

## Changes to Background Investigation Checks (BIC) effective July 1, 2010

To comply with a recent audit, the State Department of Education, Background Records Office is applying changes to our current BIC policies and procedures beginning July 1, 2010.

### Objective #1

- A) Currently, the Department of Education sends all applicants, with the exception of contractors, a copy of their own Background Investigation Check (BIC) results in the event of a “hit” without the applicant’s specific request. Idaho Code 33-130 specifically states that the Department of Education will send a copy to the applicant upon request.

Action: Beginning July 1, 2010 the Department of Education will no longer send out copies of any BIC results without a specific request from the applicant.

### Objective #2

- A) Based on the exceedingly high number of rejections, the Department of Education needs to conduct a review of fingerprint operations with each school district in order to ensure compliance, as well as, to increase the accuracy and completeness of the requested BIC.

Action: Department of Education will begin conducting reviews of fingerprint operations with each school district. A webinar will be created and archived for reference.

Department of Education will periodically audit all school districts responsible for capturing fingerprints and verify they not only have received the training, but also use it accordingly.

Department of Education will require districts or individuals to pay for and reprint an applicant after the fingerprints have been rejected twice. Upon a third and fourth attempt, if the fingerprints are still rejected after every effort has been made to capture legible prints, a name-based check shall be acceptable.

- B) The Department of Education cannot guarantee that all of the districts follow the Identify Verification guide or if the fingerprint technicians positively identify the applicants

Action: The Department of Education will require a “Fingerprint Verification Form” form to be completed and signed by all fingerprint technicians and returned to the Department of Education with each fingerprint card. Fingerprint cards that are sent to the Department of Education without the “Fingerprint Verification Form” form will be destroyed. The form can be found at:

[http://www.sde.idaho.gov/site/teacher\\_certification/criminal\\_history.htm](http://www.sde.idaho.gov/site/teacher_certification/criminal_history.htm)

- C) The Department of Education policy for incomplete fingerprint cards is to return them to the school district for completion. This is costly to the department and time consuming.

Action: The Department of Education will require all fingerprint cards to be complete at the time of submission or the cards will be destroyed and the fee deposited into an escrow account. When a new fingerprint card for the individual is received the Department of Education will deduct the money from the escrow account and submit the fingerprint card.

### Objective #3

- A) Currently, the Department of Education will recognize a BIC when it is less than one year old for individuals changing status. Such as:

1. adding another district,
2. requesting a clearance letter
3. adding to the statewide substitute list
4. walk-on coach
5. driver education
6. SES Provider
7. applying for certification

Action: The Department of Education will use a current BIC for individuals requesting a change in status, only within three (3) months of the BIC. A completed and signed Multiple District Employment form, Substitute Teacher form or District List for Substitute Employee (SOTT) form will be accepted if change is requested within three (3) months of open date (the date the

fingerprint card is received by the Department of Education and entered into the database as an electronic file) for the BIC.

- B) Currently the Department of Education will list a newly certified individual on the “Newly Certified List” and will accept the BIC results for employment for up to one year beyond the open date (the date the fingerprint card is received by the Department of Education and entered into the database as an electronic file).

Action: The individual will only remain on the “Newly Certified List” for three (3) months beyond the open date.

#### Object #4

- A) All authorized recipients of BIC should be trained in the areas of storage, dissemination, use, access, security and outsourcing of BIC.

Action: The Department of Education will develop a policy and procedures manual for all personnel outlining the repercussions for the misuse, loss, theft, destruction or unauthorized dissemination of a BIC.