



Washoe County School District Volunteer Services Department

Q1: What prompted this change?

A: To further protect children, a new state law (Senate Bill 287), mandates that all volunteers who regularly work with children at a school site are background checked through fingerprinting. This law is effective for the 2018-2019 school year.

Q2: Who is a regular volunteer?

A: A regular volunteer is someone who volunteers four or more times in a month. Regular volunteers must complete the three (3) steps below prior to being in a school and/or department and every five years thereafter, in order to be considered "approved":

- 1) Complete a volunteer application (annually).
- 2) Have fingerprints completed by Washoe County School District Police Department.
- 3) Have a background check by Washoe County School District Police Department.

Q3: Do overnight chaperones get fingerprinted annually?

A: Yes, overnight chaperones, out of state chaperones, coaches are fingerprinted annually and submit to an annual background check.

- 1) Complete a volunteer application (annually).
- 2) Have fingerprints by Washoe County School District Police Department.
- 3) Have a background check by Washoe County School District Police Department.

Q4: Is there a fee for being fingerprinted and who pays?

A: During the 2017 Legislative session, multiple bills were passed adding safeguards for the students of Nevada. Senate Bill (SB) 287 is the requirement for all non-licensed employees and regular volunteers to be fingerprinted at least once every five years and background checked annually. Increasing the number of people required to be screened with no additional money has the potential to put further strain and increase the structural deficit we already face. The cost of fingerprinting is \$55 but we have been able to reduce that to \$45 as a gesture of goodwill towards our volunteers. This is a cost of \$9.00 a year over the five years. Fingerprinting payment is by check, money order or cash at this time. Volunteers must be fingerprinted by our Washoe County School District Police Department. Volunteers requiring fingerprinting are encouraged to be fingerprinted early. Parent/family volunteer status can be obtain at their school and community volunteer's status is available through volunteer services. No news is good news.

Q5: When does this change go into effect?

A: This law is effective for the 2018-2019 school year.

Q6: When can volunteers come in to have their fingerprints checked?

A: Fingerprinting hours of operation are **Monday thru Friday, 8:00 am until 12:00pm and 1:00pm until 4:00 pm.** Walk-in only.



Washoe County School District Volunteer Services Department

Q7: How long will this process take?

A: On average, fingerprinting takes between 15-20 minutes, depending on the wait time. Fingerprints are typically returned within 10-14 business days from being submitted, which may be extended during heavy volume periods. Additional time will be needed if there are concerns regarding the volunteer's fingerprint or background check results.

Q8: Can WCSD accept background checks completed by other agencies or groups?

A: No. Per SB 287, the fingerprints must be submitted "to the school district." Under that law, WCSD will not accept background checks completed by other agencies or groups. All fingerprinting must be completed with the WCSD School Police Department.

Q9: Can the fingerprint clearance be waived if the volunteer has other types of clearance that requires fingerprinting (e.g. Sheriff's Card, Substitute License, and Military clearance)?

A: No. WCSD must fingerprint all volunteers for volunteering purposes. All fingerprinting must be completed with the School Police Department.

Q10: Can volunteers be in schools and/or departments while waiting for the background check to be returned?

A: Starting now for the 2018/2019 school year, July 1, 2018, volunteers must have their background check cleared prior to volunteering with students. Current volunteers planning to volunteer next year are encouraged to go through the process now so they are approved by the time the 2018-19 school year starts. Once the results are returned, parent/family and community volunteers will be notified by Labor Relations if they are not approved. No news is good news.

Q11: An employee is volunteering at another school, example, their child's school, do they need to fill out a School Volunteer Application?

A: Yes, when employees are volunteering, they are not there as an employee and would need to complete an application so they have liability coverage and be entered by that school under the Volunteer Tab.

Q12: Are District employees that volunteer required to be fingerprinted?

A: No, active District employees are considered already fingerprinted and approved. They will still need to complete a volunteer application, as they are not employees when they are volunteering. Note, an active employee can be verified by finding a current email address in Outlook or by checking the name in the Data Gallery at the bottom of the main District webpage. Look for Financials & Payroll, then click on All Employees.

Q13: How will administrators know how often volunteers have to be fingerprinted or have a background check?

A: Information on volunteer status is available in Infinite Campus under the Volunteer Tab. Parent/family volunteers may check with staff at their school site and community volunteers will be notified by email annually a reminder for the next school year.



Washoe County School District Volunteer Services Department

Q14: How often do volunteers need to fill out a School Volunteer Application?

A: All School Volunteer Applications must be completed annually and submitted to Washoe County School District Police Department for a background check. Last application dates will be under the Volunteer Tab in Infinite Campus.

Q15: Where do I get the latest copy of the Volunteer Application?

A: The volunteer application can be found at the Volunteer Services Webpage- <https://www.washoeschools.net/Page/3688> then click on Adult School Volunteer Application.

Q16: Where do I send the Volunteer Application?

A: Send a copy of the Volunteer Application to the Washoe County School District School Police. It is recommended that you keep a copy of your volunteer applications on site for 12 months. Volunteer Services stores an electronic copy for long-term storage.

Q17: What happens if a volunteer requiring fingerprinting is not fingerprinted and does not have a background check completed?

A: Volunteers who do not comply with this state law will not be allowed to volunteer.

Q18: How can I find out more information about SB287 at the state level?

A: The state post their hearings on this website [http://www.doe.nv.gov/Boards Commissions Councils/Workshops Hearings/Meeting Materials/](http://www.doe.nv.gov/Boards_Commissions_Councils/Workshops_Hearings/Meeting_Materials/)

Q19: We have an after-school program and there are volunteers that work through that program. Do they also need to fill out a volunteer application?

A; Yes, all volunteers, Regular or Non-Regular must complete a Volunteer Application. Community programs are handled through Volunteer Services and volunteer status can be verified in Infinite Campus under the Volunteer Tab.

Q20: Where do I find instructions for the Volunteer Tab?

A: Instructions for the Volunteer tab can be found on the Volunteer Services Webpage, <https://www.washoeschools.net/Page/3688> then click on the Volunteer Tab link for instructions.

Q21: If a volunteer asks when they were fingerprinted last what should they be told?

A: We recommend giving a timeline to when they need to due again instead of replying with an exact date. For example if someone was fingerprinted Aug. 5, 2017 and policy is that they have to be re-fingerprinted within five years, you could say they need to be in before July 31, 2022.