

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

**District Personnel Manual Issuance System**

**E-DPM Instruction No. 4-16**

This E-DPM instruction may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "*District Personnel Manual*" link; and the "*Issuances*" link for Chapter(s): **4**

**SUBJECT:** Requirements for Criminal Background Checks and Traffic Record Checks for the Protection of Children and Youth; Listing of Positions Subject to Criminal Background/Traffic Record Checks, and Drug and Alcohol Testing for the Protection of Children and Youth

**Date:** August 4, 2010

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**NOTE:** This Electronic-District Personnel Manual (E-DPM) Instruction supersedes E-DPM Instruction No. 4-15, subject as above, dated April 22, 2010, for the purpose of adding the positions within the Division of Student Transportation, Office of the State Superintendent of Education (OSSE), to the list of OSSE positions subject to criminal background checks/traffic records checks and drug and alcohol testing for the protection of children and youth.

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**1. Purpose**

- a. Reiterate the basic information on the requirements for criminal background checks and traffic record checks for the protection of children and youth;
- b. Amend the list of positions for the Office of the State Superintendent of Education, to the list of agencies considered "*child or youth services providers*," subject to the criminal background check and traffic record check; and
- c. Publish an updated listing of positions subject to criminal background/traffic record checks; and drug and alcohol testing (see Attachment).

**2. Authority**

- a. For criminal background checks/traffic record checks for the protection of children and youth:
  - (1) Statutory authority: Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (Act), effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*), as amended; and

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*Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.*

**Inquiries:** Compliance Unit, DCHR (202) 442-9700

**Distribution:** Heads of Department and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

- (2) Regulatory authority: Sections 412 through 425 and 499 of Chapter 4 of the D.C. personnel regulations, Organization for Personnel Management.\*

**b. For drug and alcohol testing for the protection of children and youth:**

- (1) Statutory authority: Title I of the Act, as amended by section 4 (b) of the Anti-Drunk Driving Clarification Amendment Act of 2006, effective March 2, 2007 (D.C. Law 16-195; D.C. Official Code § 1-620.33); and
- (2) Regulatory authority: Sections 3901 through 3910 and 3999 of Chapter 39 of the regulations, Testing for the Presence of Controlled Substances and Alcohol.\*

\*The regulations for both criminal background/traffic record checks (Chapter 4) and drug and alcohol testing (Chapter 39) pursuant to the Act may be accessed electronically on the D.C. Department of Human Resources' (DCHR) homepage at [www.DCHR.dc.gov](http://www.DCHR.dc.gov), under "*District Personnel Manual*" link (access Chapters 4 and 39).

**3. General Provisions on Criminal Background Checks and Traffic Record Checks pursuant to the Act**

- a. The Act requires that criminal background checks and traffic record checks be conducted for new hires (appointees), persons providing unsupervised voluntary services in and employees of District government agencies that provide direct services to children or youth ("*covered child or youth services provider agencies*").
- b. Each personnel authority covered by the Act must provide written notification to covered employees prior to conducting any criminal/traffic checks.
- c. Current employees/unsupervised volunteers in covered positions will be required to submit to an initial criminal background check and to periodic criminal background checks while employed by or volunteering at a *covered child or youth services provider agency*.
- d. Criminal background checks pursuant to the Act are being conducted in accordance with Metropolitan Police Department (MPD) and Federal Bureau of Investigations (FBI) policies and procedures, and in a FBI-approved environment, by means of fingerprint and National Criminal Information Center checks and procedures.
- e. Traffic record checks pursuant to the Act are obtained from the traffic records maintained by the D.C. Department of Motor Vehicles (DMV).
- f. Agencies covered under the Act will cover the costs for criminal background checks and traffic record checks required.

4. **Persons subject to Criminal Background Checks and Traffic Record Checks pursuant to the Act; Definition of “Covered Position”**

**– PERSONS SUBJECT TO CRIMINAL BACKGROUND CHECKS –**

- Each new hire (appointee) to a covered position in a child or youth services provider agency;
- Each person being considered for unsupervised voluntary service in an unsupervised covered position in a *child or youth services provider agency*;
- Each paid employee in a covered position in a *child or youth services provider agency*;
- Each volunteer in an unsupervised covered position in a *child or youth services provider agency*; and
- Each District government employee who serves as a host of a child or youth who participates in the Summer Youth Employment Program within the employee’s agency.

**– PERSONS SUBJECT TO TRAFFIC RECORD CHECKS –**

Each employee and supervised and unsupervised volunteer in a *child or youth services provider agency* **REQUIRED TO DRIVE A MOTOR VEHICLE TO TRANSPORT CHILDREN OR YOUTH** in the course of performing his or her official duties.

**– COVERED POSITION –**

Any position, compensated or voluntary, in a *child or youth services provider agency*, with \*duties and responsibilities that would require the employee or volunteer occupying the position to provide **DIRECT SERVICES THAT AFFECT THE HEALTH, SAFETY, AND WELFARE OF CHILDREN OR YOUTH, OR SERVICES FOR THE BENEFIT OF CHILDREN OR YOUTH.**

[\*For a list of duties and responsibilities, see Paragraph 7 below.]

**5. Recruitment Process for *Covered Positions***

- a. **Section 417.1** of Chapter 4 of the regulations provides that, in the case of competitive recruitment for a position requiring a criminal background check, traffic record check, or both, the vacancy announcement and subsequent offer letter to the appointee must include statements informing applicants of the requirements.
- b. **Section 417.2** of Chapter 4 of the regulations provides that, in the case of non-competitive recruitment for a position requiring a criminal background check, traffic record check, or both, the offer letter shall inform the person being considered for a covered position of the requirements.

