

Administrative Rule 170B
Background Checks

All paid employees, including coaches, must pass an Expanded Criminal Background Check, which includes Criminal History, Multi-State Criminal History Search, Multi-State Sex Offender Search, National Social Security Search, Verified Watch List, and Motor Vehicle Report.

- If the Expanded Criminal Background Check indicates the potential existence of a criminal record, a Single County Criminal Record Check may be required.
- If the Social Security Number Trace does not match counties of residence indicated on the application, a Single County Criminal Record Check may be required.
- CCAP Alert is used for all paid employees, including coaches. CCAP Alert provides automated, real-time “Alerts” every time a person on your watch list is charged with a crime or named in a new case on the Wisconsin state courts website.

All Volunteers must pass a Simple Criminal Check, which includes Criminal History, Multi-State Criminal History Search, Multi-State Sex Offender Search, National Social Security Search, and Verified Watch List

- If the report indicates the potential existence of a criminal record, a Single County Criminal Record Check may be required.
- Background checks for volunteers must be updated every two years.
- CCAP Alert is used for all volunteers. CCAP Alert provides automated, real-time “Alerts” every time a person on your watch list is charged with a crime or named in a new case on the Wisconsin state courts website.

All visitors to any district building are subject to screening. A photo ID will use the first name, last name, and birthdate and run that information against the sex offender database, which is public record.

High School students participating in programs for which they will be providing their own transportation, such as work coops and youth apprenticeships will be subject to the Motor Vehicle Report/Driving Records.

Adults applying to drive a school vehicle and those receiving mileage reimbursement for use of personal vehicle will be subject to the Motor Vehicle Report/Driving Records.

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