



St. Mary's County Public Schools Department of Safety and Security Mandatory Criminal History Background Screening

Student Activity Leader (SAL)

Instructions for completing the required screening process, submission of fingerprints, and obtaining a photo identification card

You have been identified as a candidate for an employment position with St. Mary's County Public Schools (SMCPS). Before you begin your new assignment, you are required to contact the Department of Safety and Security and complete a criminal history background screening. **You must complete this screening as a requirement to begin your new position.**

You are not authorized to begin any assignment until you have cleared this process. The forms required to complete this process will be made available to you in advance of your scheduled screening appointment. Please complete all forms in their entirety and answer all questions accurately to include questions pertaining to previous criminal charges. Please ensure you have **CONFIRMED** any order for the legal expungement (removal of records) of a criminal conviction as there is a difference between expungement and many other court dispositions pertaining to criminal records. **A failure to disclose information at the time of application for screening can result in your disqualification** as a candidate for the identified position. After completing this process, you will be issued a photo identification card.

Please schedule your screening appointment with the Department of Safety and Security as soon as possible. **Do not wait to complete the screening process.** There are a number of factors that impact the time required to complete the screening process and waiting until a few days prior to your anticipated start date may result in further delays. **There is a processing fee for the criminal history background screening that is billed to approving school site.** To schedule an appointment, please visit <http://www.stmaryscountyps.simplybook.me/v2/>.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ¹These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

Department of Safety and Security Form #SS166-SAL

Revised June 2020

Legal review and approval pending

- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. Agency policy does not permit providing you a copy of the record. You may obtain a copy of the record by submitting fingerprints and a fee to the FBI.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The Department of Safety and Security's office is located at **23160 Moakley Street, Leonardtown, Maryland 20650**. If you have further questions, please call 301-475-5511 X 32237.

TO BE COMPLETED BY CANDIDATE:

Signature of Candidate: _____

Print Name of Candidate: _____

TO BE COMPLETED BY SMCPS:

Position: _____

Location: _____

Services Needed: Photo Identification Card Fingerprints

Payment Required: Yes No, paid by _____

Authorized by (SMCPS Designee): _____ Date: _____

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. 40316 (formerly cited as 42 U.S.C. 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).



**St. Mary's County Public Schools (SMCPS)
Employee Criminal Background Screening
Application Agreement, Authorization, and Release**

I understand that the completion of a criminal history background screening is required as a condition of employment and for student activity leaders with SMCPS. I understand the information I have provided in this application and during the course of this process is submitted for consideration to determine my eligibility for employment or as a student activity leader with SMCPS. I hereby authorize SMCPS or any agent of SMCPS, to conduct this background screening process, which may include, but not be limited to, a criminal records report based on digital or inked fingerprint impressions, sex offender registry report, social security verification report, and driving history including traffic citations.

An employee criminal history background screening may also include a requirement to complete a drug screening test conducted by designated SMCPS staff and a private commercial organization.

I hereby release SMCPS, and any and all persons, business entities and governmental agencies, whether public or private, from any liability and responsibility for collecting the above information.

I understand I have the right to obtain a free copy of this report if: (1) any adverse action/decision is made based on the information in the report and (2) if the request is made in writing within 60 days of the adverse action.

I believe, to the best of my knowledge, that all information I have provided is accurate, true, and correct and that I fully understand the terms of this release.

Employee, candidate for employment /student activity leader signature _____ Date _____

Department of Safety and Security Staff signature _____ Date _____

All new prospective employee applicants for SMCPS must pay a \$60.00 background processing fee required at time of application, method of payment:

(circle one)

- CASH CHECK MONEY ORDER PAYROLL DEDUCTION
(current employees only)

Note: All returned checks will not be resubmitted for payment and fee deduction from your first paycheck will be made if employed by SMCPS. All others will be referred to the St. Mary's County State's Attorney's Office for prosecution.

Department of Safety and Security
St. Mary's County Public Schools - BACKGROUND CHECK FORM



Date: _____

Print Name **(Last, First, Full Middle)** Social Security Number Citizenship (Country)

Other names Used (Maiden) Driver's License# and Issuing State Race Sex (Circle one)
 M F

Hair color Height Eye color Weight Date of Birth Email Birth Place (State)

Current address (Street, City, State, Zip Code) (Daytime Phone Number)

Addresses for the Past Seven Years

Dates Lived at this Address

City State County Zip

City State County Zip

Position Applied for: _____ Name of School: _____ Referring Dept. _____

Warning: Failure to report criminal convictions, Probation Before Judgment (PBJ) dispositions, or pending charges may result in termination of your employment with St. Mary's County Public Schools. Any individual who fails to disclose prior conviction or the existence of a pending charge shall be guilty of perjury. This is a misdemeanor offense and on conviction is subject to a fine not exceeding \$1,000 or imprisonment not exceeding one year or both. **INITIAL HERE** _____

Have you ever been convicted or placed on probation before judgment (PBJ), found not criminally responsible, or have pending criminal charges against you without a final disposition for an offense other than a minor traffic violation?

Yes _____ No _____ If yes, list information below:

Charge: _____ Date: _____ Location: _____ Conviction Probation Pending Charge

Charge: _____ Date: _____ Location: _____ Conviction Probation Pending Charge

SIGNATURE: _____

DEPARTMENT OF SAFETY AND SECURITY USE ONLY

<p>Type of Fingerprints Impressions: (circle one)</p> <p>Digital/live scan</p> <p>Inked</p> <p>Reprint</p>	<p>National Sex Offender Registry Check National Screening Center: http://www.nsopr.gov/ Date Conducted: Prospective employee found in Registry: Y or N</p> <p>By: _____ Date: _____</p> <p>Print name: _____</p>	<p>Background Screening</p> <p>Prospective employee recommended for employment: Y or N</p> <p>By: _____ Date: _____</p> <p>Print name: _____</p>
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