



Fingerprinting Guidelines for Youth Programs

Morgan State University is committed to the safety of all individuals on campus and in the surrounding community. This guidance is provided for all those in the Morgan State community, including faculty, staff, postdoctoral trainees, students, student employees, and volunteers, as well as outside organizations who rent University facilities, who work or interact with non-student individuals under 18 years of age, with the goal of promoting the safety and wellbeing of these minors.

The information below provides guidance for the required screening process for youth programs and camps on Morgan's campus, Morgan owned facilities or programs and facilities otherwise affiliated with Morgan State University. "Youth Camps" are defined and regulated by the [Code of Maryland Regulations \(COMAR\)](#). All Directors of Youth Camps are expected to comply with all federal and state laws. This guidance does not apply to general public events where parents/ guardians retain care, custody and control of the minors and are expected to provide adequate supervision. Parents or guardians are expected to provide supervision over minors on University property unless they are involved in a Youth Program or Camp.

Screening and Fingerprinting Requirements

1. Maryland law requires criminal background checks for individuals with unsupervised access to students and direct and/or regular contact with minors, including those working in youth programs.
2. Fingerprinting is a crucial part of this background check process, allowing for a thorough review of an individual's criminal history.
3. All staff and volunteers working with minors in youth programs and/or camps on Morgan's campus or run by Morgan departments or affiliates must complete this process **before** beginning work.
4. Returning employees and volunteers must repeat the fingerprinting process **before** beginning work.

Screening and Hiring Process

1. All staff and volunteers are fingerprinted and cleared through CJIS and the FBI.

* Refer to COMAR 10.16.06.02B for a complete list

2. The Office of Human Resources will be notified immediately if there is an arrest of any employee or volunteer thereafter.
3. No staff member or volunteer may begin work until their fingerprints are cleared.
4. The criminal background check report must be received by the Office of Human Resources at least 2 weeks before an employee or volunteer may begin working the camp or program.

How to Get Fingerprinted:

1. Find Authorized Providers: A list of authorized fingerprinting providers, including both state-operated and private providers, is available on the DPSCS website.
2. CJIS Storefront: You can also visit the CJIS Storefront Fingerprinting Center at 6776 Reisterstown Road, Suite 101, Baltimore, MD 21215 for walk-in fingerprinting.
3. Private Providers: If you choose a private provider, be sure to check with them for their specific fees and procedures, as they are separate from the processing fee.
 - As the FBI will now only accept fingerprint submissions that are electronically or digitally captured, you will need to complete a **LiveScan Form** Pre-Registration Application, which can be found on the DPSCS website.
 - The LiveScan Form may be downloaded and partially completed prior to going to complete fingerprinting.

Required Documents:

1. When going to a fingerprinting location, ensure you have a valid government-issued photo ID.
2. You'll need to obtain the appropriate fingerprint card, which is the CJIS-015 purple form, from the Office of Human Resources, and submit it to the CJIS Storefront Fingerprinting Center or authorized provider.

Fees:

There are fees associated with the fingerprinting and background check process. The fee for a full background check (State and FBI) at a government-operated service is \$51.25. Private providers will have their own fees in addition to the \$30.00 processing fee.

Reduced FBI Fee: The FBI fee may be reduced if you write "CHILD CARE/VOLUNTEER" in the Reason Fingerprinted box of the application and check "STATE AND FBI VOLUNTEER" on the CJIS-015 form.

The Office of Human Resources does not provide reimbursement for fingerprinting. It is at the discretion of the department head to provide reimbursement for eligible positions.

Youth Programs and Camp Specifics:

1. For youth camps, the Maryland Department of Health and Mental Hygiene/OFPCHS requires a criminal history record check for all employees and volunteers.
2. Camp employers or directors should use the MD Dept of Health & Mental Hygiene/OFPCHS's authorization number, and employees should use the camp employer's authorization number when completing the application.
3. Contact Information: You can contact the Maryland Department of Health at (410) 767-8417 for more information on youth camp fingerprinting.

Important Notes

APPLICABILITY:

The following are classified as Youth Programs or Camps under COMAR*:

- Day or residential camps as defined by COMAR
 - o Operated at least 7 days during a 3-week period
 - o Provides at least 3 recreational activities or 1 specialized activity
 - o Accommodates 7 or more campers who are unrelated to the director
 - o Provides primarily recreational activities or has a substantial outdoor component
- Recreation centers or programs that primarily serve minors
- Public primary and secondary school programs

EXEMPTIONS:

The following are not classified as Youth Programs or Camps under COMAR:

- A licensed child care center
- A program operating before or after a daily school session
- A competitive activity sponsored by a sports league
- An instructional program taught by a certified teacher (and offering credit)
- A program or activity where parents/guardians are present for the duration participate, and oversee activities of the minor

* Refer to COMAR 10.16.06.02B for a complete list

- A spontaneous gathering, single social event, or academic courses open to and attended by both minors and adults

CONFIDENTIALITY:

Your fingerprint data will be collected privately to ensure the confidentiality of your personal information.

REPORTING:

If any staff member or volunteer suspects, or becomes aware of, any inappropriate behavior toward a minor, they are to report the incident immediately to the Program Director and the Department of Police and Public Safety.

CONTACT INFORMATION:

For questions or assistance, please contact the Office of Human Resources at 443-885-3195, or via email at jobs@morgan.edu. You can also call the CJIS Customer Service Line at (410) 764-4501 or toll-free at 1-888-795-0011.

ONLINE RESOURCES:

The [DPSCS website](#) is a valuable resource for fingerprinting information, including a list of providers and locations.

[The Maryland Department of Health and Mental Hygiene \(MDH\)](#) requires a criminal history record check for personnel (paid and unpaid) working with youth camps. Additional information and resources can be found on their website on the [Youth Camps page](#).

Maryland Background

Checks: <https://www.dpscs.state.md.us/publicservs/bgchecks.shtml>

Code of Maryland Regulations (COMAR):

[10.16.06](#) - Certification for Youth Camps

Fingerprinting Locations and

Rates: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Child Protective

Services: <https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/local-offices/>

Sex Offender Registry

Website: <https://www.dpscs.state.md.us/online-servs/socem/default.shtml>