



FINGERPRINTING FREQUENTLY ASKED QUESTIONS

Prints are electronically submitted to the Michigan State Police and FBI for the criminal history search results. Results are now emailed directly to the individual districts usually within 48 hours.

Q: Why do I have to be fingerprinted?

A: School Safety legislation enacted in 2006 amended an array of statutes, including the Revised School Code, to require a criminal history check by the Michigan State Police (MSP) and a criminal records check through the Federal Bureau of Investigation (FBI). These requirements pertain to all School District employees and individuals who regularly and continuously work under contract in a school district, intermediate school district, public school academy or nonpublic school.

Q: Where can I be fingerprinted?

A: You may be fingerprinted at an authorized LiveScan agency. Some local police departments may do prints for you. For convenience, we recommend the fingerprinting services offered at the Washtenaw ISD. It is important that if you are being fingerprinted for Dexter, that you complete our LiveScan Fingerprint Request Form. This form is available on the Human Resources page of our web site.

The Washtenaw ISD is located at 1819 S. Wagner Rd, Ann Arbor, MI 48103. The cost of fingerprinting is \$69.00 (at this time) and is payable by cash or Credit/Debit Card (MasterCard/Visa only). No checks are accepted. Please take with you a picture ID. Please check with the WISD on fingerprinting hours before you go as they change frequently throughout the year. Additional information can be found at <http://wash.k12.mi.us>

Q: Is being fingerprinted a yearly requirement and how long are the prints valid?

A: No, this is a one-time requirement for school employees *provided they have been continuously active with employment at an educational institution*. If continuously employed, you will not be asked to do fingerprints again. However it is important to note that fingerprints must have been completed for the code SE-Michigan School Employment (Adam Walsh Act).

Q: Fingerprinting is expensive. Why does it cost \$69 and where does the money go?

A: Expenses are incurred when your fingerprints are processed by the law enforcement agencies and fingerprint site. The Revised School Code expressly authorizes the Department of State Police to charge a fee for conducting criminal records checks.

Once you have completed the fingerprinting process, a criminal history report is generated. The next set of questions addresses those reports.

CRIMINAL HISTORY REPORTS FREQUENTLY ASKED QUESTIONS

Q: How can I get my criminal history report released to another district? May I have a copy?

A: At this time you must sign a release form and your criminal history report is then sent to the specified district. The rules regarding sharing of fingerprint information is ever changing and we will comply with established guidelines at the time of your request. Individuals are not allowed personal copies of the reports.

Q: Where are my fingerprints and criminal history report?

A: Your fingerprints are kept in the Michigan State Police database. Your criminal history report is at the school district that you requested it be sent to. Criminal history information is confidential and will be kept locked and secured by the individual school districts.

Q: Who has access to my criminal history report?

A: Your criminal history report is, by law, to be used for the purpose of evaluating your qualifications for employment. Under the Revised School Code, the criminal history report from the MSP or its contents cannot be disclosed, except a misdemeanor conviction involving sexual or physical abuse or any felony conviction, to any person who is not directly involved in evaluating qualifications for employment or assignment. Likewise, the results of a criminal records check from the FBI, except a misdemeanor conviction involving sexual or physical abuse or any felony conviction, cannot be disclosed to any person who is not directly involved in evaluating qualifications for employment or assignment. At the district level, only those directly involved in employee screening for initial and immediate employment decisions will ever have access to your reports.

Q: I have been convicted of a crime. What happens next?

A: It depends on the type of conviction. The law now prohibits a school district, intermediate School district, public school academy or nonpublic school from employing, in any capacity, a person convicted of a listed offense. Listed offenses means that term as defined in section 2 of the Sex Offenders Registration Act, MCL 28.722.

If you have been convicted of a felony other than a listed offense, the district superintendent and school board each are required by law to agree in writing to continue your employment with the district/school.

Q: Are there any requirements if I am charged with a crime after my original criminal check?

A: A person employed by a school district, intermediate school district, public school academy or Nonpublic school must self-report to the employer and the Department of Education in the Event the employee is charged with a crime listed in section 1535a(1) or 1539b(1) of the Revised School Code or a substantially similar law of another state or the United States.

The report must be submitted within three (3) business days of the arraignment or the employee will be guilty of an additional crime and may be discharged from employment. These requirements also apply to individuals who are regularly and continuously working under contract who have had an initial criminal history check or criminal records check. Additional disclosures are necessary in the event there is a plea of guilt or no contest or a finding of guilt of any crime after having been initially charged with a crime described in section 1535a(1) or 1539b(1) of the Revised School Code. Forms are available in Human Resources.

Q: Is this information reported in anyway?

- A.** All school employees are reported in December and June on the REP (Registry of Educational Personnel) Report to the Michigan Department of Education. In part of the reporting process, employee data may be run through the criminal data base. At this time the Michigan Department of Education may verify the information regarding criminal records with the district. At the district level, only those directly involved in employee screening for initial and immediate employment decisions will ever have access to your reports.

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