

Fingerprint- Based Criminal Background Check (CBC) Requirements for Juvenile Detention Centers effective June 1, 2019

Type of Individual	Documentation required	CBC Dated	CBC Expiration
Paid Staff\Unpaid Staff\Volunteers	1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or	No earlier than 30 days prior to the date of hire.	Does not expire
	2. Certified copy of the CBC (right to review) requested by the potential hire from the Louisiana State Police and presented to the provider.	Prior to the individual being present in the facility or working with children/youth.	Expires one year from date of issuance. Before the expiration of the certified copy of the CBC (“right to review”), the individual shall request and receive another clear criminal background check in order to continue to work with children/youth.
Louisiana Department of Education Staff or local school district staff	1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or	Prior to the individual being present in the facility or providing services to the facility.	Does not expire
	2. Certified copy of the CBC (right to review) requested by the LDE or local school district staff from the Louisiana State Police and presented to the provider, or	Prior to the individual being present in the facility or providing services to the facility.	Expires one year from date of issuance. Before the expiration of the certified copy of the CBC (“right to review”), the individual shall request and receive another clear criminal background check in order to continue to be present in the facility or provide services for the facility.
	3. An original, completed, signed, notarized, DCFS-approved affidavit dated June 1, 2020 or after presented to the provider for the first school year an LDE staff person or local school district staff person provides services to youth. Note: a photocopy of the original affidavit shall be kept on file at the facility.	Prior to the individual being present in the facility or providing services to the facility.	Acceptable for the entire school year noted in the text of the affidavit and expires on May thirty-first of the current school year.

	<p>4. For all subsequent school years following the first year in which services were provided, the LDE staff or local school district staff person shall present a new affidavit as noted above or an original, completed, signed and dated letter from the superintendent of the school district or designee or superintendent of LDE or designee noting that the individual continues to meet certain specific requirements. Note: a photocopy of the original letter shall be kept on file at the facility.</p>	<p>Prior to the individual being present in the facility and providing services to the facility.</p>	<p>Acceptable for the entire school year noted in the text of the letter and expires on May thirty-first of the current school year.</p>
<p>Qualified Mental Health Professionals and Qualified Medical Professionals</p>	<p>1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or</p>	<p>Prior to the individual being present in the facility or providing services for the facility.</p> <p>(No CBC is required for these professionals if they are being supervised by facility staff, court appointed or requested by legal counsel.)</p>	<p>Does not expire</p>
	<p>2. Certified copy of the CBC (right to review) requested by the qualified professionals from the Louisiana State Police and presented to the provider.</p>	<p>Prior to the individual being present in the facility or providing services to the facility.</p>	<p>Expires one year from date of issuance. Before the expiration of the certified copy of the CBC ("right to review"), the individual shall request and receive another clear criminal background check in order to continue to be present in the facility or provide services for the facility.</p>

Owner	1. Criminal history requested by the provider and clearance received through the Louisiana State Police, or	No earlier than 30 days prior to the initial application being received by the Licensing Section.	Does not expire
	2. Certified copy of the CBC (right to review) requested by the owner from the Louisiana State Police and presented to the provider.	Prior to the individual being present in the facility or working with children/youth.	Expires one year from date of issuance. Before the expiration of the certified copy of the CBC (“right to review”), the individual shall request and receive another clear criminal background check in order to continue to be present in the facility.

*FBI criminal record checks are acceptable in lieu of required Louisiana State Police criminal record checks.

*FBI criminal record checks encompass a Louisiana State Police Check.