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CRIMINAL IDENTIFICATION RECORDS POLICY	GBN
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I. INTRODUCTION

The Lincoln School Committee recognizes the importance of student and staff safety and the maintenance of a safe and secure learning and working environment. This policy directs the circumstances staff must obtain a BCI before beginning employment in the District.

II. POLICY

Any individual seeking employment with the Lincoln School District shall include with his/her application a BCI report from the Rhode island Attorney General, the Rhode Island State Police, or the Lincoln Police Department in conformance with the District's hiring policy and protocol and in compliance with the Rhode Island Attorney General's policy, procedures, and regulations. (See: <https://riag.ri.gov/i-want/get-background-check>).

1. Any applicant who refuses to comply with this Policy shall be ineligible for employment by the Lincoln School Department.
2. Any information so obtained shall be kept confidential and may not be used for any purpose other than the application for employment or any matter in connection with the denial thereof.
3. No applicant possessing a criminal record which bears directly or indirectly upon performance of the employment duties shall be employed, in the sole discretion of the Superintendent, whose determination shall be final and binding.
4. A copy of this Policy shall be shown to each applicant at the time application for employment is made.
5. If an applicant has undergone a national and state criminal records check within twelve (12) months prior to application for employment with the Lincoln School Department, the District may request from the bureau of criminal identification or the Lincoln Police Department a letter indicating the presence or absence of disqualifying information. Upon hiring, the letter may be maintained as part of the applicant's personnel file.

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6. The District shall maintain on file, subject to inspection by the department of elementary and secondary education, evidence that criminal records checks have been initiated on all employees seeking employment subsequent to July 13, 1998, and the results of the checks.

LEGAL REFERENCES:

RIGL: 16-2-18.1 & 16-2-18.2

First Reading: April 13, 1992
 Second Reading: May 18, 1992
 Adopted: May 18, 1992
 Amended Policy First Reading: May 15, 2023
 Amended Policy Second Reading:
 Amended Policy Adopted:

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

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WAIVER AUTHORIZATION

This Waiver Authorization expressly authorizes the Lincoln Police Department, Lincoln, Rhode Island, to furnish the Lincoln School Department any and all criminal information it may have concerning me. The release of the requested information is necessary for the purpose of employment. This authorized information is not to be given to any other person, firm or corporation not specified herein without first obtaining the undersigned's consent in writing. Such consent may be revoked at any time if in writing.

Signature of Witness
Date: _____

Signature of Applicant

Full Name of Applicant _____

Applicant's Social Security Number _____ Applicant's Date of Birth _____

Present Address:

Street Address

City, State, Zip Code

How long at this address: _____ years

Prior Address:

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Street Address

City, State, Zip Code

How long at this address: _____ years

Prior Address:

Street Address

City, State, Zip Code

How long at this address: _____ years