerprints for criminal record checks, unless otherwise determined by the head of Human Resources. If a Supervisor wishes to request that a vendor/contractor be excused from fingerprinting, they must submit their request and explanation to the head of Human Resources via email prior to any work being done on any campus.

- Individuals hired for such positions will have a \$25 processing fee deducted from their first payroll check, as noted on the consent form. Additional processing fees are incurred by the school system. The amount of employee and employer fees may change as increases are incurred from law enforcement agencies.

Applicants/employees are required to disclose their criminal history as indicated on the employment application they submitted and on any subsequent affirmation statements requested by HR personnel. Failure to properly disclose pertinent details of one's criminal history or any pending criminal investigation may result in disqualification for employment or termination of employment.

MCS employees must comply with a criminal record check screening on a 5-year cycle. Failure to do so could result in termination of employment. Individuals seeking license or certificate renewal are subject to additional records checks based on the renewal cycle established by the Georgia Professional Standards Commission.