

Level II Screening – Volunteers

Questions and Answers

1. Who needs a Level II background check?

All volunteers require a background screening, according to Pinellas County School Board policies. Those who have unsupervised contact with students also require a more extensive Level II background check.

2. What is a Level II background check?

Level 2 background checks involve fingerprint-based checks for statewide criminal history records through the Florida Department of Law Enforcement and national criminal history records through the Federal Bureau of Investigation.

3. What is the process to obtain a Level II background check?

- Prior to obtaining a Level II background check, all volunteers must be registered and background-check approved according to Pinellas County School Guidelines mentioned above. This process will take 48 to 72 hours.
- After approval, volunteers who require a Level II background check can visit the EZFingerPrints site, <http://www.ezfingerprints.com>, to set an appointment for fingerprinting.

EZFingerPrints also accepts walk-ins at their Clearwater site.

Each volunteer should bring a government-issued photo ID and know his/her Social Security number.

EZFingerPrints, 1180 Ponce de Leon Blvd #701, Clearwater, FL 33756 - 727-479-0805

A minimum of 10 volunteers must be signed up prior to scheduling a school site fingerprint session.

- All fingerprint approvals will take 24 to 72 hours.
- The volunteer's profile will be updated with the Level II status in Focus.

4. If the volunteer has been Level II cleared do they have to be Level II screened again?

If the volunteer currently has a Level II clearance they will need to provide a copy of the Level II badge/card or VECHS/FDLE paperwork to: The Plato School Office for verification.

5. How much does a Level II background check cost?

- a. The cost is \$48.00 for all walk-ins and or appointments at EZFingerPrints and \$51.00 for EZFingerPrints to travel to a school location.

6. Who is responsible for the fingerprint costs?

The volunteer

7. What policy states volunteers need a Level II screening?

Pursuant to School Board Policy 9180, volunteers who have unsupervised contact with students must be Level II screened.

8. Do supervised volunteers need a Level II screening?

No

9. Do mentors and tutors need to be Level II screened?

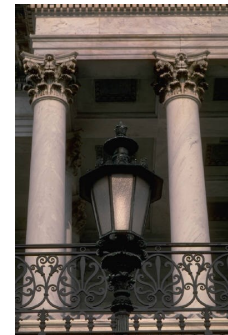
No, but each needs to be supervised by a school employee.

No. Please follow the current school board policy regarding student drivers. 2340 - FIELD TRIPS AND OTHER DISTRICT-SPONSORED TRIPS



VOLUNTEER READINESS

2014-2015



**VOLUNTEERS ARE SELDOM PAID: NOT BECAUSE
THEY ARE WORTHLESS, BUT BECAUSE THEY ARE
PRICELESS!**

AUTHOR UNKNOWN

Volunteer Background Screening Procedures

Dear Parents& Guardians,

Welcome to Plato Academy! Volunteering is a very important part of Plato Academy. After all, you are one of the very things that make Plato Academy so successful. Plato Academy requires its families to donate 30 hours per school year to ensure this success for our students.

All New Volunteers: Every parent or family member, who wishes to volunteer or chaperone a field trip, must fill out the Volunteer application. These forms are available for download on the <http://www.pcsb.org> website or in printed form at the Plato Academy Campus.

New for this year: Level II Background Check (fingerprinting) All volunteers are required to have a background screening. For those who have unsupervised contact, with students, such as driving on a field trip, require a more extensive Level II background check which includes fingerprinting. Fingerprinting does have a fee varying in cost from \$45.00-\$58.00

All volunteers must do the following:

- Must be registered and background check approved prior to volunteering. Log volunteer hours in Focus
- Volunteer's sign in at front desk and are checked through Badge Pass or FDLE Sexual Predator Site. If not using B.P. liaison is to check the volunteer through the Sexual Predator site at least one time during the year. <http://offender.fdle.state.fl.us/offender/homepage>
- Volunteer's log hours in the volunteer system – Can be done anywhere they have access to a computer

Supervised Volunteers: Approved Background or National Background Check

New volunteers complete a registration form and provide a government issued ID – Cannot start volunteering until the background check has been completed.

- Background screening is done within 10 to 15 business days
- Volunteer profile will be updated when the background check is completed
- Returning Volunteers Activate in Focus
- All Background Screening are good for 5 years, cannot volunteer until they activate.
- Volunteer(s) will be supervised unless Level 2 screened
- **Unsupervised Volunteers: Designation is a Level II Background Check (fingerprinting)**

Volunteers must be State or Nationally Background Screened Approved prior to getting a Level 2 screening

- Fingerprint screenings take 5 to 10 days for results – Results are good for 5 years from the result date
- Level 2 results and expiration date are updated in the volunteer's profile
- Level 2 Volunteers will receive a Photo ID Badge to be worn while on campus
- Level 2 is an Unsupervised Status

Volunteer Registration:

For New Volunteers

Go to <http://www.pcsb.org> website and download the Volunteer Form or obtain in printed form the Plato Academy and fill out the Application. Return to Front Office of the Plato Campus

Returning Volunteers

Go to: <http://portal.pcsb.org/focus>

User ID: v.Last Name, First Initial of First Name (all Lowercase)

Password: Last Name, Birth Year (First Letter Upper case, the rest lower case, all one word)

User Id Example: v.Lynchum

Password Example: Lynch1933

Click on “Volunteer” button upper right hand corner

Click on “Add Hours”

Answer the Questions

Click I agree

Level II Instructions

After Level I approval, volunteers who require a Level II background check can visit the **EZFingerPrints site, <http://www.ezfingerprints.com>**, to set an appointment for fingerprinting. The volunteer's profile will be updated with the Level II status in Focus. There is a fee of \$45.