

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

ADMINISTRATIVE POLICY 6.15

CRIMINAL BACKGROUND SCREENING

(1) It shall be the policy of the Milwaukee Board of School Directors that, prior to the appointment of any person to either a full-time or part-time position, the Office of Human Resources shall conduct a criminal background check through the Wisconsin Department of Justice and other appropriate information sources. With respect to applicants with significant experience in other states, the background check shall include checks in those states.

(2) If the criminal background check confirms a conviction, a determination shall be made, in consultation with legal counsel if necessary, whether or not to reject the application, based upon a consideration of the circumstances of the conviction and whether the circumstances substantially relate to the circumstances of the particular position for which the candidate has applied. If the criminal background check confirms a pending charge, a determination shall be made, in consultation with legal counsel if necessary, whether or not to place the application on hold, based upon a consideration of the circumstances of the charges and whether the circumstances substantially relate to the circumstances of the particular position for which the candidate has applied. If the candidate is ultimately convicted, the application will be rejected; if the charge is dismissed, the candidate may resume his or her application, if a position is still available, or apply for a new position.

(4) A candidate who is rejected through the criminal-background-check process because of a conviction shall have the opportunity to file a written appeal with the MPS Background Check Appeals Committee.

(5) The Office of Human Resources shall promulgate written guidelines which clearly delineate steps to be taken in the hiring process, including identifying the necessary screening processes which must be conducted by Human Resources staff prior to the appointment of any person to either a full-time or part-time position.

History: Adopted 8-25-93; reaffirmed 3-29-95; Revised 9-18-2014

Previous Coding: Admin. Policy GBLA, prior to May 1995; Admin. Policy 7.14, May 1995-August 1996

— ♦ —