**6. Subordinate Agencies considered “*Covered Child or Youth Services Providers*”**

**– COVERED CHILD OR YOUTH SERVICES PROVIDER –**

Any District government agency, or a component of a District government agency such as an office, unit or division, that provides **DIRECT SERVICES THAT AFFECT THE HEALTH, SAFETY, AND WELFARE OF CHILDREN OR YOUTH.**

The following subordinate agencies are considered “*child or youth services providers,*” subject to the criminal background check and traffic record check requirements of the Act:

- Department of Human Services;
- Department of Health;
- Department of Parks and Recreation;
- Fire and Emergency Medical Services Department;
- Metropolitan Police Department;
- Traffic Safety Administration within the District Department of Transportation;
- Office of the State Superintendent of Education;
- Department of Youth Rehabilitation Services;
- Department of Employment Services;
- Department of Mental Health;
- Child and Family Services Agency;
- Department on Disability Services;
- District Department of the Environment, Natural Resources Administration, Fisheries and Wildlife Division, Fisheries Management Branch, Aquatic Resource Education Center;

- D.C. Public Schools;
- Any other subordinate agency which, as a result of a permanent or temporary change to its mission such as may be caused by reorganization or any other similar reason becomes a child or youth services provider agency subject to the criminal background check and traffic record check provisions of **sections 412 through 425 of Chapter 4 of the regulations**; and
- D.C. Public Library (DCPL)\*. [\*While the DCPL is an independent agency, the DCHR is providing criminal background checks and traffic record checks services.]

**7. General Criteria for determining which Positions are subject to the Criminal Background Checks pursuant to the Act**

**Section 416.1** of Chapter 4 of the regulations lists the following duties and responsibilities involved in the provision of direct services that affect the health, safety, and welfare of children or youth or for the benefit of children or youth, as guidance in determining what positions should be covered. An incumbent of a position in a covered agency whose position description includes one (1) or more of the following duties and responsibilities will be subject to the criminal background, traffic check requirements, or both, of the Act:

- Childcare duties;
- Recreational activities;
- Delinquency prevention and control services, including custody, security, supervision, and residential and community support services for committed and detained juvenile offenders;
- Educational activities;
- Individual counseling;
- Group counseling;
- Assessment, case management and support services;
- Psychiatric and psychological assessment services;
- Developmental, speech, and language evaluation services;
- Diagnostic evaluation and treatment services;
- Childhood development services;
- Medical or clinical services;
- Therapeutic services, including individual and group therapy, and play therapy;

- Prevention and intervention services;
- Mentoring services;
- Youth care services;
- Healthcare services, including medical, behavioral, mental health, dental, vision, nutrition, or developmental services;
- Cultural enrichment services;
- Public safety services, including counseling or education intervention services about safety, crime prevention, fire safety, youth problem-solving;
- Youth employment services; or
- Driving a motor vehicle to transport children or youth.

**8. Authorization Process for Criminal Background Checks pursuant to the Act; Forms**

a. **Section 418.1** of Chapter 4 of the regulations provides that prior to conducting a criminal background check the DCHR must notify appointees, employees, and unsupervised volunteers that they are subject to the criminal background check provisions of the Act while occupying a covered position.

b. Forms

The following forms (copies attached) are to be utilized for criminal background checks pursuant to the Act:

- (1) *DCSF 4-01, Individual Notification of Criminal Background Check and Traffic Record Check Requirements Form (Issued 10/07);*
- (2) *DCSF 4-02, Criminal Background Check Affirmation Form (Revised 4/10);* and
- (3) *DCSF 4-03, Authorization Form (Issued 10/07).*

**9. Review and Determination Process for Criminal Background Checks pursuant to the Act**

a. **Section 419.4** of Chapter 4 of the regulations provides that upon completing each criminal background check the DCHR must conduct an initial review of the check to determine if the appointee has a criminal record and determine if there are any charges with no clear disposition.

c. **Section 419.5** of Chapter 4 of the regulations provides that the information obtained from a criminal background check will not automatically disqualify or create a presumption against employment or volunteer status of an appointee, employee, or unsupervised volunteer with a criminal record, unless it is determined that the

appointee, employee, or volunteer poses a present danger to children or youth that makes him or her unsuitable for paid employment or unsupervised voluntary service in a covered position. This determination will be made based on the following seven (7) factors:

- (1) The specific duties and responsibilities necessarily related to the employment sought;
- (2) The bearing, if any, the criminal offense for which appointee was previously convicted will have on the person's fitness or ability to perform one (1) or more of the duties of the position;
- (3) The time which has elapsed since the occurrence of the criminal offense;
- (4) The age of the individual at the time of the occurrence of the criminal offense;
- (5) The frequency and seriousness of the criminal offense;
- (6) Any information produced by the individual, or produced on his or her behalf, in regard to rehabilitation and good conduct since the occurrence of the criminal offense; and
- (7) The public policy that is beneficial generally for ex-offenders to obtain employment.

c. **Section 419.7** of Chapter 4 of the regulations provides that, notwithstanding the seven (7) factors listed above, a covered District government agency shall terminate the employment of current employees and shall not employ or permit to serve as an unsupervised volunteer an individual who:

- *Has been convicted of, has pleaded nolo contendere, is on probation before judgment or placement of a case upon a stet docket, or has been found not guilty by reason of insanity for any sexual offenses involving a minor.*

## 10. Assessment of Information obtained from Traffic Record Checks

- a. Records of traffic infractions will be judged on an individual basis.
- b. A pattern of disregard for existing traffic regulations, particularly where there has been a conviction for driving under the influence of intoxicants or drugs, may make the appointee unsuitable for employment or voluntary service if the individual could be required to drive a motor vehicle to transport children or youth in the course of performing his or her duties.

