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 issued by the Office of Safety and Security 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

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

*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://www.cps-k12.org/families-students/student-safety/employee-badges](https://www.cps-k12.org/families-students/student-safety/employee-badges)
- Hover over the work 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)

1. 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**

2. 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 Security Office.

### How to Obtain a Security Badge:
- A **Security Badge Authorization Form** for all consultants, contractors, student teachers or volunteers must be signed by the Administrator.
- The Security Office 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 Security Office **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)***

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Security Department, Related Procedures: Background Checks

Revised 8/1/2020