

Volunteer Fingerprinting Procedures

As a reminder, only Level 3 volunteers (overnight chaperones, and those having unsupervised one on one contact with students) need to be fingerprinted.

The following are the steps for completing the fingerprinting

1. The volunteer has to take the original SERVE Volunteer application with them to Professional Standards.
2. We strongly suggest that the volunteer check with the Office of Professional Standards to confirm hours of operation and availability (813-273-7349). Usually hours are M, W, F from 8 a.m. – 3:30 pm. Volunteers need to identify themselves as volunteers, not vendors. The location for fingerprinting is the Velasco Center at 1202 E. Palm Avenue in Ybor City.
3. Volunteers need to take the following items when going for fingerprinting:
 - a. Original SERVE application
 - b. Social Security Card
 - c. Photo ID
 - d. Money order for \$47.25 for fingerprinting - Money order must be made out to Fingerprinting Services LLC. Each individual will need to have a money order for \$47.25. Money orders are the only form of payment accepted.
4. After completing the fingerprinting process, the Office of Professional Standards will stamp the SERVE application and return it to the volunteer. They will notify SERVE if the application has passed screening or if there are problems. The volunteer should take the app to the school (the SERVE Coordinator) that will forward a copy to SERVE.
5. The screening is good for 3 years. SERVE keeps the fingerprinted applications separate from the other applications.

If you have any questions please contact SERVE at 813-872-5254.

Revised: October 5, 2007

VOLUNTEER SCREENING – HILLSBOROUGH COUNTY PUBLIC SCHOOLS **EXECUTIVE SUMMARY**

CURRENT CLASSIFICATIONS

Volunteers would fall into one of three categories:

- A. Level 1 - Those with *group exposure, or no direct exposure to students* (general volunteers). This would include office workers, teacher assistants, and community speakers. The individual is not left alone with students, and does not have extended one-on-one contact with students.
- B. Level 2 - Those with *one-on-one supervised interaction* with students usually on school premises. This would include tutors and any other persons with one-on-one contact under District employee supervision (sight or hearing), site based mentoring or daytime field trip chaperones.
- C. Level 3 - Those with *one-on-one unsupervised interaction* with students. This would include off-site mentors and overnight chaperones

In all cases it is understood that the school has the right to deny a volunteer who is applying to serve at their school. School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their situation. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group.

EXECUTION/SCREENING REQUIREMENTS **SCREENING**

All levels

1. Volunteer obtains and completes a District volunteer application. If a speaker is part of the SERVE Speakers Bureau, they fill out the SERVE Speakers bureau registration form.
2. Applicant's name is checked against the Florida Department of Law Enforcement (FDLE) Sexual Offender/Predator website (www.fdle.state.fl.us).
3. Applications will be marked with indication that predator/offender check has been completed, with the outcome.
4. The original completed volunteer applications should be kept on file at the school with copies forwarded to SERVE at Route 6.
5. Volunteers are considered accepted as a SERVE/school volunteer at this time.

Level II – One on one volunteers, day field trip chaperones

1. Procedures for all levels have been conducted.
2. Once the application is received at SERVE, SERVE staff will check the following web-sites for all Level II volunteers:
 - a. Hillsborough County Sheriffs Office www.hcso.tampa.fl.us
 - b. Florida Department of Corrections www.dc.state.fl.us

Special Note: Due to the small number of volunteers who have criminal backgrounds, and of that group, the very few who would be ineligible to volunteer with children, SERVE will contact a school regarding volunteer status only when a criminal background reveals a problem. Otherwise, when the application has been submitted to SERVE, with all information completed, the volunteer is considered approved. Contact will be made with the school *only when there is an issue or background*.

Level III – overnight chaperones

1. All Level III volunteers must complete a fingerprint/FBI screening.
2. Volunteers serving in a level III capacity will take the original application to the Office of Professional Standards Fingerprint Section for further processing.
3. Address is 1202 Palm Avenue, Velasco Bldg. Hours of operations vary so please call ahead at 273-7349. **Please note, SERVE or the Office of Professional Standards will not pay fingerprinting.** The fee (currently \$47.25) must be paid by the volunteer or a sponsoring organization (school PTA, booster club, etc.) Payment will only be accepted in the form of a money order.
4. Volunteers must take a picture ID and social security card when submitting application for fingerprinting.
5. Fingerprint technicians will obtain a legible set of the volunteer's fingerprints and submit them for local, statewide and national checks.
6. Office of Professional standards will notify the SERVE office of the outcome of the background check.
7. The school will submit the application to SERVE for the files and data entry. Applications will indicate that it is for an overnight chaperone.
8. SERVE will check these applications against the FDLE database annually for three years, or until a new application is received.

NOTE: All screenings are good for three years. Schools may select to process applications more frequently.