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## Re: RESPONSE: criminal background questionnaire



CORA Requests

Today, 10:35 AM

Ron <rlicarus@gmail.com>; CORA Requests ▾

Reply | ▾

072020.KFrazierBackgroundCheck.Lee

Mr. Lee

We do conduct background check on all employees. We will not provide that document to you per the personnel file exemption.

We no longer ask people as part of the application process about their criminal background but as I said above, if we move towards hiring them, we conduct a background check.

Sincerely,

Stacy Wheeler  
CORA Officer  
Denver Public Schools

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**From:** Ron <rlicarus@gmail.com>  
**Sent:** Tuesday, July 21, 2020 5:16 PM  
**To:** CORA Requests  
**Subject:** RE: RESPONSE: criminal background questionnaire

Hello Stacy,  
Help me with some clarification.  
Are you saying that Denver Public Schools does not require a criminal background check and nor does it include any questions related to past or present criminal entanglements, ie., convictions?  
So, someone with a criminal background for say, child molestation, or bank robbery, has nothing to worry about if applying with DPS?

I really have a hard time with that.

I will find the appropriate DPS policy and follow up with you.

Ron

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*I have always been of the*

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*right is not unpopularity at  
ill, but glory."*

Marcus Tullius Cicero

----- Original message -----

From: CORA Requests <cora@dpsk12.org>

Date: 7/21/20 4:54 PM (GMT-07:00)

To: CORA Requests <cora@dpsk12.org>, 'Ron' <rlicarus@gmail.com>

Subject: RESPONSE: criminal background questionnaire

Below is our response for your CORA request related to all associated documents, background checks, and questions directed to the prospect as to their criminal history for Keo Frazier.

There is no "criminal background questionnaire" in either the application or offer process. Please provide the HR policy you believe states this as we are not sure to what you are referencing. Please note, as explained previously, our HR practices changed recently in response to the "Ban the Box" movement. Furthermore, all background checks are part of the reference process that includes review of Letters of Reference and reference checks. As such, those are part of the employee's Personnel File under CORA. We have provided you with all documents subject to public inspection under C.R.S. 24-72-202(4.5) and C.R.S 24-72-204(3)(II)(A) and (III) per your request."

Sincerely,

Stacy Wheeler  
CORA Officer

If you would like to submit a Colorado Open Records Act request, please email [CORA@dpsk12.org](mailto:CORA@dpsk12.org)

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**From:** CORA Requests

**Sent:** Monday, July 20, 2020 8:35 AM

**To:** 'Ron' <rlicarus@gmail.com>; CORA Requests <cora@dpsk12.org>

**Subject:** ACKNOWLEDGEMENT: criminal background questionnaire

We are in receipt of your Colorado Open Records Act request. ***Due to the closure of schools and administrative buildings related to the coronavirus, public document requests may take additional time to fulfill. Your request may take up to the full 10 business days allowed under the statute.***

The timeline for responding to your request begins on the first business day following the receipt of the request. Multiple requests in one email will be treated as one request for reimbursement purposes. The district may also treat multiple requests concerning the same subject matter as one request. The process is as follows:

- The CORA Officer will review your request and work with staff to determine:
  - If the district is the custodian of the requested documents;
  - How much staff time will be required to retrieve the documents (please note the below reimbursement policy for requests requiring more than one hour of staff time); and
  - If an extension is necessary
- If applicable, within three business days of the receipt of the request, the CORA lead will notify you of the cost of your request and any extension needed to respond to your request.

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Please note:

The Colorado Open Records Act only makes available public records that already exist. It does not require the creation of new records to respond to a request. It also does not require the district to manipulate or analyze existing information in a new way to respond to a request.

CORA Reimbursement Policy -

The Colorado Open Records Act allows for the following reimbursement for reasonable costs associated with completing a request:

- Copying Expenses: We charge \$0.25 for each hard-copy page after the first 25 pages.
- Staff Time: For requests that require more than one hour of staff time, we charge \$30 for each additional hour of staff time expended.
- There will be a retrieval charge for documents stored at an offsite facility, dependent on the number of boxes to be retrieved.
- Electronically stored files which are larger than 14MB will be transferred to a CD for a charge of \$10 per CD.

You can read more about the [District's CORA Policy here](#).

Sincerely,

Stacy Wheeler  
CORA Officer

If you would like to submit a Colorado Open Records Act request, please email [CORA@dpsk12.org](mailto:CORA@dpsk12.org)

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**From:** Ron  
**Sent:** Friday, July 17, 2020 5:11 PM  
**To:** CORA Requests  
**Subject:** RE: RESPONSE: criminal background questionnaire

Stacy,  
OK, let me rephrase.

