

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

Policy and Responsibility

SUBJECT: PRE-EMPLOYMENT SCREENING

School authorities are charged with protecting the health and safety of all students. As a means of helping to fulfill this charge, the Murray City School District requires prospective employees to have a criminal background check.

Background checks will be conducted to the following guidelines:

1. The applicant will complete the Murray City School District employment application in its entirety.
2. If the applicant is a finalist for employment with the Murray City School District, the applicant will be requested to have his/her fingerprints taken and to sign a waiver statement permitting the district to request a search of the Utah Bureau of Criminal Identification and an FBI criminal background check.

Refusal to submit to a background check will be grounds for denial of employment.

3. Fingerprints are taken at the Murray City School District through a Live Scan where the fingerprints are electronically transmitted to the Utah Bureau of Criminal Identification. The employee's continued employment will be contingent on the outcome of the criminal investigation. If there is information found in the background check that indicates the applicant has been convicted of a felony or misdemeanor, Murray City School District will ask for a letter detailing the charges and disposition and will review that information to determine the status of the applicant's employment with the district. Applicants who have been convicted of a felony or who have a misdemeanor conviction in an area which causes concern for the safety and well-being of children will not be hired.
4. The employee is responsible for the cost of the background check.
5. The Bureau of Criminal Identification will release to the Superintendent or his designee the person's record of criminal convictions. Information will not be released where there is no conviction.
6. Information disclosed by the Bureau of Criminal Identification will not be released to any other agency or individual.