

Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

**Policy Statement #6032 (Personnel) of the Board of Education
Regarding the Fingerprinting Background Clearance and the Maryland Criminal
Justice Information System (CJIS) Security Policy**

I. Purpose

- A. To ensure all salaried, contracted, and seasonal employees including sports and clubs, along with volunteers who serve as a mentor, a student teacher, **[practicum student]**, an overnight chaperone or one-on-one with a student are fingerprinted and maintain a cleared criminal history record check as defined under Family Law Article 5-560 through 5-569; Annotated Code of Maryland.
- B. To ensure all criminal history record checks received by CJIS including the FBI, are secured within the Human Resources and Transportation/Athletics Departments as defined in the Maryland COMAR 12.15.05.01.

II. Definition

- A. CJIS - Maryland Criminal Justice Information System
- B. FBI - Federal Bureau of Investigation

III. Policy Statement

- A. The Board of Education of Calvert County recognizes the importance of fingerprinting all employees and volunteers to protect our staff and students. As a public entity, the Board of Education is committed to ensure all criminal history records received by the Human Resources and Transportation/Athletics Departments are retained in a secure environment. CCPS Departments of Human Resources and Transportation/Athletics shall be responsible for processing criminal history record checks under Family Law Article 5-560 through 5-569; Annotated Code of Maryland, and the security, access, storage, retention, dissemination and description of Criminal History Record Information (CHRI) when no longer needed by the Human Resources and the Transportation Departments. This policy covers the fingerprints and CHRI as stated in COMAR 12.15.05.01 on salaried employees, contracted employees, seasonal employees, and volunteers of Calvert County Public Schools.

IV. Delegation of Authority

- A. The Superintendent is directed to develop administrative procedures to implement this policy in accordance with all local policies, State and Federal law regulations, and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with State and Federal

laws and regulations, and rules and regulations of the State Board of Education and the Maryland State Department of Education.

VI. Expiration/Review

- A. This policy will be reviewed at the end of three (3) years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective April 8, 2021.

Citations

State Law: Family Law Article 5-560 through 5-569

State Reg.: COMAR 12.15.02.01

Federal Law:

Admin. Reg.:

Other Citation: