

Notice To Prospective Employees of the Johnston Public Schools

State/National Criminal Background Check Rhode Island General Laws 16-2-18.1 , 16-2-18.2

Sections 16-2-18.1 and 16-2-18.2 of the Rhode Island General Laws entitled, "School Committees and Superintendents" were recently amended. The changes enacted require any person seeking employment with a private school or public school department who has not previously been employed by a private school or public school department in Rhode Island during the past twelve months, to obtain a state and national criminal background check.

In order to implement this statute, the following procedures have been adopted:

All national background checks require the taking of fingerprints. It is therefore required that persons seeking employment apply to the BCI Unit of the State Police or the police department in the city/town in which they reside.

Once the applicants are fingerprinted, a search of the statewide criminal history database will be initiated. In order to expedite the processing of requests, the results of that check will immediately be given to the applicant in written form to be forwarded to the prospective employer. At this time applicants can be appointed to a position pending the outcome of the subsequent national search.

The fingerprints will then be forwarded to the FBI by mail for a nationwide search of the national criminal history database. Upon completion, the fingerprint cards will then be returned to the BCI Unit noting the existence of a criminal history, if any. The turnaround time for this inquiry is approximately six (6) weeks.

BCI personnel will then inform the applicant in writing the results of the search noting the existence of specific "disqualifying information" if any. "Disqualifying Information" is defined by the statute.

The prospective employer will be notified in writing of the results of the search as well. However, the information conveyed will include only whether or not disqualifying information exists.

Since the fee for both the state and national search is \$29.00 to be paid by the applicant to the Department of Attorney General by check or money order, you need not do this unless you are told that you are going to be recommended or if you wish to begin substituting immediately.

If an applicant for employment has undergone a national and state criminal record check within twelve (12) months prior to the application for employment, the employer may request a letter from the BCI Unit indicating the presence or absence of disqualifying information.

If you have any questions or concerns, please contact the Johnston Public Schools or the Department of the Attorney General at 274-4400.

Applicant's Initials _____

