

EMPLOYEE CRIMINAL BACKGROUND CHECK

Each offer of employment made by the Watertown School District is subject to a criminal background investigation.

Each person considered a final applicant for employment will submit to a completed fingerprint identification card prepared by a law enforcement agency or qualified member of the school district and approved by the South Dakota Division of Criminal Investigation. The employment application and fingerprint identification will be received along with a certification by trained school district personnel that the applicant identified by photo identification submitted to fingerprint identification which has been provided to the Division of Criminal Investigation and the Federal Bureau of Investigation.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "Disqualifying Record" means any conviction of a crime of violence, a sex offense or trafficking in narcotics. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record. Any criminal conviction may constitute a disqualifying record.

This policy shall not apply to persons performing services for the Watertown School District under the authority of the South Dakota High School Activities Association.

08/14/00

05/10/10

**APPENDIX A
CERTIFICATION OF SUBMISSION OF FINGERPRINTS**

I, _____, a duly trained fingerprint administrator within
and for _____ hereby certify that I personally fingerprinted
the individual whose photo identification is copied onto this sheet and that I further
certify that the fingerprint card was sent by first class mail with appropriate postage to
the South Dakota Division of Criminal Investigation, c/o 500 East Capitol, Pierre, South
Dakota 57501, requesting that a criminal background information check be conducted of
said individual and that the results thereof be returned to my office. Finally, I certify that
any results of said criminal background investigation will be provided to the Watertown
School District.

Date

Officer

Date

Applicant

Place photo ID here