## 11. Final Suitability Determinations (Initial Appointments)

- a. The DCHR will resolve any criminal background check issues; make the final suitability determination whether a final offer of appointment should be made or denied; and notify the agency of the final suitability determination.

- b. A final suitability determination on a criminal background check or traffic record check shall be the final agency decision.

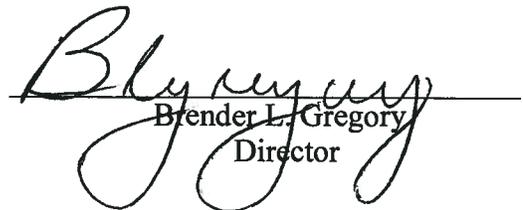
## 12. Periodical Criminal Background Checks and other Checks; Employee Disclosure

- a. **Section 423.2** of Chapter 4 of the regulations provides that a periodic criminal background check for each current employee and unsupervised volunteer occupying a covered position will be conducted within two (2) years of the required initial criminal background check, and every two (2) years thereafter.
- b. Each employee or unsupervised volunteer subject to a periodic check must complete the *Signed Affirmation (DCSF No. 4-02)* prior to submitting to the periodic criminal background check.
- c. **Section 423.3** of Chapter 4 of the regulations describes circumstances under which a criminal background check in addition to the two-year (2-year) periodic check shall be conducted.
- d. **Section 423.4** of Chapter 4 of the regulations provides that separate from the requirements for periodic criminal background checks, each covered employee and unsupervised volunteer shall disclose to his or her supervisor:
  - *Any arrest, conviction of a crime, plea of nolo contendere, probation before judgment or placement of a case upon a stet docket, or if he or she has been found not guilty by reason of insanity, for any sexual offenses or intra-family offenses in the District of Columbia or their equivalent in any other state or territory, or for any of the offenses listed in DCSF 4-02, or their equivalent in any other state or territory, immediately after any of these offenses occur.*

## 13. Questions

Questions about the requirements described in this instruction should be addressed to the:

D.C. Department of Human Resources  
Compliance Unit  
441 4<sup>th</sup> Street, N.W., Suite 310S  
Washington, D.C. 20001  
Attention: Milton L. Miller, Program Coordinator ([milton.miller@dc.gov](mailto:milton.miller@dc.gov))  
Telephone number: (202) 442-9634

  
Brender L. Gregory  
Director

### Attachments:

- List of Positions Subject to Criminal Background Checks and Traffic Record Checks and Drug and Alcohol Testing
- *DCSF 4-01, Individual Notification of Criminal Background Check and Traffic Record Check Requirements Form (Issued 10/07)*
- *DCSF 4-02, Criminal Background Check Affirmation Form (Revised 4/10)*
- *DCSF 4-03, Authorization Form (Issued 10/07)*

**LIST OF POSITIONS SUBJECT TO CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS, AND  
DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT ON DISABILITY SERVICES**

<b>POSITION TITLE</b>	<b>OCCUPATIOAL SERIES</b>
INTERPRETER (AMERICAN SIGN LANGUAGE)	0301
MEDICAL OFFICER	0602
MEDICAL SUPPORT ASSISTANCE (MEDICAL AFFAIRS)	0610
MOTOR VEHICLE OPERATOR	5703
NURSE	0610
PROGRAM MONITOR	0301
REHABILITATION ASSISTANT	0303
REHABILITATION ASSISTANT BILINGUAL	0303
SUPERVISORY SOCIAL INSURANCE SPECIALIST	0993
SUPERVISORY VOCATIONAL PROGRAM SPECIALIST	1715
SUPERVISORY VOCATIONAL REHABILITATION SPECIALIST	1715
VOCATIONAL DEVELOPMENT SPECIALIST	1715
VOCATIONAL REHABILITATION COUNSELOR	1715
VOCATIONAL REHABILITATION SPECIALIST	1715

**DEPARTMENT OF EMPLOYMENT SERVICES**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
MANPOWER DEVELOPMENT SPECIALIST	0142
SUMMER PROJECT COORDINATOR	0301
SUPERVISORY MANPOWER DEVELOPMENT SPECIALIST	0142
SUPPORT SERVICES ASSISTANCE MOTOR VEHICLE OPERATOR	0303
SUPPORT SERVICES SPECIALIST	0301

**DEPARTMENT OF HEALTH**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
CASE MANAGEMENT COORDINATOR	0301
CHILD CARE PROGRAM SPECIALIST	0301
CLIENT SERVICES OFFICER	0301
CLINICAL NURSE	0610
COMMUNITY HEALTH EDUCATION TECHNICIAN	1702
COMMUNITY HEALTH EDUCATOR	1702
COMMUNITY HEALTH NURSE	0610
COMMUNITY SERVICES MANAGER	0301
DENTAL HYGIENIST	0682
HEALTH PROGRAM SPECIALIST	0301
HEALTH SERVICES PROGRAM COORDINATOR	0301
HEALTH TECHNICIAN	0640
HIGH RISK PROGRAM COORDINATOR	0301
HEALTH CARE CONTROL REPRESENTATIVE	0601
HUMAN SERVICES LICENSE SPECIALIST	0601
INVESTIGATOR	1810
LICENSED PRACTICAL NURSE	0620
MEDICAL OFFICER	0602