I'd like the offer of employment including all associated documents, background checks, and questions directed to the prospect as to their criminal history. This is included per HR policy in the job offer.

I understand the application is separate from the 'offer.'

I'd like all associated documents within the " offer" of employment to include, per HR policy, the criminal background questionnaire.

Thanks for the clarification.

Ron

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opinion that unpopularity  
earned by doing what is  
right is not unpopularity at  
all, but glory."

Marcus Tullius Cicero

----- Original message -----

From: CORA Requests <[cora@dpsk12.org](mailto:cora@dpsk12.org)>

Date: 7/17/20 5:01 PM (GMT-07:00)

To: 'Phynxrising' <[rlicarus@gmail.com](mailto:rlicarus@gmail.com)>, CORA Requests <[cora@dpsk12.org](mailto:cora@dpsk12.org)>

Subject: RESPONSE: criminal background questionnaire

Mr. Lee – We do not have a document responsive to your request. All questions asked in our questionnaire section were provided in the Screening Questions.pdf document provided you, reattached here. DPS no longer asks a question related to criminal backgrounds in its applications after an equity initiative in response to the “ban the box” movement.

Sincerely,

Stacy Wheeler  
CORA Officer

If you would like to submit a Colorado Open Records Act request, please email [CORA@dpsk12.org](mailto:CORA@dpsk12.org)

**From:** Phynxrising <[rlicarus@gmail.com](mailto:rlicarus@gmail.com)>

**Sent:** Friday, July 17, 2020 9:31 AM

**To:** CORA Requests <[cora@dpsk12.org](mailto:cora@dpsk12.org)>

**Subject:** Re: ACKNOWLEDGEMENT: criminal background questionnaire

Thank you.

On Fri, Jul 17, 2020 at 9:28 AM CORA Requests <[cora@dpsk12.org](mailto:cora@dpsk12.org)> wrote:

We are in receipt of your Colorado Open Records Act request. ***Due to the closure of schools and administrative buildings related to the coronavirus, public document requests may take additional time to fulfill. Your request may take up to the full 10 business days allowed under the statute.***

The timeline for responding to your request begins on the first business day following the receipt of the request. Multiple requests in one email will be treated as one request for reimbursement purposes. The district may also treat multiple requests concerning the same subject matter as one request. The process is as follows:

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  - If the district is the custodian of the requested documents;
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  - If an extension is necessary

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- The CORA Officer will provide a final response to your request in accordance with the applicable CORA timeline after payment is received (as applicable).

Please note:

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CORA Reimbursement Policy -

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- Copying Expenses: We charge \$0.25 for each hard-copy page after the first 25 pages.
- Staff Time: For requests that require more than one hour of staff time, we charge \$30 for each additional hour of staff time expended.
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Sincerely,

Stacy Wheeler  
CORA Officer

If you would like to submit a Colorado Open Records Act request, please email [CORA@dpsk12.org](mailto:CORA@dpsk12.org)

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**From:** Phynxrising <[rlicarus@gmail.com](mailto:rlicarus@gmail.com)>  
**Sent:** Friday, July 17, 2020 9:23 AM  
**To:** CORA Requests <[cora@dpsk12.org](mailto:cora@dpsk12.org)>  
**Subject:** [EXT] criminal background questionnaire

Good morning,

I'm following up after a little more research that suggests the criminal background questionnaire may have to be specifically requested, however, as it is part of the employment application I figured it would be included.

Whatever the case, please provide me the criminal background questionnaire and any related documents for Keo Frazier.

From the HR Manual:

**BACKGROUND CHECK – CRIMINAL CONVICTION INFORMATION** All applicants who have been recommended for hire will undergo a fingerprint-based, criminal conviction investigation. Human Resources will conduct the criminal record check at the offer (contingent) stage for each finalist who has been recommended for hire. As a condition of employment, the applicant is required to complete a form

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extended. The hiring process requires information concerning law violation convictions other than minor traffic violations. Applicants are required to disclose all felony and misdemeanor convictions, pleas of no contest, deferred or suspended sentences - including those that have occurred under a name other than the name provided on the application. Arrests, as opposed to convictions, should not be noted on the criminal history questionnaire. Applicants who do not disclose all felony or misdemeanor convictions, pleas of no contest, deferred or suspended sentences on the application will not be offered employment based upon failure to disclose information during the hiring process.

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