

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH



JUL 25 2006

**Child and Youth, Safety and Health Omnibus Amendment Act**

**CRIMINAL BACKGROUND CHECK  
FOR CERTAIN APPLICANTS, EMPLOYEES AND VOLUNTEERS  
PROVIDING DIRECT SERVICES TO CHILDREN OR YOUTH**

**Applicant, Employee or Volunteer:**

Please read all the information contained in this form. This form must be presented, with picture identification, to the Metropolitan Police Department's Criminal Records Office in the Henry J. Daley Building, Metropolitan Police Department Headquarters, located at 300 Indiana Avenue, N.W., Washington, D.C., Room 3055. *(The closest Metrorail Station is Judiciary Square, on the Red Line).* The hours of operation are Monday through Friday, 9:00 a.m. to 5:30 p.m.

The Criminal Records staff will sign and retain this original form, and provide you with a copy.

**Criminal Records Staff:**

The individual listed below is an applicant, employee or volunteer who is being considered for or who occupies a position to provide direct services for children or youth, as covered under the Child and Youth, Safety and Health Omnibus Amendment Act. Hiring and/or continuous employment requires that a criminal background check be conducted for this individual. The Department of Mental Health (DMH) and the Metropolitan Police Department (MPD) have arranged for the mandatory fingerprint-based, national criminal background check to be processed at no fee to the individual.

Please Type or Print: \_\_\_\_\_  
**Full Name of Applicant, Employee or Volunteer**

The appropriate MPD Criminal Records Office staff member will sign and retain this original form, provide a copy of the entire form to the individual, and forward the findings of the criminal background check to:

**Department of Mental Health  
64 New York Avenue, N.E.  
Washington, D.C. 20002  
Attention: Human Resources Division, 5<sup>th</sup> Floor  
Policy, Training and Special Programs Branch**

**CRIMINAL RECORDS OFFICE RECEIPT FOR FINGERPRINTS TAKEN**

\_\_\_\_\_  
Signature of Criminal Records Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Criminal Records Staff Printed Name

Department of Mental Health  
64 New York Avenue, NE ♦ 5<sup>th</sup> Floor ♦ Washington, D.C. 20002  
Telephone No. (202) 673-4411 ♦ Fax No. (202) 673-4386

JUL 25 2006

**Authorization and Conviction Certification.**

I, \_\_\_\_\_ do hereby authorize the Metropolitan Police Department to

**Print Full Name**

conduct a criminal background check. I certify that I have read all the information contained in this form; and have indicated on this form whether I have been convicted of, have pleaded nolo contendere, am on probation before judgment or placement of a case upon a stet docket, or have been found not guilty by reason of insanity, for:

**Place a check mark by any item that applies to you.**

- \_\_\_\_\_ (1) any sexual offenses or intra-family offenses in the District of Columbia or their equivalent in any other state or territory, or
- \_\_\_\_\_ (2) for any of the following felony offenses or their equivalent in another state or territory:
  - \_\_\_\_\_ (a) Murder, attempted murder, manslaughter or arson;
  - \_\_\_\_\_ (b) Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, or threats to do bodily harm;
  - \_\_\_\_\_ (c) Burglary;
  - \_\_\_\_\_ (d) Robbery;
  - \_\_\_\_\_ (e) Kidnapping;
  - \_\_\_\_\_ (f) Illegal use or possession of a firearm;
  - \_\_\_\_\_ (g) 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;
  - \_\_\_\_\_ (h) Child abuse or cruelty to children; or
  - \_\_\_\_\_ (i) Unlawful distribution or possession of, or possession with intent to distribute a controlled substance.
- \_\_\_\_\_ (3) None of the items above are applicable to me.

**Fully explain if any of the items above apply to you (Attach additional page if necessary).**

**Consequences of Providing False Information.** A person who has been made a tentative job offer to a covered position and provides false information in the course of applying for a position shall be subject to prosecution pursuant to section 404 of the District of Columbia Theft and White Collar Crimes Act of 1982.

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\_\_\_\_\_  
**Signature of Applicant, Employee, or Volunteer**

\_\_\_\_\_  
**Date**

DMH may choose to deny an individual employment or a volunteer position, or to terminate a current employee or volunteer, based on the outcome of the criminal background check.

You have the right to obtain a copy of your criminal background check report from DMH and to challenge the accuracy and completeness of the report.

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

JUL 25 2006



**Child and Youth, Safety and Health Omnibus Amendment Act**

**TRAFFIC RECORD CHECK  
FOR CERTAIN APPLICANTS, EMPLOYEES AND VOLUNTEERS  
PROVIDING DIRECT SERVICES TO CHILDREN OR YOUTH**

**Department of Motor Vehicles  
Attention: Driver's Records  
65 K Street, NE  
Washington, DC 20002**

**Department of Motor Vehicles Staff:**

The following individual, \_\_\_\_\_, is an applicant, employee or  
**PRINT FULL NAME**  
volunteer who is being considered for, or who occupies a position to provide direct services for children or youth. Hiring and/or continuous employment requires a traffic record check be conducted for this individual. The Department of Mental Health (DMH) and the Department of Motor Vehicles (DMV) have agreed that the mandatory traffic record check will be processed at no fee to the individual or Department.

The individual's disclosure and authorization form, with an original signature, is attached to this letter and contains the following documentation required by DMV: (1) full name; (2) date of birth; (3) social security number; (4) driver's license number (if it differs from their social security number); and (5) a photocopy of proof of identification.

Please forward the traffic record check to the following address:

**Department of Mental Health  
64 New York Avenue, N.E.  
Washington, D.C. 20002  
Attention: Human Resources Division, 5<sup>th</sup> Floor  
Policy, Training and Special Programs Branch**

**Department of Mental Health  
64 New York Avenue, NE ♦ 5<sup>th</sup> Floor ♦ Washington, D.C. 20002  
Telephone No. (202) 673-4411 ♦ Fax No. (202) 673-4386**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH

JUL 25 2006



**Child and Youth, Safety and Health Omnibus Amendment Act**

**DISCLOSURE AND AUTHORIZATION FOR TRAFFIC RECORD CHECK  
FOR CERTAIN APPLICANTS, EMPLOYEES AND VOLUNTEERS  
PROVIDING DIRECT SERVICES TO CHILDREN OR YOUTH**

In accordance with DC law, this is to notify you that a copy of your driver's record will be obtained for purposes of employment with the Department of Mental Health, District of Columbia government.

**RELEASE**

By signing below, I hereby authorize the DC Department of Mental Health, to contact the DC Department of Motor Vehicles to request the release of my driver's record report. I release from all liability all persons and companies supplying such information. I further discharge and release the District government against any liability that may result from making such request. I understand that this traffic record check report is an employment requirement for appointees, employees, and volunteers who would be required to drive motor vehicles to transport children or youth in the course of performing their duties. Also, I understand that if the determination is to deny a final offer of employment or to evoke an appropriate personnel action, I will be issued a written notification of the determination. I believe, to the best of my knowledge, that all information I have provided below is accurate, true and correct, and attest that I fully understand the terms of this release.

1. Name: \_\_\_\_\_  
(Please Print Full Name)

2. Date of Birth: \_\_\_\_\_

3. \*Social Security Number \_\_\_\_\_

4. Driver's License Number: \_\_\_\_\_  
(If different from Social Security Number)

5. In addition to the above information, please provide a photocopy of your proof of identification.

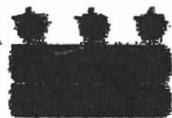
\* Disclosure of your Social Security Number (SSN) is in accordance with Chapter 31 of the DC Personnel Regulations, Records Management and Privacy of Records, 3104.3. Disclosure of your SSN is mandatory to obtain the services and benefits of employment with the District government, as an identifier throughout your District government career, and to obtain information from sources external to the District government.

\_\_\_\_\_  
Signature of Employee/Appointee/Volunteer

\_\_\_\_\_  
Date

Department of Mental Health  
64 New York Avenue, NE ♦ 5<sup>th</sup> Floor ♦ Washington, D.C. 20002  
Telephone No. (202) 673-4411 ♦ Fax No. (202) 673-4386

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH



[Redacted], CPM  
Director, Division of Human Resources

**MEMORANDUM**

**TO:** Stephen T. Baron  
Director  
Department of Mental Health

**FROM:** [Redacted], CPM  
Director, Division of Human Resources

**DATE:** March 15, 2007

**SUBJECT:** Request for Approval to Implement An Exception to the Criminal Background and Traffic Record Check Policy

I am writing to request your approval to implement an exception to the Criminal Background and Traffic Records Check Policy, 716.4, which would allow the Department to offer employment contingent upon the receipt of a satisfactory Criminal Background Check or Traffic Records Check. The current policy stipulates the following:

“DHR shall not make a final offer of appointment for a compensated or volunteer position for which a criminal background checks or traffic record check is required until after the criminal background check or traffic record check, or both have been conducted, and a determination is made that the appointee meets the requirement of the Act”.

