

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

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| Procedure Name Criminal History Record Check | |
| Procedure No. 4121-00-01 | Eff. Date: 11/15/2010 |
| Implements Board Policy (ies) <u>4121-Criminal History Record Check</u> | Last Reviewed: <u>11/15/2010</u> |

1. Background

Describe relevant background to the implementation of the policy.

- The Board of Education requires a background check of each applicant

2. Responsibilities

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|---|--------------------------|
| 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.

- offer background checks to current and new employees

4. Equity Considerations

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

5. Additional Information

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

CPS shall employ only those applicants who are fully suitable to work in an educational environment.