

**CINCINNATI CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Background Checks	
Procedure No. 3121-00-01	Eff. Date: 6/30/18
Implements Board Policy(ies): 3121 Criminal History Record Check 4121 Criminal History Record Check	Last Reviewed: 6/30/18

1. Background

This is the procedure for criminal background checks for CPS employees, contractors, partners, and volunteers.

2. Responsibilities

Title: General Counsel	
Address: Education Center	
Phone: (513) 363-0114	
<i>The General Counsel shall be responsible for updating criminal record check policy and procedures as necessary to comply with state law.</i>	

Title: Human Resources	
Address: Education Center	
Phone:	
<i>The Human Resources Department shall be responsible for ensuring that all employees have appropriate criminal background checks.</i>	

Title: Security Department	
Address: Education Center	

Phone:	
<i>The Security Department shall be responsible for reviewing criminal background checks and issuing security badges.</i>	

3. Action Steps

<i>All employees, contractors, partners, and volunteers shall have criminal records checks as required by state law.</i>
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4. Equity Considerations

<i>Not applicable.</i>

5. Related Documents / Forms

Document Title	Description	Last Reviewed
Background Check Requirements	Describes the background checks (local / FBI / BCI) required for employees, volunteers, etc.	7/24/17
Badge Request Form	Used to request security badges for volunteers / consultants / contractors	6/30/18

6. Additional Information

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