**OVERVIEW: Fingerprinting and Background**

**Checks for CSI School Employees**

**Process**

1. School sets up an account with the Colorado Bureau of Investigation (CBI) as a charter school employer (if not already done), and CBI will issue an account number.
2. Employee goes to a qualified local law enforcement agency (police department or sheriff’s office).  The employee should call ahead to confirm that the agency can help.
3. Employee and law enforcement official complete the fingerprint card in **BLACK** ink.  The fingerprint card is provided by the law enforcement agency.  The fingerprint card must have information for each of the corresponding fields:
   1. Name, Date of Birth, Place of Birth, Sex, Race, Height, Weight, Eyes, Hair (Please use 3 letters abbreviations for eyes and hair – Ex: Brown = Bro, Blue = Blu)
   2. OCA – CONCJXXXX (each school receives its own four-digit account number)
   3. Employer and Address – Name of facility requesting the CHRI search including the complete mailing address.
   4. Reason Fingerprinted – Charter School Applicants CRS 22-30.5-110.7
4. Send the completed fingerprint card and fingerprint processing fee of $39.50 to the Colorado Bureau of Investigation.  CBI accepts Visa/MasterCard, money order, bank check, or preprinted business checks. No personal checks are allowed. Cash is accepted if paid at the CBI Office (690 Kipling Street, Ste. 4000, Lakewood, CO).

**Requirements and Best Practices**

1. By law, background checks and fingerprint based criminal history checks must be completed for all employees.  ([**C.R.S. 22-30.5-511.5**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=get&search=C.R.S.+22-30.5-511.5)).  Per your charter contract, independent contractors and outside companies that place employees in the school must also complete the required background checks and provide evidence of the checks to the school.
2. The background checking of volunteers is left to the discretion of the school. In determining whether to require a background check, the school should consider the nature and extent of the volunteer work (e.g., the amount of time spent with students; whether that time is supervised/unsupervised; the nature of the volunteer activity, etc.). The School should require evidence of insurance and driver’s licensure if the School will be using volunteers’ private vehicles for student transportation.
3. The guidelines for whether an employee can be hired in light of certain convictions that show up on their criminal history is established by statute. An employee or applicant for employment is disqualified from employment if the results of the fingerprint-based criminal history record check discloses a conviction for any of the offenses described in [**C.R.S. 22-32-109.8**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=lt&search=C.R.S.+22-32-109.8).
4. The school must adhere to the reporting requirements set forth in [**C.R.S. 22-30.5-110.5**](http://www.lexisnexis.com/hottopics/colorado?app=00075&view=full&interface=1&docinfo=off&searchtype=lt&search=C.R.S.+22-30.5-110.5)(collected through HR report).
5. The results of background checks should be kept in an employee’s confidential personnel file.
6. You should be clear in any offers of employment, communications with potential employees, etc. that their employment is contingent upon successful completion and review of their criminal history and background check.