

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 300-33</b>
<b>Subject:</b> <b>CRIMINAL BACKGROUND INVESTIGATIONS</b>	<b>Issued:</b> <b>7/1/94</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>7/24/13</b>

I. Policy

II. Procedures

- A. All new employees will be required to have a criminal background check. This procedure includes submission of a signed disclosure form and fingerprint check form. These forms will be forwarded for review by the State Criminal Justice Information System and the FBI. Fees for processing criminal background checks are set by the Human Resources Division.
- B. New employees cannot begin work until both the fingerprinting and disclosure forms are completed. Both procedures will be done in the Human Resources Division during posted hours. A copy of the results of the background check will be filed in the employee's personnel folder.
- C. Contracted bus drivers and other contract service providers who have regular, direct and unsupervised access to children cannot begin service without undergoing the same process as new employees. Contractors are responsible for payment of the full cost of the criminal background check.
- D. Before allowing a substitute to work, the person's immediate supervisor must have evidence of a background check either from the substitute or from the Human Resources Division.
- E. Any criminal background check report received with a criminal history will result in a mandatory due process meeting with the person's immediate supervisor and/or a representative of the Human Resources Division. Continuation of the employment or contract relationship will be dependent on the circumstances of the criminal behavior as reflected in court and police records and the person's explanation. Employees who have intentionally misrepresented criminal behavior on their employment application(s) will be immediately discharged. Supervisor requests to retain persons in spite of a record of criminal history are subject to approval or disapproval by the executive director of Human Resources.
- F. Maryland law eliminates the need for a student teacher to receive multiple background checks if the Maryland Department of Public Safety and Correctional Services, upon receiving a written request from a student teacher, submits a printed statement regarding a criminal history records check when the background check was completed within the previous 365 days.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent