

## **Williamson County Schools Procedures for Criminal Background Checks**

1. All employees in final consideration for hire after January 1, 2000 must submit to a criminal background check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation.
2. COGENT is the company that handles fingerprinting for TBI/FBI. During the new hire orientation the applicant will be given instructions and forms by the Human Resources Staff regarding fingerprinting procedures. The fingerprinting must be completed within the first 30 days of employment.
3. COGENT will transfer the applicant's fingerprints to the Tennessee Bureau of Investigation and the Federal Bureau of Investigation in order that a criminal background investigation can be completed.
4. The results of the criminal background investigation will be maintained in the Human Resources Office as a part of the personnel file.
5. Williamson County Schools will pay the cost of the criminal investigation for all new employees, with the exception of substitutes. Substitute teachers are required to prepay the cost of the fingerprinting, and after 5 working days they will submit an e-mail requesting reimbursement of this fee.