

## **Recognizing and Reporting Child Abuse and Neglect**

### **Fingerprinting and Background Check Requirements:**

#### **What are the background check requirements for volunteers?**

The following categories of volunteers are required to complete fingerprinting and background checks:

- Volunteer coaches
- Grade 6 Outdoor Environmental Education Programs (Outdoor Education) overnight chaperones,
- Volunteers on overnight field trips
- Volunteers on extended day trip (e.g., out of area, out of state) that require Office of School Support and Improvement approval

Active federal, state, and local law enforcement personnel who have completed a criminal background check as a requirement of employment are exempt from the MCPS background check requirement. However, they are required to provide a copy of their official law enforcement agency issued policy identification to verify exemption from fingerprinting requirement.

#### **Where do volunteers go for background checks and how long does it take to be cleared?**

Fingerprinting and background checks may be obtained at the following location(s) ***by appointment***:

- The Office of Human Resources Development (OHRD), located at 45 West Gude Drive, Rockville, Maryland 20850, 301-279-3276.
- American Identity Solutions (AIS), located at:
  - 6701 Democracy Boulevard, Suite 110, Bethesda, Maryland 20817, 301-571-9479
  - 12501 Prosperity Drive, Suite 200, Silver Spring, Maryland 20904, 240-670-7952
  - 7361 Calhoun Place, Rockville, Maryland 20855, 301-296-4499
- It takes approximately four weeks to complete the background check process.

#### **Who pays for volunteers to complete their background check?**

- The volunteer is responsible for the cost of the background check. The cost is \$54 at OHRD and \$59 at AIS. On a case-by-case basis, schools may work with volunteers to make alternative arrangements to cover the cost.
- Outdoor Education overnight chaperones will have no cost for background checks if fingerprinting is completed through OHRD. However, chaperones who use AIS will pay \$20.00.
- Volunteer coaches will continue to pay for their background checks, as arranged through the Athletic Department.

#### **Do I need to undergo another background check if I completed a MCPS background check last year?**

If a parent/guardian/community member has previously completed the MCPS background check process during the 2016–2017 school year, that person will not have to complete the process again during the 2017–2018 school year.

#### **If a school's Parent Teacher (Student) Association (PTA/PTSA) sponsors an after-school activity, enrichment program, or other program, are the providers subject to the requirements applicable to MCPS contractors regarding fingerprinting/background checks?**

Fingerprinting and background checks are required for school-sponsored events only.

- If the after-school program is funded or sponsored by MCPS, or MCPS is part of the contract (i.e., *the principal's signature is on the contract*), training is required and if the after-school program providers will have direct, unsupervised, and uncontrolled access to students in an MCPS facility, background checks are required.

- If the contract is not school-sponsored and sponsored solely by the PTA/PTSA or other organization, or arranged solely through the Interagency Coordinating Board (ICB), MCPS does not require background checks or training. However, the PTA/PTSA or ICB may have additional requirements for their contractors.

**Who informs potential volunteers that they have been approved or not approved?**

Potential volunteers will receive notification by mail of the background check results. MCPS OHRD will conduct a case-by-case analysis and promptly follow up with the potential volunteer regarding information about sexual offenses, child sexual abuse offenses, and crimes of violence, as well as any offenses involving distribution of drugs or other controlled substances, or any other criminal information that may significantly affect the safety and security of MCPS students. OHRD will not share any details regarding a potential volunteer's criminal background check with school-based staff members.

**Who should I contact if I have questions about volunteer training and background checks?**

If you have any questions or concerns about volunteer requirements, please contact your school. In addition, concerns not addressed at the school level may be directed to Dr. Jonathan T. Brice, associate superintendent, OSFSE, at 240-453-2426.

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**How do these requirements apply to Montgomery College staff working at MCPS sites?**

Montgomery College employees working with the dual enrollment program undergo a criminal background check, including fingerprinting, at the time of hire. They must have their Montgomery College-issued identification badge visible or on their person while in the schools.

**How do these requirements apply to Montgomery County Government (MCG) employees?**

MCG employees, such as nurses and health room technicians, undergo a criminal background check, including fingerprinting, at the time of hire. They must have their MCG-issued identification badge visible or on their person while in the schools. MCPS issues identification badges for county staff in the Linkages to Learning program who have completed the criminal background check screening requirements.