**LIST OF POSITIONS SUBJECT TO THE CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS,  
AND DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT OF HEALTH (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
MEDICAL TECHNICIAN	0645
MEDICAL TECHNOLOGIST	0644
MOTOR VEHICLE OPERATOR	5703
NURSE PRACTITIONER	0610
NURSE SPECIALIST	0610
NURSING ASSISTANT	0621
PHYSICIAN ASSISTANT	0603
POLICY ADVISOR	0301
PROGRAM COORDINATOR	0301
PROGRAM COORDINATOR ABSTINENCE EDUCATION	0301
PROGRAM MANAGER	0340
PROGRAM SPECIALIST	0301
PROJECT COORDINATOR	0301
PUBLIC HEALTH ADVISOR	0685
PUBLIC HEALTH ANALYST	0685
PUBLIC HEALTH EDUCATOR	1725
PUBLIC HEALTH NUTRITIONIST	0630
PUBLIC HEALTH OUTREACH	0640
PUBLIC HEALTH OUTREACH TECHNICIAN	0640
QUALITY ASSESSMENT SPECIALIST	0601
SOCIAL SERVICES ASSISTANT	0186
SOCIAL SERVICES REPRESENTATIVE	0187
SOCIAL WORKER	0185
STUDENT HEALTH SERVICES PROGRAM MANAGER	0301
SUPERVISORY CLINICAL NURSE	0610
SUPERVISORY COMMUNITY OUTREACH SPECIALIST	0301
SUPERVISORY INVESTIGATOR	1810
SUPERVISORY MEDICAL OFFICER	0602
SUPERVISORY PUBLIC HEALTH EDUCATOR	1702
SUPERVISORY PUBLIC HEALTH NUTRITIONIST	0630
SUPERVISORY PUBLIC HEALTH OUTREACH TECHNICIAN	0640
SUPERVISORY TREATMENT COUNSELOR	0640
TREATMENT PROGRAM SPECIALIST	0640

**DEPARTMENT OF HUMAN SERVICES**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
CASE MANAGER	0101
CHILD CARE COORDINATOR	0101
CHILD CARE INTAKE COORDINATOR	0101
EARLY CHILDHOOD DEVELOPMENT PROGRAM MANAGER	0101
EARLY INTERVENTION INTAKE ASSISTANT	0101

**LIST OF POSITIONS SUBJECT TO CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS, AND  
DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT OF HUMAN SERVICES (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
LEAD SOCIAL SERVICES ASSISTANT	0186
SOCIAL INSURANCE SPECIALIST	0105
SOCIAL SERVICES ASSISTANT	0186
SOCIAL WORKER	0185
SUPERVISORY CASE MANAGER	0101
SUPERVISORY CASE MANAGER COORDINATOR	0101
SUPERVISORY CHILD SERVICES SPECIALIST	0101
SUPERVISORY PROGRAM COORDINATOR	0301
SUPERVISORY SOCIAL SERVICES REPRESENTATIVE	0187
SUPERVISORY SOCIAL WORKER	0185
SUPERVISORY VOCATIONAL DEVELOPMENT SPECIALIST	1715
VOCATIONAL DEVELOPMENT SPECIALIST	1715

**DEPARTMENT OF PARKS & RECREATION**

**ALL POSITIONS IN THE DEPARTMENT OF PARKS AND RECREATION**

**DEPARTMENT OF YOUTH REHABILITATION SERVICES**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
AFTERCARE WORKER	0101
AFTERCARE WORKER (BILINGUAL)	0101
ASSISTANT YOUTH TREATMENT UNIT MANAGER	0101
BOILER PLANT OPERATOR	5402
BOILER PLANT OPERATOR SUPERVISOR	5402
CARPENTER	4607
CASE MANAGER	0101
CERTIFIED NURSING ASSISTANT	0621
CLINICAL NURSE	0610
CLINICAL PSYCHOLOGIST	0180
CLINICAL SUPERVISOR	0601
COMMITTED PROGRAM DIRECTOR	0301
COMMUNITY SUPERVISION PROGRAM MANAGER	0101
COMPLIANCE SPECIALIST	1801
CONTRACT SERVICES SPECIALIST	1101
COOK	7404
COOK LEADER	7404
CORRECTIONAL INSTITUTIONAL ADMINISTRATOR	0006
CORRECTIONAL OFFICER	0007
CORRECTIONAL PROGRAM OFFICER	0006
COURT LIAISON SPECIALIST	0101
DENTAL ASSISTANT	0681

**LIST OF POSITIONS SUBJECT TO THE CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS,  
AND DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT OF YOUTH REHABILITATION SERVICES (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
DENTAL HYGIENIST	0682
DENTAL OFFICER	0680
DETAINED PROGRAM DIRECTOR	0301
DETENTION REVIEW SPECIALIST	0101
EDUCATION SERVICES SPECIALIST	1740
ELECTRICIAN	2805
FACILITY MANAGER	1640
FOOD PREP & SERVICE FOREMAN	7401
HEALTH SERVICES ADMINISTRATOR	0601
HEARING EXAMINER	0930
HEAVY MOBILE EQUIPMENT REPAIRER	5803
INTEGRITY OFFICER	1801
INTENSIVE AFTERCARE WORKER	0101
INVESTIGATOR	1810
JUVENILE JUSTICE INSTITUTIONAL COUNSELOR	0101
LOCKSMITH	4804
MAINTENANCE MECHANIC	4749
MAINTENANCE WORKER	4749
MEDICAL OFFICER	0602
MEDICAL RECORDS TECHNICIAN	0675
MEDICAL SERVICES MANAGER	0670
MENTAL HEALTH SPECIALIST	0601
MOTOR VEHICLE OPERATOR	5703
NURSE PRACTITIONER	0610
PAINTER	4102
PHYSICIAN'S ASSISTANT	0603
PIPEFITTER	4204
PLACEMENT EXPEDITOR	0101
PLASTERER	3605
PLUMBER	4206
PROGRAM ANALYST (SECURE OPERATIONS; TREATMENT; SECURE DETENTION; SOCIAL SERVICES ;RMUD; COURT & COMMUNITY SERVICES)	0343
PROGRAM DEVELOPMENT SPECIALIST (RMUD; COURT & COMMUNITY SERVICES)	0301
PROGRAM MANAGER (CASE MANAGEMENT; COURT & COMMUNITY SERVICES)	0301
PROGRAM MANAGER (COURT & COMMUNITY SERVICES)	0101
PROGRAM MONITOR (RMUD)	0301
PROGRAM SUPPORT ASSISTANT (SECURE OPERATIONS; TREATMENT; SECURE DETENTION; SOCIAL SERVICES; RMUD; CASE MANAGEMENT-COMMUNITY BASED)	0303
PROGRAM SUPPORT SPECIALIST (SECURE OPERATIONS)	0301
RECREATION SPECIALIST (INSTITUTIONAL)	0188
RECREATION SPECIALIST	0188
RECREATION THERAPIST	0638
RE-ENTRY PROGRAM COORDINATOR	0101

