

# Requirement for Background Check

Position or Title	Reference	Type of Background Check Conducted
<p><b>Applicants:</b>            For any paid position within BCPS, to include Bus Drivers, Paid Assistants, Cafeteria Aides, Lunch Aides, Custodians, Grounds, Maintenance, Substitute Teachers, Teachers and other categories of personnel. Some exceptions apply (See Sections on Returning Former Employees and those Previously Fingerprinted; Student Assistants and Mentors).</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation (Fingerprinting, Consumer Investigative Reports, DSS)</p>
<p><b>Returning Former Employees and those Previously Fingerprinted:</b></p> <ul style="list-style-type: none"> <li>• Retire/Rehire:               <ul style="list-style-type: none"> <li>- Originally “grandfathered” (exempt) from the fingerprinting requirement – Hired before 10/1/1986</li> <li>- Previously background checked and break in service from date of retirement is less than 12 months</li> </ul> </li> <li>• Former BCPS Employees – Previously background checked for BCPS and <b>break in service is less than 12 months</b></li> <li>• Former BCPS Employees – <b>Break in service more than 12 months</b></li> <li>• Persons previously background checked for another school system or day care center. Less than 180 days since date of Fingerprinting</li> <li>• Persons previously background checked for another school system or day care center. More than 180 days since date of Fingerprinting</li> </ul>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p> <p>None</p> <p>None</p> <p>Complete Background Investigation</p> <p>Commercial BI and Submit Request for Transfer of Agency</p> <p>Complete Background Investigation</p>

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<p><b>Employees: (hired after 10/1/86)</b>            Current employees who receive a payroll check from BCPS.            Includes Permanent, Temporary, Substitutes, Lunch Aides, Bus Drivers, etc.</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p>
<p><b>Coaches (Paid)</b>            Includes persons paid by BCPS as a Coach, Coach's Assistant, or Aide.</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation (Fingerprinting, Consumer Investigative Reports, DSS)</p>
<p><b>Coaches (Not Paid)</b>            Includes any person assisting in an athletic program or identified as an Assistant or an Aide.</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p>
<p><b>Independent Contractors:</b>            Personnel paid outside the school system and <b>have uncontrolled access</b> to children. Includes outsourced staffing.</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p>
<p><b>Independent Contractors:</b>            Personnel paid outside the school system where <b>no uncontrolled access</b> is anticipated such as construction contractors, computer service contractors and interscholastic sports officials.</p>	<p>Family Law Article § 5-561 (a)</p>	<p>None            NOTE: BCPS may require subcontractors who work on school grounds to submit to a Commercial Background Check and a DSS check.</p>
<p><b>Independent Contractors – Other Access</b>            Personnel paid outside the school system where no uncontrolled access is anticipated, however, individual may have access to cash, certain accounts payable/receivable, sensitive employee information or IT Access.</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Commercial BI</p>

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<p><b>Student Assistants age 18 and over: (Paid)</b>  <b>Who have uncontrolled access to students</b> including Summer school activities</p>	<p>Family Law Article § 5-561 (d)</p>	<p>Complete Background Investigation</p>
<p><b>Student Assistants age 18 and over: (Paid)</b>            Where uncontrolled access to students <b>IS NOT</b> anticipated.  <b>NOTE:</b> Upon graduation from BCPS, any person choosing to continue to work for BCPS will be fingerprinted <b>BEFORE</b> assuming any other position.</p>	<p>Family Law Article § 5-561 (d)</p>	<p>None</p>
<p><b>Student Assistants age 18 and over: (Not Paid)</b>            BCPS students working in a capacity where uncontrolled access <b>IS NOT</b> anticipated and who are unpaid are considered to be Volunteers.</p>	<p>Family Law Article § 5-561 (d)</p>	<p>None</p>
<p><b>Student Assistants who have not Reached Their 18<sup>th</sup> Birthday: (Paid or Unpaid)</b>            Regardless of the type of access to children, no formal background check is required.  <b>NOTE:</b> Upon attaining the age of 18, any person choosing to continue to perform these or other duties within BCPS will be re-evaluated per the requirements of the position being filled.</p>	<p>Family Law Article § 5-561 (d)</p>	<p>None</p>
<p><b>Student Assistants/Students working for BCPS in Other Capacities Who Are Not BCPS Students, Under the Age of 18: (Paid)</b>            Regardless of Access</p>	<p>Family Law Article § 5-561 (d)</p>	<p>Complete Background Investigation</p>

