

## **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.
- Approvals will be sent to the Office of Strategic Partnerships.
- The volunteer's profile will be updated with the Level II status in Focus.
- The Office of Strategic Partnerships will be responsible for providing all Level II badges.

### **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 Office of Strategic Partnerships, 301 Fourth Street, Largo, and FL 33770 - 727-588-6000 x 1853

**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 PCS employee.

**10. Is it ever okay for a volunteer who has not been Level II screened to be unsupervised**

According to School Board policy, this should only happen infrequently, in unanticipated situations.

**11. Do students who are driving other students to school-sponsored events need to be Level II screened?**

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

**12. Who do I call to ask questions about the Level II volunteer screening process?**

Michelle Roberge 727-588-6000 x1853 or Dr. Valerie Brimm 588-6405