

Category:	Procedure:	
<b>Human Resources</b>	<b>Criminal History Records Information</b>	
Descriptor Code:	Issued Date:	Revised Date:
<b>AP-G-212</b>	<b>November 2018</b>	

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2 An individual desiring a position with the Board (Knox County Schools) shall make application via a method  
3 approved by the Director of Schools. Knowingly falsifying information shall be sufficient grounds for  
4 termination of employment and shall also constitute a Class A misdemeanor which must be reported to the  
5 District Attorney General for prosecution. In a continuing effort to further ensure the safety and welfare of  
6 students and staff, the district shall require criminal history records checks for all prospective employees.  
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8 Information shall be verified by fingerprint and criminal history records check conducted by the Tennessee  
9 Bureau of Investigation or other sources as needed. Any costs incurred in conducting such investigations of  
10 applicants shall be paid by the individual.  
11  
12 Upon commencement of employment, each employee shall submit to a criminal history records check every  
13 five (5) years throughout the duration of employment. The five (5) year time period shall begin running at  
14 the date of the previous criminal history records check. Any costs incurred in conducting such investigations  
15 of employees shall be paid by the District. In addition to submitting to a criminal history records check every  
16 five (5) years, all employees shall comply with the reporting requirements in Procedure G-290-9.  
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18 Upon commencement of employment, each employee will receive a reminder from the Human Resources  
19 Department prior to the five-year anniversary of the previous criminal history records check. Although the  
20 Human Resources Department will issue reminders, it is the sole obligation of the employee to ensure that  
21 a criminal history records check is submitted to within the five-year time frame. If an employee does not  
22 comply, the employee may immediately be moved to administrative leave without pay pending further  
23 action.  
24  
25 An employee who wishes to transfer positions within the District may be subject to a local criminal history  
26 records check at no cost to either the employee or the District.  
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28 If a criminal history records check produces either initial results, or results different from the previous  
29 criminal history records check, the following offenses shall be grounds for not employing a potential  
30 applicant, termination of employment, revocation of tenure and/or disciplinary action at the discretion of the  
31 Director of Schools:  
32  
33 1. Any felony conviction  
34 2. Any misdemeanor theft conviction occurring within the previous ten (10) years  
35 3. Any misdemeanor drug or alcohol conviction occurring within the previous ten (10) years  
36 4. Any misdemeanor weapons convictions occurring within the previous ten (10) years  
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