

Memorandum to the Shrewsbury School Committee
CHRI (Fingerprint, SAFIS) Policy 635 A
Background Checks
Recommended Updates: First Reading
November 9, 2016

Barbara A. Malone
Director of Human Resources

Background

On October 24, 2014 the Shrewsbury School Committee updated its background check policy (Policy 635A) to incorporate new guidelines regarding fingerprint based background checks for all school personnel.

New Requirements

Last spring the Department for Elementary and Secondary Education released updated guidance regarding contents for policies governing fingerprint based background checks. This new guidance contains numerous changes from the previous version:

- Reference to a web-based training regarding handling and use of the fingerprint background checks for any staff member who will handling the processing of these background checks
- The designation of a Local Security Agency Officer (LASO), which I'm recommending be assigned to the Director of Human Resources role
- Identification of LASO responsibilities
- Procedures for making an individual "authorized personnel" to handle fingerprint background results, as well as what to do when an authorized person transfers or leaves Shrewsbury Public Schools
- Protection of information in various formats (media, hard copy, electronic)
- Disposal of information in various formats
- Reporting process for security incidents
- Designation of controlled areas
- Removal of the responsibility to report concerns to the Commissioner of Elementary and Secondary Education

Please refer to the draft of the proposed changes. All additions are outlined in red ink and deletions are outlined in blue ink. Black ink represents language carried over from the previous policy.

I am happy to answer any questions you might have regarding the background check policy and recommendations for updates to the policy.