



NEWPORT PUBLIC SCHOOLS
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TO: Prospective Employees

FROM: Office of Human Resources

RE: **State/National Criminal Background Check**
Rhode Island General Laws 16-2-18.1 and 16-2-18.2

Rhode Island General Laws 16-2-18.1 (Criminal records review) and 16-2-18.2 (Prior criminal records checks) require that any person seeking employment with a private school or public school department who has not previously been employed by a private school or public school department in Rhode Island during the past twelve months, obtain a state and national criminal background check.

The background check must be initiated prior to within one week of employment after receiving a conditional offer of employment. Persons exempt from obtaining a criminal background check include only those who were hired prior to August 1, 2001 and/or those who have been continuously employed by a public school department in Rhode Island during the past twelve months.

Prior implementation of this statute required that background checks be initiated at the Attorney General's Office. The Rhode Island Laws were recently amended to allow background checks at local police departments. All background checks require the taking of fingerprints. Residents of Newport may apply in person at the Newport Police Department on Wednesdays between 9 a.m. – 12 p.m. All other Rhode Island residents must apply for fingerprinting at the local police department in the town in which they reside. Out-of-state residents may apply at the State Police Headquarters at 311 Danielson Pike, Scituate, Rhode Island 02857 (401-444-1000) or the Rhode Island Attorney General's Office, 150 South Main Street, Providence, Rhode Island 02903 (401-421-5268).

Once you are fingerprinted, a search of the statewide and national criminal history databases will be initiated. The turnaround time for the national check is approximately 24 hours. The results of the statewide check are immediately available, and you will be provided with two documents: 1) Verification of the state check, which will include whether or not disqualifying information exists. Disqualifying information is defined in the statute. 2) Verification of the fingerprint check. Newport Public Schools will also be notified in writing.

Newport Police Department charges \$40 for the entire search process, to be paid by check or money order to the City of Newport. If you have undergone a national and criminal record check within 12 months prior to an application for employment, you do not need to go through another check. However, you are required to provide the results of the check to Newport Public Schools.