

Summary of PGCPs Background Check Requirements

For additional information, please review Administrative Procedures 0500 (School Visitors); 4215 (Criminal History Checks); and 4216.6 (Volunteer Services)

	<i>Raptor screening at schools</i>	<i>Commercial background check</i>	<i>Fingerprint background check at least 15 business days before work/event</i>	<i>Child Protective Services clearance at least 15 business days before work/event</i>	<i>SafeSchools Training</i>
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EMPLOYEES						
- Current employees	<i>No Raptor screening is required for employees visiting schools, provided they sign in with the front office and display their PGCPs badge</i>		✓ If hired after 10/1/86	✓ If hired after 7/1/16. Must be completed prior to the first day of work.	✓	
- Retired/Rehired; or former employees			✓ Upon return to employment	✓ Upon return to employment	✓	
- Substitute and Temporary employees			✓ Must be completed prior to the first day of work.			
- Prince George's County Police Officers, Sheriffs and Other Municipal Officers Performing School Security Duties as secondary employment in police uniform			✓	✓	Will be completed in accordance with the agency MOU for security-related work. For other school system employment, the background check requirements for the position must be met.	✓ If employed for other positions in the school system besides security-related work.
- Coaches, coaching assistants			✓	✓ Must be completed prior to the first day of work.		
- Athletic officials (e.g., referees; game officials, etc.)	If in the school building during school hours	✓ Must be completed prior to the first day of work.				
- Interns and Student Teachers	✓		✓ Must be completed prior to the first day of work.			
- Independent contractors; subcontractors; vendors; outsourced agency employees and outsourced temporary staffing	✓		✓ Depends on the level of access with students. Background checks must be completed at least 15 business days prior to work. See AP 4215 for more information.			

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- Adults who interact with students in off-site arrangements (e.g., dual enrollment programs on college campuses; external agency internships; etc.)	✓		✓ Will be completed in accordance with the agency MOU		
VOLUNTEERS					
Volunteers at school <u>only one time</u> during the school year for an event (e.g., science fair judges, career day presenters, school dances, etc.). <i>Requires an escort and supervision by a PGCPs employee at all times while at the school.</i>	✓				
Partner support volunteers, whose organization or business is approved through the Office of Partnerships and Development	✓		✓ Proof of completion must be submitted directly to the Office of Partnerships and Development. See AP 4216.6 for more detail.		
All other volunteers, whether on or off school system property. Volunteers include: mentors, tutors, interns, field trip chaperones, concession stand workers, gate receipt workers, athletic event helpers, etc.	✓		✓ Must be completed at least 15 business days in advance of the activity. Financial assistance for background checks may be available for income-eligible families. See AP 4215 for more detail.		✓
Current employees volunteering at school-sponsored activities	✓		✓ After completing PGCPs background check requirements, employees may provide a copy of their PGCPs badge in lieu of completing an additional background check. However, employees must complete the SafeSchools training for volunteers; sign into Raptor; and have their names verified in the Employee Database.		✓