

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Criminal History Record Check	
Procedure No. 3121-00-01	Eff. Date: 6/27/2011
Implements Board Policy (ies) <u>-3121- Criminal History Record Check</u>	Last Reviewed: <u>6/27/2011</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education requires a background check of each applicant recommends for employment.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address:2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

Applicant will complete a BCII and FBI history check prior to appointment of employment.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Background check form	Release to complete background check	5/1/2018
2.		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.

Any information and records obtained from such inquiries are confidential and shall not be released or disseminated.