

**A. Statement of Purpose**

The Granite School District Board of Education believes that Granite District employees are role models for students, and the Board is committed to providing a safe and secure environment for students, patrons, and employees. Self-reporting of criminal arrests and convictions and periodic background checks are required by state law and further the Board's purposes.

**B. Self-Reporting Requirements**

Licensed and non-licensed employees shall report any arrest or citation involving the employee for alleged sex offenses, alleged drug-related offenses, alleged alcohol related offenses, or alleged offenses against persons under Title 76, Chapter 5 of the Utah Code to a director, supervisor, or the Director of Human Resources within 48 hours after the arrest or the citation is issued.

Further, licensed and non-licensed employees shall report any conviction involving the employee, including pleas in abeyance or diversion agreements, to a director, supervisor, or the Director of Human Resources within 48 after the court's ruling or determination.

**C. Fingerprinting and Background Checks**

All prospective and current District employees, licensed and non-licensed, hourly and contract, including individuals working in any coaching capacity, are required to submit to fingerprinting and a criminal background check as part of the employment process and as a condition of employment. Also, where reasonable cause exists, a current employee shall submit to and/or obtain a criminal background check.

All volunteers with significant unsupervised access to students shall also submit to a fingerprint background check. Volunteers shall have an approved fingerprint background check on file with the District prior to working with students or offering services.

**D. Costs**

All employees and volunteers will bear the costs for required fingerprinting and for obtaining criminal background checks.

**E. Investigations and Determinations**

Through its agents or designees, the District will review criminal arrest and conviction records and information, conduct administrative investigations as appropriate, and make employment decisions intended to protect the safety and well-being of students and the integrity of District operations, at the same time preserving employee confidentiality and due process rights. As such, employees may be placed on leave or otherwise have responsibilities limited or modified during investigations.

## **F. Records**

Records such as police reports, court dockets, Bureau of Criminal Investigation reports, and other records pertaining to arrests and convictions are identified as protected records under Section 63G-2-305 (9) of the Government Records Access and Management Act and will be maintained by the District for an adequate duration and for the purpose of conducting investigations, making employment decisions, defending against appeals or other actions, and protecting the safety and well-being of students, patrons, and employees.

## **References**

42 USC 16926, Schools Safe Act  
Utah Code § 53-10-108  
Utah Code § 53-10-211  
Utah Code § 53E-6-401  
USOE Administrative Rule R277-501  
USOE Administrative Rule R277-515  
USOE Administrative Rule R277-516.