

**Administrative Procedures for Policy #6032 (Personnel)
Regarding Fingerprinting, Background Clearance, and CJIS Security**

I. Definitions

- A. Authorized Personnel - CCPS employees whose assigned duties require access to Criminal History Record Information and who have been approved for that access.
- B. CHRI - Criminal History Record Information received from CJIS and/or the FBI in connection with a fingerprint-based criminal history record check.
- C. CJIS - Maryland Criminal Justice Information System.
- D. Contracted Employee - An individual employed by or assigned through a contractor who performs services for CCPS and is required by law, contract, or CCPS policy to complete a fingerprint-based criminal history record check.
- E. FBI - Federal Bureau of Investigation.
- F. Level 2 Volunteer - A volunteer who may supervise and/or monitor students without the presence or direct supervision of a CCPS staff member.

II. Rationale

- A. CCPS recognizes that fingerprint-based criminal history record checks are an important component of protecting students and staff. CCPS will process required background clearances and safeguard CHRI in accordance with Policy 6032, applicable law and regulation, and the Maryland CJIS Security Policy.

III. Applicability and Clearance Requirement

- A. Employees, including coaches and sponsors, Level 2 volunteers, student teachers, and contracted employees must complete fingerprinting and receive the required criminal history clearance before beginning duties that require clearance.
- B. Human Resources will determine clearance requirements for employees, Level 2 volunteers, student teachers, and contracted employees, except when responsibility is assigned to Transportation under this procedure.
- C. Transportation will coordinate required fingerprinting and clearance activities for individuals within its assigned operational areas.
- D. An individual may not begin or continue an assignment requiring clearance when the required clearance has not been obtained or maintained.

IV. Fingerprinting and Background Check Process

- A. Human Resources and Transportation will provide individuals with instructions for completing fingerprinting through an approved process.

Personnel 6032.1

Adopted: 9/21/2026

Revised:

Reviewed without any changes:

Page 1 of 5

- B. The appropriate department will verify identity and maintain documentation sufficient to confirm completion and clearance status.
 - C. Fingerprint submissions and criminal history record checks will be processed pursuant to Family Law Article Sections 5-560 through 5-569, Annotated Code of Maryland, and other applicable requirements.
 - D. Questions regarding an individual criminal history result or eligibility decision will be referred to the Director of Human Resources or designee. Questions regarding an individual fingerprinted by Transportation will be referred to the Director of Transportation or designee.
- V. Review and Employment or Assignment Decisions
- A. Only authorized personnel may review CHRI.
 - B. CHRI will be considered only for legitimate CCPS employment, volunteer, student teaching, contracting, safety, or compliance purposes.
 - C. When information may affect employment or assignment eligibility, CCPS will provide any notice and process required by applicable law, regulation, policy, negotiated agreement, or contract before a final decision is made.
 - D. If an individual believes that information contained in a criminal history record check is inaccurate, incomplete, or no longer current, the individual is solely responsible for pursuing correction, update, or challenge procedures with the appropriate reporting agency, court, FBI, or other record custodian. CCPS is not responsible for resolving, modifying, or correcting criminal history records maintained by another entity.
- VI. Security and Access Controls
- A. Access to CHRI is limited to authorized personnel in Human Resources and Transportation whose duties require access.
 - B. CHRI must be maintained in a secure physical or electronic environment that prevents access, viewing, alteration, copying, or removal by unauthorized persons.
 - C. Authorized personnel must protect passwords, keys, access credentials, and other security controls used to safeguard CHRI.
 - D. CHRI may not be discussed, displayed, transmitted, or left unattended in a manner that permits unauthorized access.
 - E. Any suspected loss, improper access, disclosure, or security incident involving CHRI must be reported immediately to the Director of Human Resources or designee and handled under applicable CJIS and CCPS incident-response requirements.
- VII. Use, Dissemination, and Confidentiality
- A. CHRI is confidential and may be used or shared only as permitted by law, regulation, the Maryland CJIS Security Policy, and a legitimate CCPS business need.
 - B. CHRI will not be placed in a general personnel file or otherwise made available to individuals who are not authorized to receive it.

- C. Any approved transmission or dissemination of CHRI must use a secure method and be documented when required.
- D. Requests for CHRI from outside CCPS, including subpoenas, public information requests, or agency inquiries, must be referred to the Director of Human Resources or designee for review before release.

VIII. Retention and Destruction

- A. Human Resources and Transportation will retain CHRI and related clearance records only for the period required by applicable law, regulation, the Maryland CJIS Security Policy, and the CCPS records retention schedule.
- B. When CHRI is no longer required, it must be destroyed or permanently erased using a method that prevents reconstruction or retrieval.
- C. Destruction of CHRI will be performed or supervised by authorized personnel and documented when required.

IX. Ongoing Status and Subsequent Information

- A. Individuals subject to this procedure must maintain a clear criminal history record check as required for their role or assignment.
- B. Human Resources and Transportation will review subsequent criminal history information or changes in clearance status received through authorized channels.
- C. CCPS may place appropriate restrictions on duties or assignments while information affecting clearance or safety is reviewed, consistent with applicable employee rights and legal requirements.

X. Training and Compliance

- A. Personnel with access to CHRI must complete required security awareness, confidentiality, and records-handling training before access is granted and thereafter as required.
- B. Department supervisors will periodically review access permissions and remove access promptly when it is no longer required.
- C. Human Resources will coordinate updates to forms, notices, training, and internal controls when legal, regulatory, CJIS, or CCPS requirements change.

XI. Mandatory Reporting

- A. Employees, coaches, sponsors, student teachers, contracted employees and Level 2 volunteers shall notify the Department of Human Resources as soon as practicable, but no later than one (1) business day, upon becoming aware of:
 - 1. An arrest for any criminal offense;
 - 2. The filing of criminal charges;
 - 3. A conviction, guilty plea, plea of nolo contendere, probations before judgement, or other criminal disposition;

4. Any findings or determination by Child Protective Services or another governmental agency related to abuse, neglect, or misconduct involving a child;
 5. Any action that may affect the individual's eligibility to maintain a required criminal history clearance.
- B. Self-reporting is required regardless of where the alleged conduct occurred, whether it occurred during working hours, or whether it was related to the individual's employment or assignment with Calvert County Public Schools.
- C. Employees who hold a Maryland educator license/certification or other professional license shall also comply with any self-reporting requirements established by the Maryland State Department of Education, other licensing authorities, and applicable law.
- D. Failure to timely report information required under this procedure may result in disciplinary action, up to and including termination of employment, removal from volunteer service, cancellation of a student teaching placement, or termination of a contract assignment, as applicable.
- E. Upon receipt of reported information, Human Resources may conduct a review and, when appropriate, place temporary restrictions on duties or access to students pending completion of the review process, consistent with applicable law, Board policy, negotiated agreements, and due process requirements.
- F. Nothing in this procedure shall be construed to require disciplinary action solely because an arrest or criminal charge has occurred. Employment and assignment decisions will be based on the nature of the conduct, applicable legal requirements, the individual's position and responsibilities, student safety considerations, and any other relevant factors

XII. Responsibilities

- A. The Director of Human Resources or designee is responsible for administering this procedure, designating authorized personnel, and coordinating compliance within Human Resources.
- B. The Director of Transportation or designee is responsible for administering assigned fingerprinting and CHRI responsibilities within those operational areas.
- C. Supervisors, principals, and program administrators must confirm that required clearance has been obtained before permitting an individual to begin covered duties.
- D. Employees, volunteers, student teachers, and contracted employees are responsible for timely completion of required fingerprinting and for complying with all related instructions and reporting requirements.

Legal and Policy References:

Maryland Family Law Article, §§ 5-560 through 5-569, Annotated Code of Maryland.

Code of Maryland Regulations (COMAR) 12.15.05.01.

Maryland Criminal Justice Information System (CJIS) Security Policy

Calvert County Public Schools (CCPS) Policy 6032, *Fingerprinting Background Clearance and the Maryland Criminal Justice Information System (CJIS) Security Policy*

Applicable **CCPS records retention requirements**, negotiated agreements, contracts, and employee handbook provisions

Personnel 6032.1

Adopted: 9/21/2026

Revised:

Reviewed without any changes:

Page **5** of **5**