When this policy was developed, the Department intended to implement the law without imposing delays in any of our current processes. However, we have been experiencing a two to three-month (sometimes longer) turn-a-round time to receive the checks back from MPD. The current process is not feasible, and an impediment to recruitment for positions that are critical to the Department’s mission.

For this reason, I am recommending the following exception to the policy, which is consistent with DCHR Rule, Section 412.19:

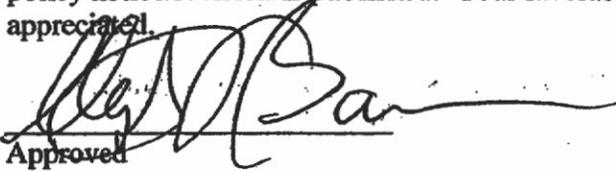
“DHR may offer compensated employment contingent upon receipt of a satisfactory Criminal Background Check (CBC), or Traffic Record Check (TRC) or both, and the compensated appointee may begin working in a supervised

**Stephen T. Baron**  
**March 15, 2007**  
**Page 2**

setting, prior to receiving the results of the checks, and prior to the Department making a determination that the appointee meets the requirements of the Act.

Prior to making a determination to allow the appointee to begin working prior to receiving the results of the check (s), DHR shall require the appointee's supervisor to provide a written certification that the appointee will only work in a supervised setting until the results of the CBC or TRC or both are received. The supervisor shall be responsible for monitoring the appointment and may be subject to disciplinary action if it is confirmed that an appointee was allowed to work in an unsupervised setting prior to the Department receiving a satisfactory CBC and/or TRC".

This exception to the policy will be effective immediately and remain in effect until a policy notice/revision is published. Your favorable consideration of this request is appreciated.

  
Approved

  
Date

\_\_\_\_\_  
Disapproved

\_\_\_\_\_  
Date

DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES

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STANDARD OPERATING PROCEDURE

No. 06-01

**SUBJECT:** Criminal Background and Traffic Record Check Program

**Originator:** [REDACTED]  
Policy, Training and Special Programs

**Clearance:** Reviewed by Chief of Policy, Training and Special Programs,  
Chief of Operations, and appropriate staff members  
respectively.

**Date:** October 17, 2006

- I. **Purpose.** The purpose of this Standard Operating Procedure (SOP) is to set forth the Division of Human Resources (DHR) procedures for implementing and managing the Department's Criminal Background and Traffic Record Check Program that is required for certain employee, appointee or volunteer positions pursuant to Title II of D.C. Law 15-353, the "Child and Youth Safety and Health Omnibus Amendment Act of 2004," effective April 13, 2005, as amended and DMH Policy 716.4, "Criminal Background and Traffic Record Check Program".
- II. **Applicability.** This SOP applies to all DHR staff.
- III. **References.** DMH Policy Number 716.4 Criminal Background and Traffic Record Check Program dated July 25, 2006. Criminal Background Checks for the Protection of Children Act of 2004. Criminal Background Checks Emergency Amendment Act of 2006.
- IV. **Expiration.** This procedure shall remain in effect until superseded or canceled in writing.
- V. **Responsibilities and Accountability.**
  - A. **Director of Human Resources** is responsible for the following:
    1. Manages the overall implementation of the provisions of this Standard Operating Procedure within DHR.
    2. Issuing the written notification of determination.

**B. Chief of the Policy, Training and Special Programs Branch**  
is responsible for the following:

1. Publishes a list of DMH positions that are subject to a criminal background check or traffic record check, or both, on at least an annual basis.

2. Ensures Program Coordinator establishes procedures for the receipt and processing of criminal background and traffic record checks, i.e., conveying results, including procedures for notifying employees of periodic checks.

3. Establishes and maintains business partnership/liaison with the MPD Criminal Records Office staff and the DMV Driver's Records section, and directs Program Coordinator to do the same.

4. Ensures Program Coordinator maintains liaison with managers and supervisors and with Operations staff.

5. Ensures Program Coordinator maintains in a secure office, applicable vacancy announcements and non-competitive recruitment documentation, program forms, and the results of criminal background and traffic record check results and the following forms:

- **DMH Form 23, Criminal Background Check Authorization and Conviction Certification;**
- **DMH Form 24, Traffic Record Check Cover Letter;**
- **DMH Form 25, Traffic Record Check Disclosure and Authorization for Traffic Record Check**

6. Forwards cleared criminal background and traffic record check results to the appropriate Operations Human Resources Specialist. If negative information is contained in report, consults with Chief of Operations and appropriate Labor and Employee Relations (LER) staff member prior to a recommendation being made to the Director of Human Resources.

7. Coordinates with the appropriate LER staff on the management consultations and preparation of the written notification of the determination to deny an offer or remove a present employee.

