

## Background Check FAQ's

### *Why do partners and independent contractors need background checks?*

To ensure the safety of all DPS students anyone working unsupervised and directly with DPS students more than once a month must undergo the proper criminal background check. In accordance with the Colorado law and the District's Board of Education Policies, each partner or independent contractor must conduct a thorough criminal background check for any agent of their organization meeting that guideline. The results shall, at a minimum, comply with the applicable provisions of 22-32-109.7 C.R.S. and any other DPS requirements.

### *Does DPS want copies of my background check results?*

No. You should keep your staff members' background check results in your files. DPS wants each staff member to complete the **Background Check Affidavit** (Exhibit D of the Partnership Agreement). This affidavit tells DPS that the background check has been completed to the level required, it allows the individual to self-disclose anything they wish to the district, and it allows DPS to access the background check results if they are ever needed. DPS reserves the right to audit background checks at any time.

### *Who in my organization needs background checks?*

Any agent of your organization, including staff and volunteers, who have face-to-face interactions with students need a background check. The level of background check depends upon whether or not the individual has unsupervised contact with students. Every organization's background check requirements are different. The Community Partnership Coordinator can assist you in determining what type of background check your staff and volunteers need. Also, refer to the Background Check Flowchart on the following page.

### *Is there a separate background check process connected to the Partnership Agreement and the Independent Contractor Agreement?*

No. If you have completed the Background Check Affidavit for the Partnership Agreement or a Criminal Background Check Certification for the Independent Contractor Agreement, you will not have to re-fingerprint or recheck your staff or submit an additional Affidavit. Please inform the Community Partnership Coordinator or the contracting individual that the Certification/Affidavit has already been submitted and we will work internally to ensure it is attached to both Agreements.

### *How do I pursue background checks?*

Fingerprint Level Background Checks: [https://www.cbirecordscheck.com/Account\\_New.aspx](https://www.cbirecordscheck.com/Account_New.aspx) to begin by setting up an account. Contact Susie at the number below for assistance.

Name only/50 State Background Checks: [https://www.cbirecordscheck.com/Individual\\_New.aspx](https://www.cbirecordscheck.com/Individual_New.aspx) or <http://static.dpsk12.org/gems/purchasing/assistanceinobtainingabackgroundcheck.pdf>

### *Who pays for the background checks?*

Partner organizations and contractors are responsible for the costs associated with background checks for their staff and employees. Depending upon the amount of requests being processed by CBI at a given time, checks can take as long as 8-12 weeks.

### *How long do fingerprint level background checks take?*

Depending upon the amount of requests being processed by CBI at a given time, checks can take as long as 8-12 weeks. Background Check Affidavit can be submitted to DPS once the background check has been submitted to CBI.

### *Is there someone I can contact at CBI for assistance?*

Susie at 303-239-5889 or Ron at 303-239-4232

### **Questions, Comments or Concerns contact:**

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