**LIST OF POSITIONS SUBJECT TO CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS, AND  
DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT OF YOUTH REHABILITATION SERVICES (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
RESIDENCY PLACEMENT SPECIALIST	0101
SOCIAL SERVICES OFFICER	0101
SOCIAL WORKER	0185
STAFF ASSISTANT (BEHAVIORAL HEALTH, HEALTH SERVICES ADMINISTRATION, MEDICAL SERVICES)	0301
STUDENT INTERN	0303
SUPERVISORY BEHAVIORAL HEALTH PROGRAM MANAGER	0601
SUPERVISORY CORRECTIONAL OFFICER	0006
SUPERVISORY EDUCATIONAL SERVICES SPECIALIST	1740
SUPERVISORY FACILITY OPERATIONS SPECIALIST	1640
SUPERVISORY JUVENILE JUSTICE INSTITUTIONAL COUNSELOR	0101
SUPERVISORY MEDICAL OFFICER	0602
SUPERVISORY MENTAL HEALTH SPECIALIST	0601
SUPERVISORY MOTOR VEHICLE OPERATOR	5703
SUPERVISORY NURSE PRACTITIONER	0610
SUPERVISORY RECREATION THERAPIST	0638
SUPERVISORY SOCIAL WORKER	0185
SUPERVISORY YOUTH DEVELOPMENT REPRESENTATIVE	0007
WELLNESS COORDINATOR	0601
YOUTH DEVELOPMENT REPRESENTATIVE	0007
YOUTH FAMILY TEAM MEETING COORDINATOR	0101
YOUTH FAMILY TEAM MEETING FACILITATOR	0101
YOUTH REHABILITATION PROGRAM SPECIALIST (VOLUNTEER COORDINATOR)	0101
YOUTH TREATMENT UNIT MANAGER	0101
YOUTH WORKFORCE DEVELOPMENT SPECIALIST	0301

**DISTRICT DEPARTMENT OF TRANSPORTATION**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
SAFETY TECHNICIAN	0085
SAFETY TECHNICIAN TRAINEE	0085
PARKING ENFORCEMENT AND TRAFFIC CONTROL	1801

**DISTRICT DEPARTMENT OF THE ENVIRONMENT**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
FISH AND WILDLIFE BIOLOGIST	0401

**LIST OF POSITIONS SUBJECT TO THE CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS,  
AND DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**FIRE EMERGENCY MEDICAL SERVICES DEPARTMENT**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
AFC/MEDICAL DIRECTOR	0081
ASSISTANT EMS ADMINISTRATOR	0699
ASSISTANT FIRE CHIEF	0081
BASIC PARAMEDIC	0699
BATTALION FIRE CHIEF	0081
CAPTAIN	0081
CAPTAIN PARAMEDIC	0081
DEPUTY FIRE CHIEF	0081
FIREFIGHTER PARAMEDIC	0081
EMS PRECEPTOR	0699
EMERGENCY MEDICAL TECHNICIAN	0699
FIRE ARSON INVESTIGATOR ARMED	0081
FIRE ASSISTANT MARINE ENGINEER	0081
FIRE/EMS CHIEF	0081
FIRE MARINE ENGINEER	0081
FIRE PILOT	0081
FIREFIGHTER	0081
FIREFIGHTER EMT	0081
FIREFIGHTER TECHNICIAN	0081
FIREFIGHTER INSPECTOR	0081
FIREFIGHTER INSPECTOR TECHNICIAN	0081
FIREFIGHTER INVESTIGATOR	0081
FIREFIGHTER PARAMEDIC	0081
FIREFIGHTER PARAMEDIC TECHNICIAN	0081
FIRE SAFETY EDUCATION SPECIALIST	0301
FIRE SAFETY INFORMATION SPECIALIST	0301
JUVENILE FIRE SETTER COUNSELOR	1001
LIEUTENANT	0081
LIEUTENANT PARAMEDIC	0081
MEDICAL EQUIPMENT WORKER FOREMAN	4805
MEDICAL EQUIPMENT WORKER	4805
PARAMEDIC	0699
PARAMEDIC FIREFIGHTER	0081
PARAMEDIC INSTRUCTOR	0699
SERGEANT	0081
SERGEANT PARAMEDIC	0081
SUPERVISORY PARAMEDIC	0699

