



## **Background Checks**

Charter schools must adhere to Colorado state regulations that mandate a background check be done prior to employment (Charter School Applicants CRS 22-30.5-110.7). Colorado Fingerprinting is approved by the **Colorado Bureau of Investigation** (CBI) to electronically process fingerprints for employment and licensure throughout the State of Colorado for those who are in a position of trust with children under the age of eighteen. All CEC Network full-time and part-time employees including, adjuncts, and substitute teachers are required to have their fingerprints processed through CBI. Contracted and/or third-party organization personnel are required to have background checks according to their organizational policy or required to have their fingerprints processed through CBI. Visitors on any CEC campus will be processed through the Raptor Technologies system. Volunteers are required to have background checks completed prior to volunteering at any campus. Throughout the duration of employment at CEC, if an item is added to the CBI or FBI record for an individual, the CEC HR Department is advised via email by CBI.

### **Authorized Authorities**

The CEC HR Department consists of a Terminal Agency Coordinator (TAC), Local Agency Security Officer (LASO), and the Secure Document Delivery System Administrator (SDDS), which are the only personnel with access to employee background information. The HR Department will review the results of this background check. If there are any areas of concern, the CEC HR Department will consult with the employee's Head of School and the employee.

### **Acceptable Use**

CEC will ensure Criminal History Record Information (CHRI) are only utilized for hiring purposes, which is the rationale for the original request. Please see the Employee Computer Network Internet Usage Policy [here](#) for more information.

### **Procedure to Obtain Change, Correction or Updating of Identification Records.**

If after reviewing an individual identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, they should make application directly to the agency which contributed the questioned information. The subject of a record may also direct their challenge as to the accuracy or completeness of any entry on their record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the

challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

### **Media Protection**

CEC Criminal Record History Information (CHRI) is password protected through Microsoft accounts. Most CEC confidential information is stored in the cloud via OneDrive and Sharepoint; which are Microsoft storage services. CEC also utilizes single sign-on technology through cloud partners, such as Frontline Education System, to ensure that shared accounts are not being used to access this information. Users who have access to confidential information have two-factor authentication applied to their accounts for an extra layer of security.

### **Incident Response**

Misuse of CEC confidential and/or sensitive information, media records or internet usage procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. If a security incident is suspected or confirmed to involve CHRI, CBI will be notified immediately.

### **Retention**

CEC shall retain and destroy CHRI in accordance with applicable law and network approved procedures. Please see [here](#) for Colorado Department of Education retention management.