



**CINCINNATI PUBLIC SCHOOLS
OFFICE OF SAFETY SERVICES**

2651 BURNET AVENUE
CINCINNATI, OHIO 45219

PHONE: 513-363-0100

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Safety Badges & Background Checks District Form 8475-1F1

All employees, consultants, contractors, student teachers, volunteers and visitors at Cincinnati Public Schools (CPS) are required to display CPS issued identification. **Sporadic or one-time visitors** receive temporary security badges generated from the Lobby-Guard machine. Employees, consultants, contractors, student teachers, volunteers or other individuals in school buildings on a regular basis need CPS security badge is issued by the Office of Safety Services at the Education Center. Criminal records background checks are **required** for the issuance of all security badges. Levels of background checks vary based on contact with students. See requirements below.

Background Checks			
Category	Local Check (Obtain this background check from county where you had the most recent 5 years of continuous residence.)	State Check - BCII (The standard BCII background check is a fingerprint check required for any unsupervised contact with a child* .)	Federal Check - FBI (The standard FBI background check is a fingerprint check required for any unsupervised contact with a child* .)
Employee		X	X
Student Teachers / Co-op Students		X	X
Police In CPS' employment		X	X
Chaperones* / Volunteer*	X		
Chaperones (overnight/international trips)		X	X
Coaches / Volunteer Coaches		X	X
Consultants* / Contractors* / Vendors*	X		

***An individual in these categories who has any unsupervised contact with a student that is not accompanied with a CPS employee, must have the State (BCII) and Federal (FBI) checks completed if left one-on-one with a student(s).**

Changes: Make an appointment for background check and badges at the CPS Education Center at: <https://oh50010870.schoolwires.net/Page/612> select which appointment you need Badges or Fingerprints to see available appointment times, then click to reserve the selected time slot.

How to Obtain a Background Check: (locations listed below)

- Cincinnati Public Schools, Education Center, 2651 Burnet Ave, 45219. **Hours:** Monday-Friday 8 a.m. - Noon. & 1:45 p.m. - 2:45 p.m. **Issue BCII and FBI only** • 48 hour for results • **Exact cash \$50.00 for BCII and FBI** • Prices are subject to change
- Hamilton County Justice Center, 1000 Sycamore Street, 45202 downtown. **Hours:** Monday-Friday 7:00 a.m. - 3:00 p.m.
 - Issue Local for Hamilton County residents** • **\$5.00 cash only for Local.** Prices are subject to change.
 - Bring an official form of identification such as State ID or driver's license.
 - The local background check is from the County you reside in.
Please note that a background check obtained online is not acceptable.
 - Bring the results of your local background check or BCII and FBI background check to the Security Office at the Education Center (above address). When applying for a BCII and FBI background check, request the results to be sent directly to the attention of the CPS Office of Safety Services.
- Facilities Contractors meet with the Facility Management and go through an onboarding process.**

How to Obtain a Safety Badge:

- A **Safety Badge Authorization Form** for all consultants, contractors, student teachers or volunteers must be signed by the Administrator.
- The Office of Safety Services is located on the second floor at the Education Center through the Employee Care Center. Enter the middle doors and check in at the front desk. The Office of Safety Services **Hours:** Monday-Thursday 8 a.m. - Noon. & 1:00 p.m. - 3:00 p.m.
 - BADGES ARE ISSUED UPON RECEIPT OF ALL RESULTS.** **LOST BADGE FEE IS \$10.00.**

*****All persons who have unsupervised contact in person or virtual with students must also supply a BCII and FBI background check. (Unsupervised contact means not accompanied with a CPS Employee)**