**LIST OF POSITIONS SUBJECT TO CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS, AND  
DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**METROPOLITAN POLICE DEPARTMENT**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
CELLBLOCK PROCESSING TECHNICIAN	1802
CELLBLOCK SUPERVISOR	1802
CONTRACT MONITOR MANAGER	0301
FAMILY LIAISON SPECIALIST	0301
HUMAN RESOURCES SPECIALIST	0301
PROGRAM MANAGER-COMMUNITY PARTNERSHIP	0301
PROGRAM MANAGER-YOUTH VIOLENCE PREVENTION	0301
STAFF ASSISTANT-YOUTH VIOLENCE PREVENTION	0301

**OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
MANAGEMENT ANALYST (HIGHER EDUCATION FINANCIAL SERVICES)	0301
PROGRAM ANALYST (GEAR-UP)	0301
PROGRAM ANALYST TUITION ASSISTANCE GRANT	0343
MOTOR VEHICLE OPERATOR	5703
BUS ATTENDANT	5703
INVESTIGATOR	1801
TRAFFIC INCIDENT INVESTIGATOR	1801

**CHILD AND FAMILY SERVICES AGENCY**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
ADMINISTRATOR	0301
ADOPTION PROGRAM MANAGER	0301
CHILD FATALITY REVIEW SPECIALIST	0301
CLERICAL ASSISTANT	0303
CLINICAL SPECIALIST	0301
CLINICAL SUPPORT CONTRACTS LIAISON	0301
CLINICAL SUPPORT SERVICES PROGRAM MANAGER	0301
COORDINATOR (CHILD FATALITY REVIEW)	0301
COURT ABSCONDENCE SPECIALIST	0301
DAY CARE HOMEMAKER SPECIALIST	0301
DOMESTIC VIOLENCE SPECIALIST	0301
EDUCATION RESOURCE SPECIALIST (ILP)	0301
FACILITATOR	0301
FOSTER PARENT ADVOCATE	1701
FTM SOCIAL WORKER	0185
FTM SUPERVISOR	0301
ICPC SPECIALIST	0301
INTAKE HOTLINE WORKER	0301
INVESTIGATOR	1810
LEAD BASE PAINT SPECIALIST	0301
NURSE	0610

**LIST OF POSITIONS SUBJECT TO THE CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS,  
AND DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**CHILD AND FAMILY SERVICES AGENCY (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
PLACEMENT DATE ANALYST	0301
PROGRAM MONITOR	0301
RESIDENTIAL TREATMENTSPECIALIST	0301
RESOURCE DEVELOPMENT SPECIALIST	0301
RESOURCE DEVELOPMENT SPECIALIST (PIO)	0301
SOCIAL SERVICES ASSISTANT	0186
SOCIAL SERVICES REPRESENTATIVE	0187
SOCIAL WORKER	0185
SOCIAL WORKER (BILINQUAL)	0185
SOCIAL WORKER (RECRUITMENT)	0185
SOCIAL WORKER ASSOCIATE	0187
SOCIAL WORKER PROGRAM MANAGER	0185
STUDENT TRAINEE	0199
SUBSIDY ELIGIBILITY SPECIALIST	0301
SUBSTANCE ABUSE SPECIALIST	0301
SUPERVISORY DILIGENT SEARCH	0301
SUPERVISORY HEALTH CARE SPECIALIST	0301
SUPERVISORY PROGRAM MONITOR	0301
SUPERVISORY PROGRAM SPECIALIST	0301
SUPERVISORY RESOURCE DEVELOPMENT SPECIALIST	0301
SUPERVISORY SOCIAL WORKER	0185
SUPERVISORY SOCIAL WORKER (CPS)	0185
SUPERVISORY SUPPORT SERVICES SPECIALIST	0301
SUPERVISORY THERAPEUTIC	0301
SUPERVISORY CLINICAL SUPPORT SPECIALIST	0301
TRAINING PROGRAM MANAGER	0301
VOLUNTEER SERVICES PROGRAM MANAGER	0301

**DISTRICT OF COLUMBIA PUBLIC LIBRARY**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
ADAPTIVE SERVICES	1410
ARCHIVIST	1420
AUDIO VISUAL MECHANIC	3901
BOOK STORE MANAGER	1101
BRANCH MANAGERS	1410
CHILDREN'S SERVICES OUTREACH	1410
COMMUNITY YOUTH SERVICES	303
DIVISION CHIEF	1410
EDUCATIONAL TECHNICIAN	1701
KIOSK MANAGER	1411
LIBRARIANS	1410
LIBRARY ACCESS SPECIALIST	301
LIBRARY AIDES	1411
LIBRARY ASSOCIATE	1411

**LIST OF POSITIONS SUBJECT TO CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS, AND  
DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DISTRICT OF COLUMBIA PUBLIC LIBRARY (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
LIBRARY TECHNICIAN	1411
LIBRARY TRAINEES	1411
CUSTODIAL WORKER	3566
NEIGHBORHOOD LIBRARY SERVICES	1410, 1411
OUTREACH SPECIALIST	1410
PATRON TRAINER COORDINATOR	1701
PUBLIC SAFETY	083
SATELLITE LIBRARY MANAGER	1411
SENIOR SERVICES OUTREACH	1410
SPECIAL COLLECTIONS COORDINATOR	1410
SUBJECT DIVISION MANAGER	1410
TEEN PROGRAM COORDINATOR	301
TEEN AIDES (18 AND OLDER)	303
VOLUNTEER COORDINATOR	301
YOUTH SERVICES	1410

