

## **Procedure: Background Checks, Certification Requirements, Assurances and Approval**

### **Background Checks**

All applicants for employment, prospective contractors, and prospective volunteers shall be notified of the records check requirement.

### **Protection of Fingerprint Records**

Educational Service District 112 will protect the confidentiality of fingerprint records information.

Access to the Superintendent of Public Instruction's records check data base shall be limited to authorized Human Resources Department staff.

- 1) Access to the data base will be controlled by a confidential password issued by the Superintendent of Public Instruction.

Fingerprint records information shall not be disseminated to any organization or individual by ESD 112.

- 1) Requests for fingerprint information will be referred to the Office of the Superintendent of Public Instruction.
- 2) Access to records check information shall be limited to authorized Human Resources Department staff processing or requiring fingerprint records information to make employment decisions.

Reference: WAC 392-300-045 through 392-300-060