

## 520.2

### CRIMINAL HISTORY RECORD CHECK

To more adequately safeguard customers and staff members, the Board of Control will use the results of the Department of Public Instruction Criminal background check procedure to assure the Agency employs people who meet state employment standards.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Agency Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Tentative Approval: September 3, 2003

FINAL APPROVAL: October 8, 2003