**DEPARTMENT OF MENTAL HEALTH**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
ACCESS COUNSELOR	0640
BARBER	7603
CARE COORDINATOR	0601
CARE COORDINATOR (BILINGUAL)	0601
CFSM MENTAL HEALTH PROGRAM MANAGER	0601
CHAPLAIN	0060
CHAPLAIN CATHOLIC	0060
CHAPLAIN RESIDENT	0060
CLINICAL ADMINISTRATOR	0601
CLINICAL CARE COORDINATOR	0601
CLINICAL MANAGER BILINGUAL	0601
CLINICAL NURSE	0610
CLINICAL PRACTICE SPECIALIST	0601
CLINICAL PROGRAM MANAGER	0601
CLINICAL PSYCHOLOGIST	0180
CLINICAL PSYCHOLOGIST INTERN	0180
CLINICAL SUPERVISOR	0601
COMMUNITY SUPPORT MANAGER	0601
COMMUNITY OUTREACH COORDINATOR	0601
COORDINATOR OF ASSERTIVE COMMUNITY TREATMENT	0601
CREATE ART THERAPY MUSIC	0638
CREATE ARTS THERAPY DANCE	0638
CREATE ARTS THERAPY PSYCHED	0638
CRISIS COORDINATOR	0601
DENTAL ASSISTANT	0681
DENTAL OFFICER	0680
DENTAL OFFICER PERIODONTICS	0680

**LIST OF POSITIONS SUBJECT TO THE CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS,  
AND DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT OF MENTAL HEALTH (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
DENTAL RESIDENT	0680
DIETITIAN	0630
DIRECTOR DIVISION OF CARE COORDINATOR	0601
DIRECTOR OF MENTAL HEALTH	0670
EDUCATION & TRAINING SPECIALIST	1701
EDUCATIONAL TECHNICIAN	1702
FORENSIC CLINICAL ADMINISTRATOR	0601
FORENSIC PSYCH COUNSELOR	0640
FORENSIC PSYCH TECHNICIAN	0640
FORENSIC SERVICES COORDINATOR	0601
FORENSIC SERVICES OFFICER	0601
FORENSIC SERVICES ADVISOR & LIAISON	0601
HEALTH SCIENCES LIBRARIAN	1410
HOME AND COMMUNITY BASED SERVICES MANAGER	0601
HOMELESS SERVICES COORDINATOR	0601
INTERPRETER AMERICAN SIGN LANGUAGE	0101
LIBRARY TECHNICIAN	1411
MEDICAL OFFICER (PSYCHIATRY)	0602
MEDICAL OFFICER GENERAL PRACTICE	0602
MEDICAL OFFICER NEUROLOGY	0602
MEDICAL OFFICER OPHTHAL	0602
MEDICAL OFFICER PSYCH	0602
MEDICAL OFFICER PSYCH RES	0602
MEDICAL OFFICER PSYCH TRAINING	0602
MEDICAL OFFICER PSYCHIATRY	0602
MEDICAL SUPPORT ASSISTANT	0640
MEDICAL TECHNICIAN	0645
MEDICAL TECHNOLOGIST	0644
MENTAL HEALTH COUNSELOR	0601
MENTAL HEALTH SPECIALIST	0601
MENTAL HEALTH SPECIALIST BILINGUAL	0601
MOTOR VEHICLE OPERATOR	5703
MOTOR VEHICLE OPERATOR FORMAN	5703
NURSE	0610
NURSE CONSULTANT	0610
NURSE EDUCATOR	0610
OCCUPATIONAL HEALTH NURSE	0610
PHARMACIST	0660
PHARMACY TECHNICIAN	0661
PODIATRIST	0668
PRACTICE ENHANCEMENT SPECIALIST	0601
PRACTICE MANAGER	0601

**LIST OF POSITIONS SUBJECT TO CRIMINAL BACKGROUND CHECKS, TRAFFIC RECORD CHECKS, AND  
DRUG AND ALCOHOL TESTING FOR THE PROTECTION OF CHILDREN AND YOUTH**

**DEPARTMENT OF MENTAL HEALTH (Continued)**

<b>POSITION TITLE</b>	<b>OCCUPATIONAL SERIES</b>
PROGRAM COORDINATOR	0301
PROGRAM EVALUATOR	0601
PROGRAM MANAGER	0601
PROGRAM SPECIALIST	0301
PROGRAM SUPPORT ASSISTANT	0303
PROJECT DIRECTOR (STOP SUICIDE)	0303
PSYCH NURSING ASSISTANT	0601
PSYCH PRACTICAL NURSE	0621
PSYCHIATRIC NURSE	0620
PSYCHIATRIC PRACTICAL NURSE	0610
PSYCHIATRIC RESIDENCY MONITOR	0620
RECOVERY SPECIALIST	0601
RECREATION ASSISTANT	0640
RECREATION SPECIALIST	0189
RECREATION THERAPIST	0188
RESIDENTIAL CLINICAL COORDINATOR	0501
SECURITY GUARD	0318
SOCIAL WORKER	0201
SOCIAL WORKER BILINGUAL	0185
SPECIAL POLICE OFFICER	0301
SUPERVISORY CLINICAL PSYCHOLOGY	0301
SUPERVISORY DIETITIAN	0180
SUPERVISORY MEDICAL TECHNOLOGIST	0630
SUPERVISORY PSYCHIATRIC NURSE	0644
SUPERVISORY RECREATION THERAPIST	0610
SUPERVISORY SOCIAL WORKER	0638
SUPERVISORY DENTAL OFFICER	2005
SUPERVISORY MEDICAL OFFICER PSYCHIATRY	2210
SUPERVISORY MEDICAL OFFICER PSYCHOLOGY	0602
SUPERVISORY MEDICAL TECHNICIAN	0602
SUPERVISORY MENTAL HEALTH SPECIALIST	0644
SUPERVISORY PHARMACIST	0601
SUPERVISORY POLICE OFFICER	0660
SUPERVISORY PSYCHIATRIC NURSE	0083
SUPERVISORY SECURITY GUARD	0610
SUPERVISORY SOCIAL WORKER	0085
SUPERVISORY CLINICAL PSYCHOLOGIST	0185
TRAINING SPECIALIST	0391
TREATMENT TEAM COORDINATOR	1712
VOCATIONAL REHABILITATION SPECIALIST	0601
VOLUNTEER SERVICES COORDINATOR	1715



