HUMAN RESOURCES

Fingerprinting of New Employees

I After 1989, any applicant who accepts employment with Prince William County Schools whether full-time, part-time, permanent, college students on special assignments, or volunteers who work 15 or more hours weekly shall submit to fingerprinting and provide personal descriptive information. This information will be forwarded along with the applicant’s fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such applicant. Certificated, Classified, Substitute and Temporary personnel shall be fingerprinted by the Department of Human Resources as part of the initial employment process. Bus drivers and bus attendants shall be fingerprinted by the Transportation Center.

II. Employees to be fingerprinted must present proof of identity and work eligibility and shall be required to complete and sign the necessary fingerprint information form.

III. Fingerprint information returned from the Virginia State Police shall be processed as follows:

A. **Employees with No Conviction Data:** The fingerprint information shall be forwarded to the Department of Human Resources for inclusion in the employee's personnel file.

B. **Employees with Virginia Conviction Records:** Fingerprint information shall be forwarded to the Director of Human Resources for review in accordance with Regulation 501.05-1.

C. **Employees with Illegible Fingerprints:** The Department of Human Resources shall schedule the employee to have the fingerprints retaken and shall resubmit the fingerprints to the Virginia State Police for processing.

IV. It shall be the responsibility of the Department of Human Resources to monitor the fingerprint process and ensure that all requirements of this regulation have been met.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementing of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2013.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS