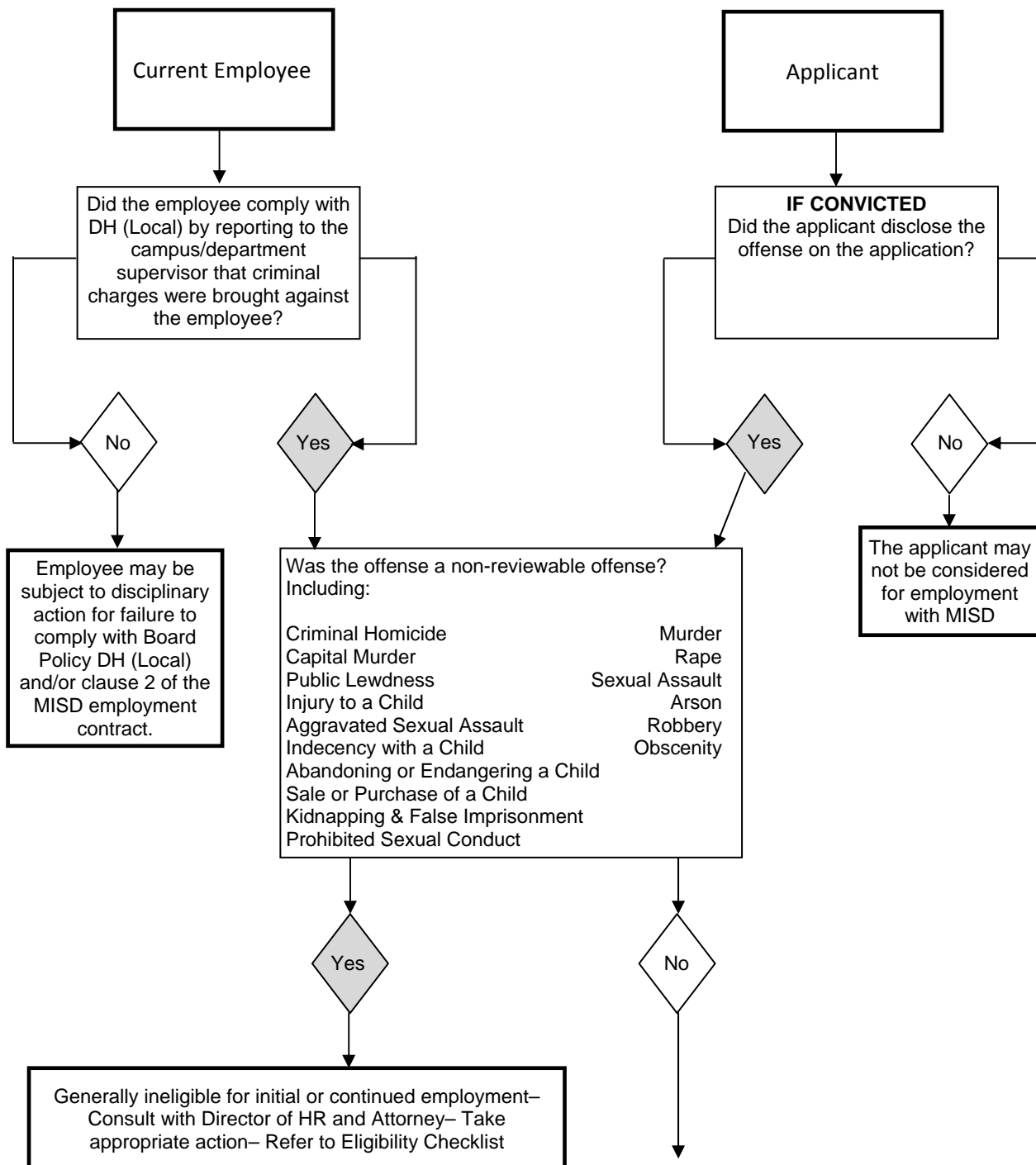
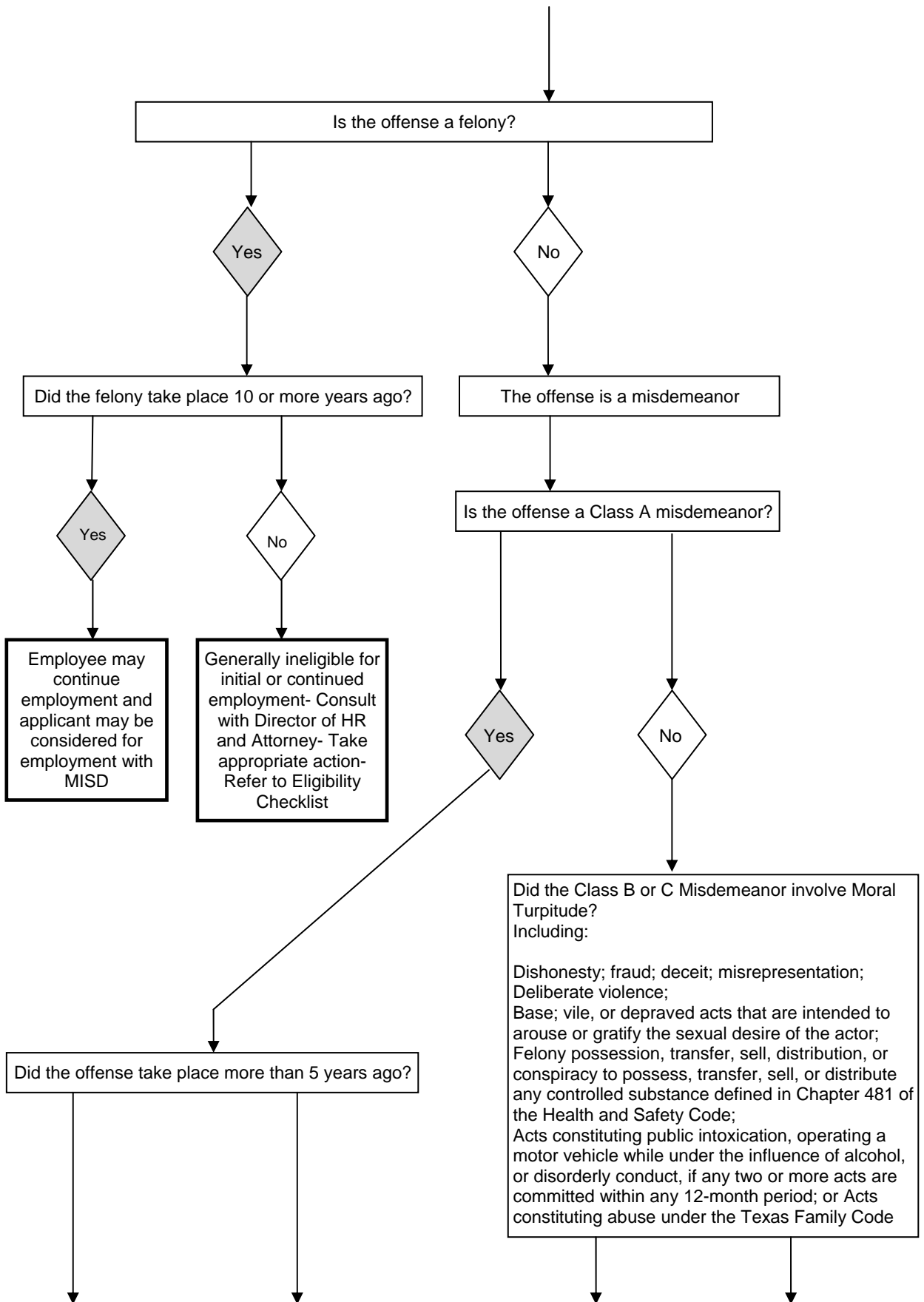


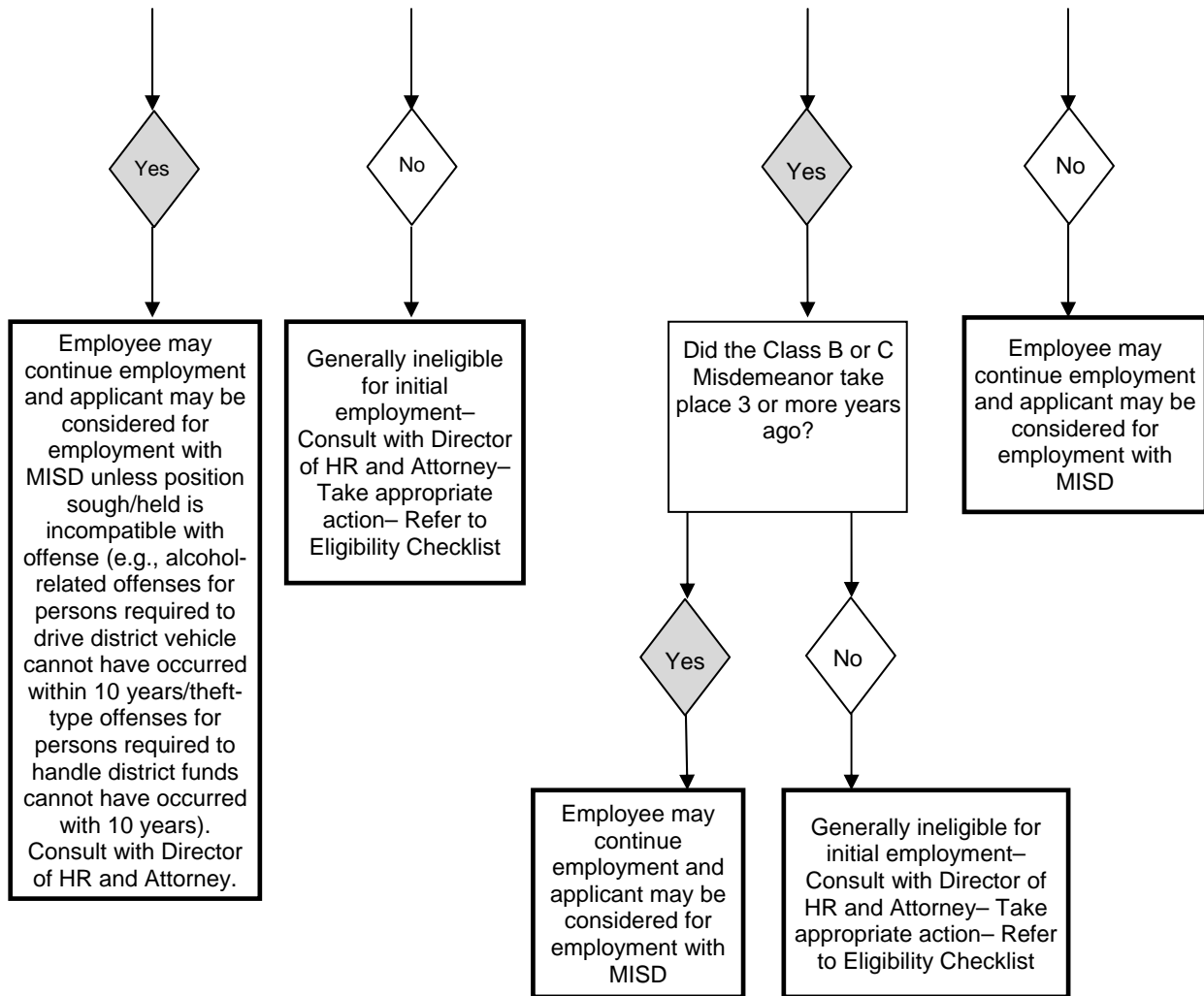
Montgomery ISD Criminal Records Check Flow Chart

HR Internal Operating Procedures

- All deferred adjudications, convictions, and no lo contendres must be disclosed in accordance with DH (LOCAL).
- No offenses occurring prior to the applicant's/current employee's 18th birthday should be disclosed.
- If the offense was dismissed, the applicant/current employee is not required to have disclosed the incident on the application.
- If there is no disposition noted on the report or the charges were withdrawn, the applicant/current employee will provide the district with an appropriate court document to be considered by the district.







Does the report show that one or more criminal charges were “withdrawn”?

If so, a letter must be sent to the employee requesting a written explanation of the circumstances of the arrest and charges. Additionally, the letter must require the employee to provide HR with a certified copy of the court paperwork showing the final disposition of each and every charge.

Is the disposition of any reported offense missing (does not show up on the report)?

If so, a letter must be sent to the employee requesting that the employee explain in writing the circumstances for each charge and the employee must also provide a certified copy of the court paperwork showing the final disposition of the charge.

ELIGIBILITY CHECKLIST:

1. Consider the totality of the circumstances
2. Consider whether and to what extent the criminal conviction is related to (or would bear on) the job position as issue, including “Safety-Sensitive” positions
3. Consider rehabilitation by the individual, if any
4. Consider the business necessity of placing or refraining from placing the individual in the job position at issue
5. Consider the nature and gravity of the offense
6. Consider the amount of time since the conviction and/or completion of the sentence