



Staff Clearance Update: August 26, 2019

Overview

All DCPS employees pass a robust [clearance process](#) including fingerprinting and an FBI background check prior to receiving an offer letter and reporting to work. DCPS employees are then required to renew their clearance every two years per [DC Municipal Regulations](#). However, a [review of the clearance status](#) of all DCPS employees and partners in the summer of 2019 found that DCPS staff members and DCPS partners are not consistently in compliance with our clearance requirements.

Our Commitment

To remedy this situation we directed additional financial and personnel resources to fingerprint and complete background checks on all employees with expired clearances as soon as possible. In this work, employees who work most directly with students are being prioritized for the start of the school year, and we have set clear goals for 100 percent compliance.

- By the first day of school, 100 percent of DCPS afterschool staff and outside providers will have an active clearance. → **Goal met:** For before and afterschool programming beginning on the first day of school, all DCPS afterschool staff and outside providers have an active clearance.
- By the end of September, 100 percent of DCPS school staff members will have an active clearance.
- By the end of October, 100 percent of DCPS central office staff will have an active clearance.

Summary Update

Throughout the summer, the district has been directing additional financial and personnel resources to fingerprint and complete background checks on all employees with expired clearances. A strong partnership with the DC Department of Human Resources has allowed the district to obtain supplementary fingerprint scanners, increase capacity, and process more employees faster. Additional highlights include:

- For partner and provider organizations, DCPS conducted a review of all programs, including provider staffing plans to ensure compliance with all DCPS requirements before the beginning of the school year – this is an ongoing process to allow for new programs to begin later and accommodate for staff turnover.
- DCPS met with all partners this summer to train providers on their obligations to comply with various District requirements, including criminal background checks for all staff.
- **For before and afterschool programming beginning on the first day of school, all DCPS afterschool staff and outside providers have an active clearance.**
- For DCPS school-based staff, DCPS continues to make gains decreasing the number of employees with expired clearance by prioritizing the processing of employees who have been out of compliance for the longest amount of time.

To ensure ongoing compliance with clearance requirements, DCPS is establishing a system of automatic reminders to alert staff members within 60 days of clearance expiration and notify them of the requirement for new fingerprint scans and background checks. Moving forward, all employees will be notified that they must have an active clearance to avoid potential disciplinary action.