8. Consults with DCOP, as necessary, and collaborates with the DMH Policy Support Division on updates or revisions to the Departmental Policy.
9. Ensures significant updates or revisions to the Policy are announced throughout the Department.
10. Coordinates overall delivery of training or briefings for managers and supervisors, and employees when necessary.
11. Prepares compliance report every six (6) months in accordance with DMH Policy 716.4 Section 16. Reports.
12. Recommends allocation of funds for the program each fiscal year. Ensures that Memorandums of Understanding are current each fiscal year.
13. Takes appropriate personnel action for any breach of confidentiality committed by staff.

**B. Chief of the Operations Branch is responsible for the following.**

1. Works with managers and Program Coordinator to identify positions that will be subject to a criminal background check (CBC) or traffic record check (TRC), or both and notifies Program Coordinator of changes as they occur.
2. Ensures vacancy announcements and non-competitive recruitment actions identify positions as requiring a CBC or TRC, or both.

Δ Vacancy Announcements - Language on vacancy announcements explains how a CBC and/or TRC affects a decision to make a final job offer.

Δ Non-Competitive Recruitment Actions - Ensures that appointees and tentative selectees are aware of how a CBC or TRC affects the decision to make a final job offer.

3. Ensures HR specialist and/or assistant provides an appointee or employee appropriate form or forms.

- **DMH Form 23, Criminal Background Check Authorization and Conviction Certification;**

- **DMH Form 24, Traffic Record Check Cover Letter;**
- **DMH Form 25, Traffic Record Check Disclosure and Authorization for Traffic Record Check**

4. Ensures a final offer of appointment is not made until after the criminal background check or traffic record check has been conducted and clearance received from Program Coordinator.

5. Ensures staff engages in open communication with the Program Coordinator assigned to the Policy, Training and Special Programs Branch.

Δ Provides the Program Coordinator with a copy of vacancy announcements subject to criminal background and traffic record checks (online or hard copy).

Δ Notifies the Program Coordinator when a tentative selection is made to a position that requires a CBC or TRC.

Δ Receives CBC and/or TRC clearance from Program Coordinator for applicants.

Δ Notifies Program Coordinator of new positions that are established that require a CBC or TRC.

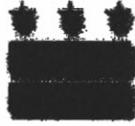
6. Consults with the Chief of Policy, Training and Special Programs and appropriate LER staff member on recommendations to the Director of Human Resources based on the outcome of a CBC and/or TRC.

7. Enforces appropriate personnel action for any breach of confidentiality committed by staff.

**C. Labor and Employee Relations staff is responsible for the following:**

1. Consulting with the Chief of the Policy, Training and Special Programs Branch/ Program Coordinator and the Chief of the Operations Branch on each case of an applicant who fails a CBC or TRC.
2. Consulting with the Program Coordinator, management officials and Director of Human Resources on each case where the results of the CBC or TRC is challenged.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**



**Dear Applicant:**

Pursuant to Title II of DC Law 15-353, "The Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended", the individual selected to fill the position of \_\_\_\_\_ will, as a condition of employment, be required to complete a Criminal Background Check. Employment with the Department of Mental Health is subject to satisfactory findings.

Please complete and present the enclosed Form for a **Criminal Background Check** along with picture identification to:

Metropolitan Police Department  
Criminal Records Office, Room 3058  
300 Indiana Avenue, N.W.  
Washington, DC 20001

The Office Hours: Monday through Friday, 9:00 A.M. to 4:00 P.M.

There is no cost to you for the processing of your Criminal Background Check as an employee, applicant or volunteer for the above position. The Department of Mental Health and the Metropolitan Police Department, through an Intra-District Agreement, have arranged for the mandatory fingerprint-based and national criminal background check to be processed.

You will be contacted if additional information is needed to process your application. If you have any questions about this process, please contact Ms. Janice Lyles, Program Coordinator, Division of Human Resources at (202) 673-3655.

In order to continue the processing of your application, it is important that you report within five days to the Metropolitan Police Department to begin the processing of the Criminal Background Check.

Thank you in advance for your interest in working for the Department of Mental Health.

\_\_\_\_\_  
Human Resources Specialist  
Department of Mental Health  
Division of Human Resources

Enclosures

**VACANCY ANNOUNCEMENT LANGUAGE/CBC/TRC COVERED  
POSITIONS**

Pursuant to Title II of DC Law 15-353, "The Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as amended", the individual selected to fill this position will, as a condition of employment, be required to complete a Criminal Background and/or Traffic Record Check. Employment with the Department of Mental Health is subject to satisfactory findings.

9/14/06