

Overnight Chaperone Background Check Guidelines

All overnight chaperones who wish to provide non-paid services, duties and responsibilities pertaining to the care, safety and well being of Fulton County Schools System students must have a national and state background check conducted prior to their volunteer service to the system. According to Georgia law, O.C.G.A 35-3-34.2, volunteers who may have unsupervised access to children may submit to a fingerprint screening, Federal Bureau of Investigation (FBI) and a state, Georgia screening of their criminal history. The criminal history check is to “determine suitability (and fitness) of a potential child care provider,” who may be responsible for the safety and well being of children. (National Child Protection Act section 3(a) (1)) Disqualifying criminal history information for volunteer services may include, but is not limited to, any convictions of child abuse crimes, exploitation, physical or mental abuse, negligent treatment or maltreatment of a child by any person.

The Fulton County Schools Police Department is the authorized agency for the Fulton County Schools System to conduct all criminal history checks for employees and overnight chaperones within the system. The Fulton County Schools Police Department will make every reasonable effort to conduct background checks in a timely fashion. Services are available at the Administrative Center located on Cleveland Avenue and the Milton Center located in Alpharetta. Advance scheduling is required. The fee for each background check is \$40.00. This fee is comprised of all fees associated with background checks that must be paid, by the Schools Police, for each applicant, to both the State of Georgia and the Federal Bureau of Investigation.

The process to receive an overnight chaperone background check is as follows:

1. The volunteer applicant must complete a volunteer registration packet. The packet includes a Volunteer Registration Form and a Criminal History Consent Form.
2. The volunteer must pay \$40.00 cash, or a money order, to the Schools Police Department.
3. The volunteer applicant must present a valid Georgia identification card or valid Georgia Driver’s License. Residents of the State of Georgia have (60) days to obtain a Georgia license. (O.C.G.A 40-5-33) A temporary Georgia license (O.C.G.A 40-5-21.1) or a Georgia Identification card (O.C.G.A 40-5-100) will be accepted, as identification by the Schools Police from a volunteer applicant.
4. The volunteer applicant will be screened on the Livescan machine operated by Schools Police personnel.
5. The volunteer applicant will **ONLY** be notified, in writing, by the Fulton County Schools Police ***IF*** there is reason for explanation of the background information ***OR*** the volunteer applicant is being rejected due to their background information. The Principal at the school site will also be sent written notification of the rejection of the volunteer applicant.
6. Fulton Schools Police will maintain a file of all volunteer registration packets and criminal history information that pertains to each returned background.
7. Volunteer reports to their assigned school to begin their service to the school.

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