

CRIMINAL RECORD QUESTIONNAIRE, EMPLOYEE ANNUAL

Student and staff safety is of paramount concern to the Edmond Public Schools Board of Education. Employees who have committed criminal offenses could be a threat to the safety of students and staff. The Board of Education commits itself to make the best possible effort to maintain a workplace safe for all students and employees.

On an annual basis, all School District employees who are employed on September 1 of each year are required to truthfully answer the following questions:

HAVE YOU WITHIN THE PAST 365 DAYS:	YES	NO
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge?	_____	_____
Been convicted of a state (any state) or federal felony offense?	_____	_____
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	_____	_____
Entered a plea of guilty or nolo contendere to, or been convicted of, a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?	_____	_____

All questionnaire forms must annually be returned to the office of Superintendent of Schools by September 15 of each school year.

Refusal by the employee to sign and return the required form or giving false information or misinformation on the required questionnaire form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.

It is the duty of every School District employee, within ten (10) days of any of the following occurrences, to notify, in writing, the Superintendent of Schools:

- (a) if the employee enters a plea of guilty or nolo contendere to a state (any state) or federal felony charge:

- (b) if the employee is convicted of a state (any state) or federal felony offense;
- (c) if the employee enters a plea of guilty or nolo contendere to a misdemeanor offense that originally was a state (any state) or federal felony charge;
- (d) if the employee enters a plea of guilty or nolo contendere or has been convicted of a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity
- (e) if the employee enters into a deferred prosecution agreement with a state (any state) or federal prosecutor.

Failure to provide the referenced information, in writing, to the superintendent of schools within the ten (10) day period may result in termination for insubordination and willful neglect of duty.

Each year ten percent (10%) of the total staff (certified, support, and administrative) will be randomly selected for a complete criminal record check.

EMPLOYEE ANNUAL CRIMINAL RECORD QUESTIONNAIRE

HAVE YOU WITHIN THE PAST 365 DAYS:	YES	NO
Entered a plea of guilty or nolo contendere to a state (any state) or federal felony charge?	_____	_____
Been convicted of a state (any state) or federal felony offense?	_____	_____
Been charged with a state (any state) or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere?	_____	_____
Entered a plea of guilty or nolo contendere to, or been convicted of a state (any state) or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____
Entered into a deferred prosecution agreement with a state (any state) or federal prosecutor?	_____	_____

Signature of Employee

Date

If any question is answered “yes,” give a detailed explanation on the reverse side of this form.

This form must be returned to the office of the superintendent of schools by September 15 of each school year.

Refusal by the employee to sign and return the required form or giving false information or misinformation on the form will constitute insubordination and willful neglect of duty and may be the basis for disciplinary action, including termination of employment.