

BACKGROUND: Chapter 7 of Title 8, Hawaii Administrative Rules, entitled "Public School Personnel: Criminal History Record, Employment History, and Background Checks," requires employees, applicants, and institute of higher education (IHE) trainees who work in close proximity to children to be of reputable and responsible character. According to this rule, the Department of Education (DOE) may conduct screening checks and may refuse to employ/place, and/or may terminate the employment of any employee, applicant, or IHE trainee who has a history, or background involving violence, alcohol or drug abuse, sex offense, offense involving children and/or any other circumstances with indicates that the applicant or employee may pose a risk to the health, safety, and/or well-being of children. This confidential form is used by authorized officials to identify possible areas of concern about an employee's, potential employee's, or IHE trainee's criminal, employment and/or behavioral history. The DOE may terminate, or refuse to hire or place an applicant, employee, or IHE trainee who fails to complete this form, falsifies information and/or fails to cooperate fully with this screening process.

SCREENING RESPONSIBILITIES: PRINCIPAL, SUPERVISOR OR HIRING/PLACING AUTHORITY: Form DOE OHR 600-001 is completed by the employee, potential employee, or IHE trainee usually at the time of hiring/placing. Persons with hiring/placing and supervisory responsibility (principals, program coordinators, etc.) must ensure the proper completion and submittal of this form. They are also required to screen the completed form for each new employee prior to the effective date of employment or, at the time of form submittal if following-up on the backlog of previously hired employees. Additional clarifying information may be sought from this person if needed. When appropriate, former employers and/or other background references should be contacted to clarify or secure additional screening information. Appropriate action should be taken to delay, suspend, cancel or terminate the employment/placement of this person if information provided on this form or follow-up information indicates this person poses or may pose a possible risk to children. A short explanatory report of such action taken must be attached and submitted with the form. All reported information will be recorded on computer files for future references. Supervisors and other persons with hiring/placing authority may call and consult with the district personnel regional office or the EBC Office related legal contractual and/or procedural issues.

FORM PROCESSING: This form must be submitted to the appropriate district personnel regional or EBC Office for processing, where a search will be conducted for prior criminal history information. The Office of Human Resources will notify the appropriate DOE supervisors if any further follow-up is required. Each employee is hired conditionally pending the results of this and other suitability checks including fingerprint screening against the FBI files. Each IHE trainee must be cleared for criminal history background before beginning training in a school.

RESPONSIBILITIES:

Employee, Potential Employee, or IHE Trainee - Completes Form DOE OHR 600-001 completely and accurately. Responds appropriately when requested to provide or clarify information.

Supervisor or Hiring/Placing Authority - Instructs the employee, potential employee, or IHE trainee to complete the form. Assures submittal of the form. Assures correct Social Security Number and pictured identification. Reviews the completed form for areas of potential concern prior to the effective date of employment/placement (or if following up on the backlog of employment suitability checks) at the time of form submittal. Follows up with prior employers and references as necessary. Takes appropriate action to prevent the employment/placement or continued employment of persons who may pose a risk to children. Submits Form DOE OHR 600-001 along with other employment forms and reports as applicable to the district office/state office.

Assistant/Complex Area Superintendent or Designee - Reviews Form DOE OHR 600-001. Creates and maintains records on the computer file. Assures confidentiality of information.

Office of Human Resources - Conducts a name based search for criminal history. Creates and maintains records on the computer file. Records responses from fingerprint screening. Follows up on any reports generated by the suitability check. Assures confidentiality of information. Updates computer files regarding any action taken on employees, applicants, or IHE trainees based on the background check results.

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