

**TALBOT COUNTY  
PUBLIC SCHOOLS  
EASTON, MD 21601**

**POLICY CODE  
7.5 AR  
ADOPTED: 10/19/11**

**STAFF CRIMINAL BACKGROUND CHECK  
CRIMINAL RECORD CHECK**

Pursuant to Section 5-561 for the Family Law Article of the Annotated Code of Maryland, and notwithstanding any provision of law to the contrary, a criminal history investigation check shall be made of all applicants for employment with the Talbot County Board of Education. The following procedures will be adhered to when requesting, processing, and handling background checks.

The Talbot County Public School employees involved in the collection, processing, and management of CHRI (Criminal History Record Information) will be the subject of a fingerprint based background check.

Once an applicant has been recommended for hire, that prospective employee will be sent to an approved agency, which is authorized by COMAR Regulations 12.15.05 and Criminal Justice Information System (CJIS) for fingerprinting and a background check. The CHRI is securely located in the appropriate personnel file.

An entry in the dissemination log containing date, name and purpose will be recorded when CHRI information is disseminated to the Maryland Department of Transportation and the Department of Legislative Services which is in accordance with the Retention of Physical Security of CHRI: Title 5, USC §552a. CHRI can only be disseminated to the subject of the background check and other agencies or entities authorized to receive CHRI.

When CJIS sends updates to TCPS and the employee is no longer employed, the alert will be mailed back to CJIS-AR, Attn: Customer Services with a notation "No longer employed."

The personnel office will require photo identification when an employee requests a copy of his/her own CHRI. If a copy is given to the employee, then it will be stamped "COPY" and recorded in the dissemination log.

**-END-**

