

## **HUMAN RESOURCES**

### **Recruitment, Selection, and Appointment**

#### **Background Checks—Volunteers and Mentors**

This regulation supersedes Regulation 4119.

#### **I. PURPOSE**

To establish procedures for background checks applicable to certain categories of volunteers—and to all mentors—who work with children in school programs and school-sponsored activities.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section V.A.3. clarifies the procedures and documents required in order for a volunteer to be processed by the Department of Human Resources.
- B. Section V.B. heading added for clarity.

#### **III. DEFINITIONS**

##### **A. Background Check**

- 1. Review and verification of accuracy of information on the Volunteer and Mentor Application form. This form is available at the following web site: <http://www.fcps.edu/DIT/kam/docmgmt/forms/hr3.pdf>.
- 2. A fingerprint-based search for criminal history record information and sex offender record information on file with the Virginia State Police or the FBI.
- 3. A search of the Child Protective Services Central Registry.

##### **B. Successful Completion of Background Check**

- 1. The application form is complete and it contains accurate information.
- 2. The applicant is not a convicted felon and has no misdemeanor criminal history that would be incompatible with serving as a volunteer or a mentor. A disqualifying criminal record will be determined by the Department of Human Resources using guidelines applicable to screening new employees. Among the factors taken into consideration is the nature of the offense, the age of the person at the time of the

offense, and the amount of time between the date of the offense and the date of application.

3. The applicant has never been the subject of a founded case of child abuse or neglect.
4. The applicant has not intentionally falsified any information on any documents submitted during the application process.

C. Mentor

A non-Fairfax County Public Schools employee who proposes to serve as a child mentor through Mentorworks or another mentoring program recognized by and affiliated with Fairfax County Public Schools.

D. Volunteer

A person, other than a mentor, who is not a parent or legal guardian of a child in a school or program in which the volunteer activity will take place and is not a former Fairfax County Public Schools employee who left in good standing.

**IV. REQUIREMENTS**

- A. Principals and program managers must follow the procedures in section V. for all the following individuals before allowing them to work with children:
  1. Mentors.
  2. Volunteers who will have frequent or regular contact with children.
  3. Interns.
- B. Principals and program managers may follow the procedures in section V. for any adult working with children—regardless of parental, employee, mentor, or volunteer status—if the principal determines that such procedures would be in the best interest of the children.
- C. Principals and program managers are not required to follow the procedures in section V. for:
  1. Volunteers who help with occasional events—such as field day, graduation parties, field trips, and similar activities—provided there is direct supervision of the event by regular school employees.
  2. Volunteers working on projects involving no contact or only incidental contact with children, such as fund-raisers and boosters.
  3. Volunteers who, because of their affiliation with business partners, universities, or similar institutions, already have been the subject of background checks deemed by

the Department of Human Resources to be comparable to those specified in section III.

4. Parents volunteering in their own child's school; however, parents listed in the Virginia Sex Offender Registry or who have been convicted of any offense relating to children will not be permitted to volunteer.
  5. Employees who serve as volunteers and already have successfully completed background checks.
- D. Volunteers for overnight field trips, and volunteers affiliated with business partners who have regular contact with children, must complete the volunteer application provided as an attachment to this regulation. Principals may require any other volunteer to complete this application as well, regardless of whether or not the volunteer has had or will have a background check under this regulation. Principals are encouraged to require completed applications for all regular or frequent volunteers at their schools. Completed applications should be maintained at the school.

## **V. PROCEDURES**

### **A. Principals and Other School Administrators**

1. Ensure that the mentor or volunteer completes the application form. Retain a copy for the school or office file.
2. Complete form HR 8, Request to Hire/Transfer/Fingerprint.
3. Instruct the applicant to report to the Department of Human Resources, Office of Employment Services, between the hours of 8 a.m. and 4 p.m., Monday through Friday, with the following documentation:
  - a. HR 8 form.
  - b. Photo identification.
  - c. Tuberculosis (TB) test, screening, or chest x-ray result performed within the 12-month period immediately preceding the applicant's start date, signed by a physician, physician's designee, or an official of a local health department stating that the individual appears free of communicable TB.
4. Notify the applicant, upon receipt of information, that the background check was successfully completed, that there is a hold based on a review of pending records, or that the applicant cannot volunteer.
5. Maintain records of requests for background checks under this regulation and the disposition of those requests.

**B. Human Resources**

1. Explain the fingerprint process to the applicant, verify proper identification, and inspect the HR 8 form.
2. The applicant must complete the following forms:
  - a. Sex Offender and Criminal History Record Request form.
  - b. Request for Search of the Central Registry and Release of Information form.
  - c. Employment Background Information form (do not answer question #1).
3. Complete the fingerprinting process.
4. Upon receipt of the message verifying that no criminal record exists, sign the bottom of the HR 8 form and return a copy to the school administrator who initiated the request.
5. In the event of a “hit” message, forward the fingerprint packet to the investigator for further action.
6. Maintain a scanned document file on all volunteers and mentors who have successfully completed the background check.

**C. Investigator**

1. Review the fingerprint packet information and criminal history records received from the Virginia State Police and the FBI to determine if the applicant falsified any information.
2. Using the screening guidelines, and recommendations from the affected school administrator, determine the status of the volunteer or mentor.
3. Maintain confidential files of criminal history records received from the Virginia State Police or the FBI.

The Department of Human Resources will pay for the cost of background checks and fingerprinting.

Nothing in this regulation will preclude principals and program managers from declining the services of a volunteer or mentor for any reason.