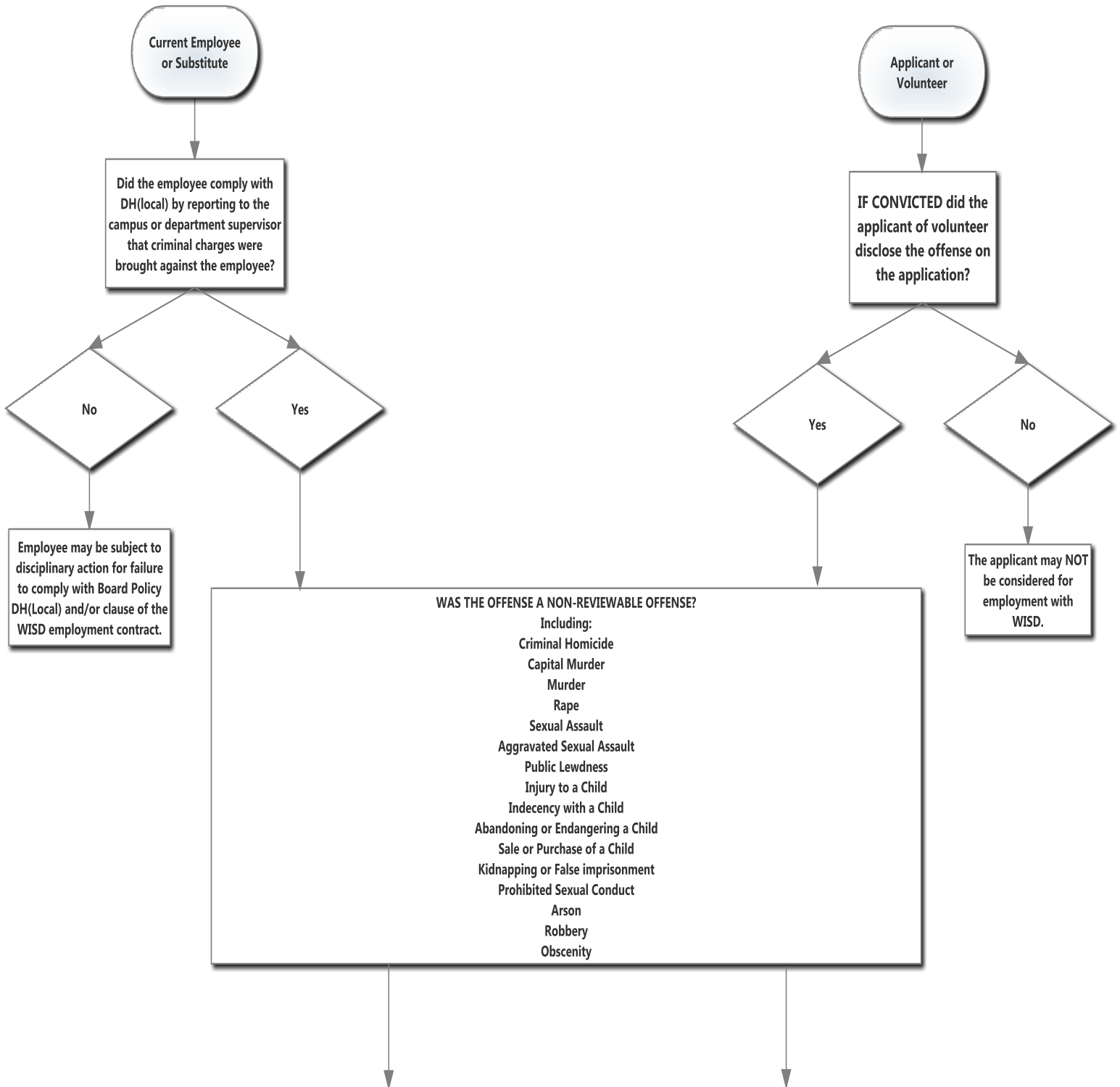
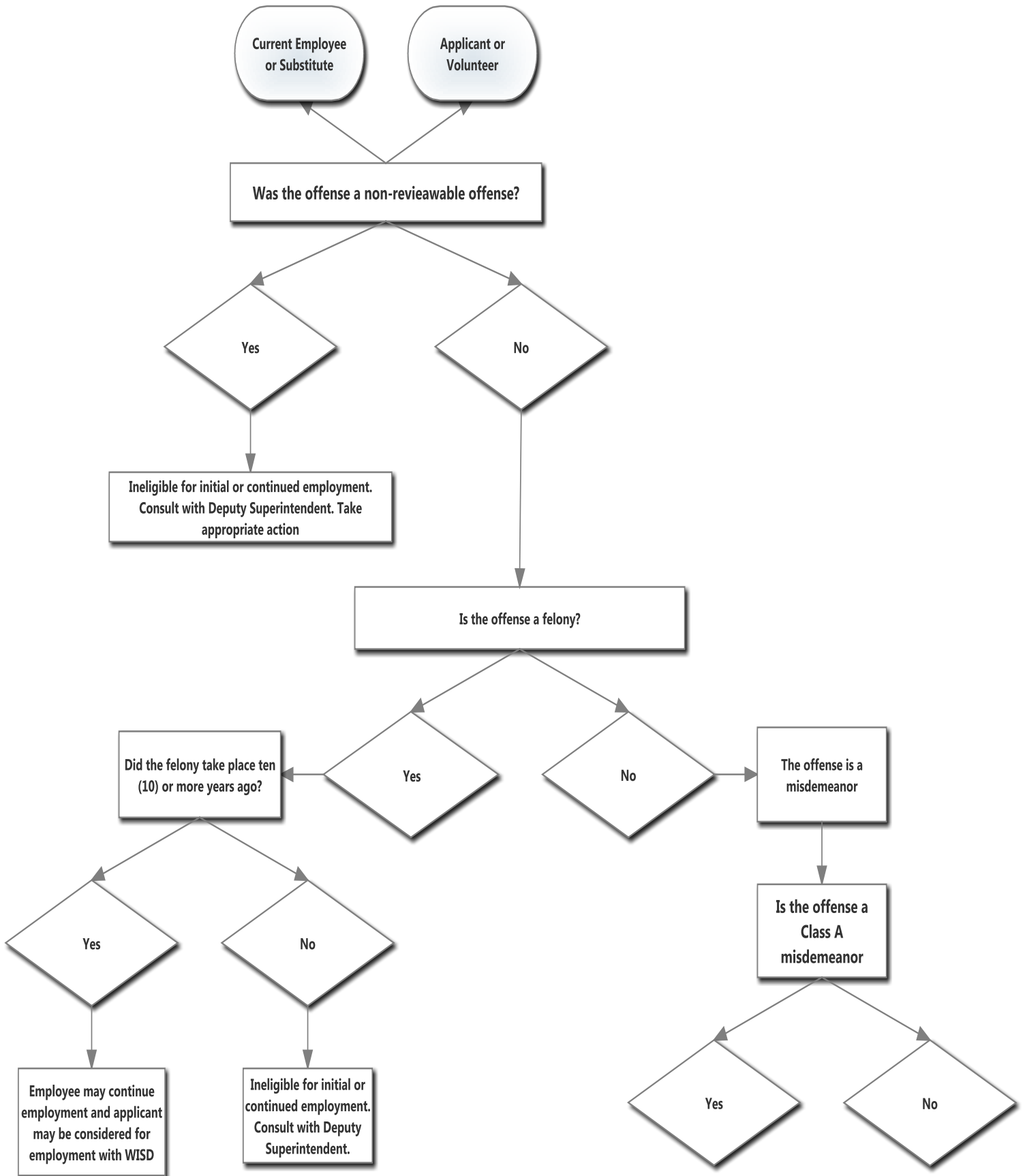
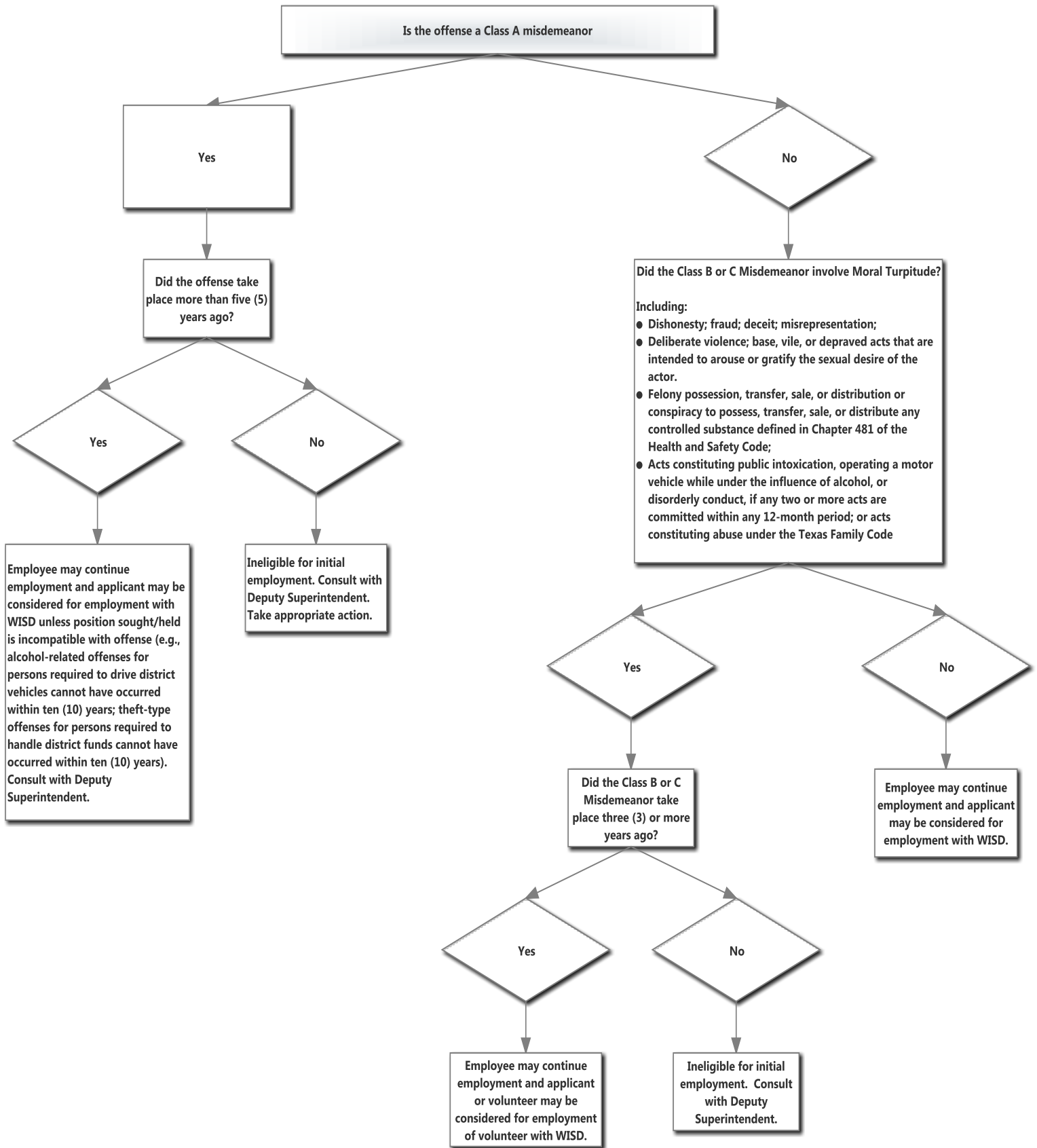


**Wharton ISD  
Criminal Records Check Flow Chart  
Human Resources Operating Procedures**

- An employee shall notify his or her principal or immediate supervisor within seven calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal offense, except traffic citations.
- If the offense was dismissed the applicant is required to provide appropriate documentation.
- Volunteers must receive a criminal check prior to volunteering and each new school year thereafter.







**Does the report show that one or more criminal charges were withdrawn?**



**A letter must be sent to the employee requesting a written explanation of the arrest and charges. Additionally, the letter must require the employee to provide Human Resources with a certified copy of the court paperwork showing the final disposition of each and every charge.**

**Is the disposition of any reported offense missing (does not show up on the report)?**



**A letter must be sent to the employee requesting that the employee explain in writing the circumstances for each charge and the employee must provide a certified copy of the court paperwork showing the final disposition of the charge.**