

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 employees including coaches and sponsors, as well as level 2 volunteers, student teachers, and contracted employees 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
- C. Level 2 Volunteers – A volunteer that may supervise and/or monitor students without the presence or under the supervision of a staff member.

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 destruction 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 all Calvert County Public Schools' employees, as well as level 2 volunteers, student teachers, and contracted employees.

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 May 9, 2024.

Citations

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

State Reg.: COMAR 12.15.02.01

Federal Law:

Admin. Reg.:

Other Citation: