

WAIVER & RELEASE

Criminal, Child Abuse & DOT Background Check

Dear Prospective Employee/Volunteer:

As a condition of employment with our District, for all personnel, we require a criminal history records check from any law enforcement agency or judicial record agency that we consider appropriate. Please note that the law enforcement agency or judicial record agency will require your written permission and release before providing the background information requested. (See attached documents.)

The District's offer of employment will be automatically withdrawn and/or you will be terminated should the following be true:

- 1. Information discovered in the course of such a check conflicts with statements you made on your employment application, during your interview, or on any other document that you provided as part of your application process.**
- 2. This check reveals you have been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child or any other felony that, in the District's opinion, is related to the position for which you are applying.**
- 3. Conviction of a drug offense or an offense involving violence may result in withdrawal of any offer.**

Employees and volunteers who will be working with children are required by the Jesup Community School District to give written permission for a Child Abuse Registry Check. An appropriate Child Abuse Registry (or other State record) will be checked for all final candidates, employees, and only those volunteers which the District, in its discretion, determines such a check is needed based on the presence of certain risk factors in the volunteers' work setting or based on facts known to the District that present a risk to students. This check, when conducted, must also be satisfactory in order for you to be employed by or retain your employment or volunteer status with the District.

If the position for which you are applying requires you to have a driver's license and/or you may be required to transport students, you will be required to give written permission for a check of your driving record from the Iowa Department of Transportation. This check must also be satisfactory in order for you to be employed by or retain your employment or volunteer status with the District.

I have read and fully understand the above information and give my permission to Jesup Community School District to perform the background verification described herein as part of its employment process.

Signed _____

Date _____

Witness to Signature _____



STATE OF IOWA Criminal History Record Check Request Form



DCI Account Number: _____
(if applicable)

To: Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th Street
Des Moines, Iowa 50319
(515) 725-6066
(515) 725-6080 Fax

From: Jesup Community School District
531 Prospect St.
PO Box 287
Jesup, IA 50648

Phone: 319-827-1700
Fax: 319-827-3905

I am requesting an Iowa Criminal History Record Check on:

Last Name (mandatory)	First Name (mandatory)	Middle Name (recommended)	Maiden Name (recommended)
Date of Birth (mandatory)	Gender (mandatory)		Social Security Number (mandatory)
	<input type="checkbox"/> Male <input type="checkbox"/> Female		

Waiver Information: Without a signed waiver from the subject of the request, a complete criminal history record may not be releasable, per Code of Iowa, Chapter 692.2. For complete criminal history record information, as allowed by law, always obtain a waiver signature from the subject of the request.

Waiver Release: I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation (DCI). Any criminal history data concerning me that is maintained by the DCI may be released as allowed by law.

Waiver Signature: _____ **Date:** _____

Iowa Criminal History Record Check Results

(DCI use only)

As of _____, a search of the provided name and date of birth revealed:

- No Iowa Criminal History Record found with DCI
- Iowa Criminal History Record attached, DCI # _____

DCI initials _____

Waiver Information:

Iowa law does ***not*** require a waiver. However, without a signed waiver from the subject of the request any arrest over 18 months old, ***without*** a final disposition, cannot be released to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be released to non-law enforcement agencies without a signed waiver from the subject of the request.

If the “No Iowa Criminal History Record found with DCI” box is checked, it could mean that the information on file is not releasable per Iowa law without a waiver.

General Information:

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints, a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal business hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history record check is of the Iowa Central Repository (DCI) ***only***. The DCI files do not include other states’ records, FBI records, or subjects convicted in federal court within Iowa.

In Iowa, a ***deferred judgment*** ***is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A ***deferred sentence*** ***is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515) 725-6066 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

REMINDER - (1) Send in a separate Request Form for each last name, (2) a fee is required for each last name submitted, (3) a completed billing form must be submitted with all request(s).

Iowa law requires employers to pay the fee for potential employees’ record checks.