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Department of Human Resources

## INDIVIDUAL NOTIFICATION OF CRIMINAL BACKGROUND CHECK AND TRAFFIC RECORD CHECK REQUIREMENTS FORM

To: \_\_\_\_\_  
 (Employee's Name) (Employee's Position Title)

\_\_\_\_\_

(Agency) (Organizational Unit)

Pursuant to Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.01 *et seq.*, 2005 Supp., as amended) this notice informs you that you have been appointed to, or you currently occupy, either as an employee or a volunteer, a covered position that makes you subject to an initial criminal background check or traffic record check and to periodic checks while assigned. If you are detailed, temporarily promoted, or temporarily reassigned to a covered position, you are also subject to an initial criminal background check or traffic record check and to periodic checks while assigned. Covered positions include direct services that affect the health, safety, and welfare of children or youth or services for the benefit of children or youth. Generally, any position that is subject to the traffic record check requirement is also subject to the criminal background check requirement.

As an appointee, employee, or unsupervised volunteer in a covered position in a District government agency that has been designated as a child or youth services provider, you are hereby informed that this District government agency is subject to criminal background checks. You are also informed that the information obtained from a criminal background check shall not immediately disqualify or create a presumption against your employment or volunteer status unless the Mayor determines that your employment or volunteer status poses a present danger to children or youth.

The personnel authority must request certain information from you, and provide you with notice and information on the requirement for the criminal background and traffic record checks. The personnel authority will use three (3) forms to provide the required notice and information to you. This **Individual Notification of Criminal Background Check and Traffic Record Check Requirements** form is one of the required forms. It gives you individual notice and general information about the requirement for the checks. The **Affirmation** form is the second form; it requests information from you about your history with law enforcement; and the third form is the **Authorization** form that you will sign to give the District government permission to conduct a criminal background check on you. You will be asked to sign each of the three (3) forms.

### ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of the *Individual Notification of Criminal Background Check and Traffic Record Check Requirements* form.

Date: \_\_\_\_\_  
 \_\_\_\_\_ (Signature) \_\_\_\_\_ (Print Name)

DCSF 4-01 (Issued 10/07)



### CRIMINAL BACKGROUND CHECK AFFIRMATION FORM

Pursuant to the personnel regulations, any employee who intentionally enters information that misrepresents, misinforms or misleads on this form, is subject to administrative action and removal.

- (1) Murder, attempted murder, manslaughter, or arson;
- (2) Assault, assault with a dangerous weapon, mayhem, malicious disfigurement, or threats to do bodily harm;
- (3) Burglary;
- (4) Robbery;
- (5) Kidnapping;
- (6) Illegal use or possession of a firearm;
- (7) Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but excluding sodomy between consenting adults;
- (8) Child abuse or cruelty to children; or
- (9) Unlawful distribution or possession of or possession with intent to distribute a controlled substance;

***DIRECTIONS: Circle one declaration to complete and affirm each statement.***

- I have / I have not** been convicted of any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.
- I have / I have not** pleaded nolo contendere to any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.
- I am / I am not** on probation before judgment or placement upon a stet docket of a case involving any of the offenses on the list above.
- I have / I have not** been found not guilty by reason of insanity of any of the above listed offenses or their equivalent, either in the District of Columbia, or in any state or territory.

**AFFIRMATION**

I hereby affirm my responsive declaration to each statement on this *Affirmation* form.

Date: \_\_\_\_\_  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Department of Human Resources

### AUTHORIZATION FORM

Pursuant to the personnel regulations, an appointee, employee, or unsupervised volunteer must complete and sign the authorization on this form to authorize a criminal background check.

I have been informed that the District government agency named on the *Individual Notification of Criminal Background Check and Traffic Record Check Requirements* form is subject to, and authorized to conduct a criminal background on me, and may choose to deny employment or a volunteer position to me, or terminate my employment or volunteer position, based on the outcome of the criminal background check.

The D.C. Metropolitan Police Department (MPD) or other appropriate entity will conduct criminal background checks in accordance with Federal Bureau of Investigations (FBI) policies and procedures. Traffic record checks will be obtained from the traffic records maintained by the D.C. Department of Motor Vehicles. I understand that I have the right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report.

I understand that an appointee, employee or volunteer who intentionally provides false information in the course of applying for a position is subject to prosecution pursuant to the District of Columbia Theft and White Collar Crimes Act (D.C. Official Code § 22-2405 (2001)).

### ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of this *Authorization* form.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

### AUTHORIZATION

I hereby authorize the MPD or other entity, as appropriate to conduct a criminal background check on me.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date: \_\_\_\_\_ Male \_\_\_\_\_ Female

### FOR OFFICE USE ONLY

Report to: \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_:\_\_\_\_\_.M  
(Location) (Date) (Time)  
\_\_\_\_\_  
(Room Number)

DCSF 4-03 (Issued 10/07)

Distribution: White: MPD

Yellow: Referring Agency

Pink: DCHR

Goldenrod: Applicant/Employee/Volunteer