

Williamson County Board of Education



Adopted Date:
6/17/02
Rev. 5/18/09;9/17/18

5.1061

CRIMINAL BACKGROUND CHECKS

1 The Board of Education requires pre-employment criminal background checks of any prospective
2 personnel, including full-time, part-time, licensed, and non-licensed. This also includes certified
3 and non-certified individuals who are not employed by the Williamson County Board of Education
4 desiring to coach athletics in the district's middle and high schools.
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6 The following procedural guidelines meet this statutory requirement.
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9 1. All applicants in final consideration for hiring must submit to a criminal background check
10 conducted by the Tennessee Bureau of Investigation and Federal Bureau of Investigation.
11 Prior to completing final paperwork in the Human Resources Office, the applicant will be
12 fingerprinted by a Tennessee Bureau of Investigation selected vendor. The copy of the
13 results of this criminal background investigation may be supplied to the applicant.
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- 15 2. The Human Resources staff will also conduct background checks for such applicants with
16 the Tennessee Department of Children's Services and the National Predator database prior
17 to an offer of employment. Criminal background checks will also be conducted every five
18 (5) years after initial employment.
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- 20 3. Applicant may be employed by Williamson County Schools contingent upon a background
21 check that does not conflict with or hinder the ability to perform in the best interest of our
22 students and the district.
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- 24 4. If an employee is convicted of an offense that, if committed on or after July 1, 2007 is a
25 sexual offense or a violent sexual offense as defined in TCA §40-39-202, after the criminal
26 background check is conducted, the employee shall notify the Human Resources office of
27 the conviction within seven (7) days from the date of conviction.
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42 Legal Reference:
43 TCA 49-5-413
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