



**CINCINNATI PUBLIC SCHOOLS  
OFFICE OF SAFETY AND SECURITY SERVICES**

2651 BURNET AVENUE  
CINCINNATI, OHIO 45219

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District Form 8475-1F1

## Security Badges & Background Checks

All employees, contractors, volunteers, and visitors at Cincinnati Public Schools (CPS) are required to display identification. **Sporadic or one-time visitors** receive a temporary security badge generated from the Lobby-Guard machine. Employees, contractors, volunteers or other individuals in school buildings on a regular basis need a security badge which is issued by the Office of Safety and Security Services at the Education Center. A criminal records background check is **required** for the issuance of all security badges. Levels of background checks vary based on contact with students. See requirements below.

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

**\*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).**

### How to Obtain a Background Check: (2 locations listed below)

- Hamilton County Justice Center, 1000 Sycamore Street, downtown. Report should be mailed to CPS. (Cash only, self-pay meters)
- University of Cincinnati Edwards Building Public Safety door #4, 51 W Corry Blvd off Jefferson, Clifton. Return the next day to receive your copy. (free parking, cash or credit card)
  - You will need to 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 and the cost is \$5.00. The BCII and FBI background check is \$66.00. Prices are subject to change.
  - Please note that a background check obtained online is not acceptable.**

### How to Obtain a Security Badge:

- Bring the results of your local background check or the receipt from your BCII and FBI background check directly to the Security Office at the Education Center ("Ed Center") at the above address. When applying for a BCII and FBI background check, request the results to be sent directly to the attention of the Security Office. **BADGES ARE ISSUED UPON RECEIPT OF ALL RESULTS.**
- The Security Office is located on the first floor at the Ed Center. Enter the middle doors and check in at the front desk. The Security Office is open on Monday - Thursday from 7:30 A.M. – 3:00 P.M. to create security badges.