

Chapter: Personnel
Subject: Criminal Records Check
Section: 3.2
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ODJFS Rule: 5101: 2-5-09.1
Reviewed/
Revised: 8/6/2019; 4/28/21

The Director or hiring manager designated by the Director of NRTC will request the Bureau of Criminal Investigation (BCI) conduct a criminal records check with respect to any person subject to a criminal records check.

The Director or hiring manager designated by the Director of NRTC will inform each prospective employee at the time of initial application, that as a precondition to being approved for that position:

1. The person is required to complete the BCI prescribed criminal records check form and provide a set of fingerprint impressions.
2. A criminal records check is required to be conducted by BCI and, except as provided in paragraph (O) of rule 5101: 2-5-09 of the Administrative Code, satisfactorily completed if the prospective employee comes under final consideration for appointment or employment.

The Director or hiring manager designated by the Director of NRTC will provide each prospective employee with a copy of the BCI prescribed criminal records check form and directions to obtain fingerprint impressions.

1. Prospective employees will sign the Authorization for Release of Information for Background Investigation form, and they must go to the Montgomery County Juvenile Justice Center (JJC) to have their fingerprints scanned and submitted to BCI electronically via the BCI's Civilian Identification Fingerprint Card.

Any person subject to a criminal records check who is requested by NRTC to complete the authorization form and provide a set of fingerprint impressions will:

1. Complete the authorization form or provide all the information necessary to complete the form.
2. Go to the JJC to have their fingerprints scanned and submitted.
3. Submit the completed authorization form to NRTC.

If a prospective employee seeking appointment or employment by NRTC fails to provide the information necessary to complete the authorization form or fails to have their fingerprints submitted, the prospective employee will not be employed by NRTC.

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NRTC will submit the authorization form and fingerprints for each person subject to a criminal records check to the BCI at the time NRTC requests a criminal records check.

NRTC will request that BCI obtain information from the Federal Bureau of Investigation (FBI) as a part of the criminal records check for any entity that appoints or employs any person responsible for a youth's out-of-home care.

NRTC will pay to BCI the fee prescribed pursuant to division (C)(3) of section 109.572 of the Revised Code for each criminal records check conducted.

The report of any criminal records check conducted by BCI in accordance with section 109.572 of the Revised Code and pursuant to a request made by NRTC is not a public record. The report will be made available only to the following persons:

1. The person who is the subject of the criminal records check or the person's representative.
2. The agency requesting the criminal records check or its representative.
3. Any court, hearing officer, or other necessary individual involved in a case dealing with the denial of employment, approval or certification to the person.
4. ODJFS employees when ODJFS determines the report is necessary for certification or monitoring purposes.
5. A county Department of Job and Family Services.
6. A public children services agency.

Reports from BCI or any other local, state or federal agency regarding a person's criminal record are valid for a period of one year from the date of the report.