# G.06 – Background Investigations

El Camino Real Academy shall conduct background checks, based upon fingerprint identification, of all prospective employees and all current employees every three years

El Camino Real Academy shall conduct background checks, based upon fingerprint identification, of all district contractors and contractor employees who may have unsupervised access to students. These background checks will be required every two years.

El Camino Real Academy shall conduct background checks, based upon fingerprint identification or other personal identifying information, of all volunteers who may have unsupervised access to students. These background checks will be required every two years.

**Responsible Persons:** Principal, Business Manager

### References

**Legal Cross Ref.:**

* §22-10A-5 NMSA 1978
* §22-14-32 NMSA 1978
* §22-5-17 NMSA 1978

**Procedural Directive Cross Ref.:**

* Employee Handbook
* Parent/Student Handbook

**Revision approved:** December 12, 2012