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<p><b>Substitute Teachers</b></p> <ul style="list-style-type: none"> <li>All Substitute Teachers and Substitute Teacher Applicants</li> <li>Substitute Teachers previously fingerprinted for another school or Agency.</li> <li>Substitute Teachers who do not receive a payroll check from BCPS for more than 365 (consecutive) calendar days:</li> </ul>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p> <p>More than 180 days since original investigation – Complete Background Investigation</p> <p>Less than 180 days since original investigation may be able to transfer investigation to BCPS. See section: “Returning Former Employees and those Previously Fingerprinted.”</p> <p>Complete Background Investigation (Re-Investigation)</p>
<p><b>School Resource Officers and Baltimore County Police Officers (Paid and Unpaid)</b></p> <ul style="list-style-type: none"> <li>Sworn Officers of the County Government providing security services at schools as an SRO and paid by that agency.</li> <li>Baltimore County Police Officers who perform security services or duties for BCPS in uniform at school sponsored events. Salary paid by BCPS.</li> <li>Police Officers working in a capacity other than as a law enforcement officer, for example: substitute teacher, coach, assistant coach, personal assistant</li> </ul>	<p>Family Law Article § 5-561 (a)</p>	<p>None. Investigation conducted by employer</p> <p>None. Investigation conducted by employer</p> <p>Complete Background Investigation</p>

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<p><b>Volunteers, Mentors, etc.</b> Where <b>no uncontrolled access</b> is anticipated</p>	<p>Family Law Article § 5-561 (d)</p>	<p>None <b>NOTE:</b> Schools using volunteer personnel should check the names of all Volunteers using the Maryland Sex Offender Registry. <a href="http://www.dpscs.state.md.us/sor/">http://www.dpscs.state.md.us/sor/</a></p>
<p><b>Volunteers, Mentors etc.</b> Where <b>uncontrolled access is anticipated</b> such as anyone working with students in an unsupervised capacity during school hours, off of school grounds, or after school hours.</p>	<p>Family Law Article § 5-561 (d)</p>	<p>Complete Background Investigation</p>
<p><b>Chaperones.</b> Where <b>uncontrolled access is anticipated</b> such as anyone accompanying students overnight school sponsored trips. While these persons may be considered to be volunteers, the level of access to children requires that additional checks be made.</p>	<p>Family Law Article § 5-561 (d)</p>	<p>Commercial BI and DSS Check</p>
<p><b>Employees from any Government Agency</b> Those working in a school including Health Aides, Health Department employees, and State and Federal Agency employees working in a school</p>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p>
<p><b>Interscholastic Sports Officials:</b> Those hired and paid outside the school system where no uncontrolled/unsupervised access to children is anticipated.</p>	<p>Family Law Article § 5-561 (d)</p>	<p>None</p>

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<p><b>Temporary Employees, Personal Assistants, Paid Helpers</b></p> <ul style="list-style-type: none"> <li>• All Personal Asst, Temp Employees and Paid Helpers</li> <li>• Those who have been previously fingerprinted for another school or Agency.</li> <li>• Those who remain listed as an employee in the above categories and who do not receive a payroll check from BCPS for more than 365 (consecutive) calendar days.</li> </ul>	<p>Family Law Article § 5-561 (a)</p>	<p>Complete Background Investigation</p> <p>More than 180 days since original investigation – Complete Background Investigation</p> <p>Less than 180 days since original investigation may be able to transfer investigation to BCPS. See section: “Returning Former Employees and those Previously Fingerprinted.”</p> <p>Complete Background Investigation (Re-Investigation)</p>
<p><b>Interim and Student Teachers:</b> Where no uncontrolled access is anticipated</p>	<p>Family Law Article § 5-561 (d)</p>	<p>None</p>