

**Department of Behavioral Health  
TRANSMITTAL LETTER**

<b>SUBJECT</b> Criminal Background and Traffic Record Check Program		
<b>POLICY NUMBER</b> DBH Policy 716.4	<b>DATE</b> DEC 17 2013	<b>TL#</b>

**Purpose.** To set forth the Department of Behavioral Health (DBH) requirements for criminal background and traffic record checks for certain applicants, employees, and volunteers of DBH.

This revision adopts the policy from the former Department of Mental Health, now merged into the new Department of Behavioral Health, in accordance with the DBH Establishment Act of 2013.

**Applicability.** Applies specifically to (1) applicants for employment, volunteers, and employees of DBH who provide direct services to children or youth; and/or (2) to those 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 see Section 17 below for applicability to private providers of mental health services or mental health supports.

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

**Implementation Plans.** Specific staff whose roles are relevant to the implementation of this policy should be trained, as needed. Program managers are responsible for following through to ensure compliance.

**Policy Dissemination and Filing Instructions.** Managers/supervisors of DBH must ensure that staff is informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

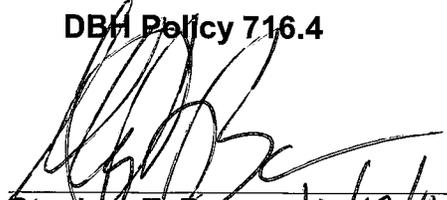
**ACTION**

**REMOVE AND DESTROY**

DMH Policy 716. 4

**INSERT**

DBH Policy 716.4

  
Stephen T. Baron 12/17/13  
Director, DBH

<p style="text-align: center;">GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p style="text-align: center;"><b>DEPARTMENT OF BEHAVIORAL HEALTH</b></p>	<p><b>Policy No.</b> 716.4</p>	<p><b>Date</b> DEC 17 2013</p>	<p><b>Page 1</b></p>
	<p><b>Supersedes: None</b></p>		
<p><b>Subject: Criminal Background and Traffic Record Check Program</b></p>			

1. **Purpose.** To set forth the Department of Behavioral Health (DBH) requirements for criminal background and traffic record checks for certain applicants, employees, and volunteers of DBH.
2. **Applicability.** Applies specifically to (1) applicants for employment, volunteers, and employees of DBH who provide direct services to children or youth; and/or (2) 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 see Section 17 below for applicability to private providers of mental health services or mental health supports.
3. **Authority.** The Criminal Background Checks for the Protection of Children Act of 2004 provides that independent District Government Agencies that are subject to the Act shall be required to conduct criminal background checks and traffic record checks to investigate certain employees, volunteers, and persons being considered for DBH employment that provide direct services to children or youth. The Act also requires that each employee or volunteer occupying a covered position shall be required to submit to initial and periodic criminal background checks while employed by, or volunteering at independent District Government Agencies covered by the Act. The Criminal Background Checks Emergency Amendment Act of 2006 is also incorporated, and provides factors to consider if a person poses a present danger to children or youth.
4. **Definitions.** When used in this policy, the following terms have the meaning ascribed:
  - 4a. DBH Component that Provides Direct Services to Children or Youth – any organization of DBH, office, unit or division, that provides services that affect the health, safety, and welfare of children or youth, including individual and group counseling, therapy, case management, supervision, or mentoring. These services are provided either directly, or for the benefit of children or youth.
  - 4b. Applicant - a person who has filed a written application for employment or resume with DBH for a position that provides direct services to children or youth; or a person who has made an affirmative effort through written application, resume, or a verbal request, to serve as a volunteer with DBH in a position that provides direct services to children or youth.
  - 4c. Appointee – a person who has been made a tentative job offer to a covered position, compensated or voluntary, subject to the satisfactory completion of a criminal background check or traffic record check, or both.
  - 4d. Children – persons twelve (12) years of age or under.
  - 4e. Covered Assignment – tasks of a DBH volunteer that provides direct services to children or youth, or that require the volunteer to provide direct services that affect the health, safety, and welfare of children or youth or services for the benefit of children or youth.
  - 4f. Covered Position - a compensated or voluntary position in DBH that provides direct services to children or youth, with duties and responsibilities that would require the employee to provide direct services that affect the health, safety, and welfare of children or youth or services for the benefit of children or youth.

4g. Employee – a person who is employed on a full-time, part-time, temporary, or contractual basis (e.g., consultant) by any DBH component that provides direct services to children or youth.

4h. Criminal Background Check – the investigation of a person's criminal history through the record system of the U.S. Federal Bureau of Investigation and the District of Columbia (DC) Metropolitan Police Department (MPD).

4i. Non-covered Duties and Responsibilities – duties and responsibilities of a DBH volunteer that do not include providing direct services to children or youth and would not require that the volunteer be subjected to the criminal background check and traffic records check requirements of the Act.

4j. Non-covered Position – a position in DBH that does not require providing direct services to children or youth, and would not require that the employee or volunteer be subjected to the criminal background check and traffic records check requirements of the Act.

4k. Person Being Considered for Employment – a person who has been made a tentative offer of employment, compensated or voluntary, to a covered position, subject to the satisfactory completion of a criminal background check or a traffic record check, or both.

4l. Private provider – an organization that provides mental health services or mental health supports to children or youth that receives funding for such services from DBH, through the mental health rehabilitation services standards, contract or grant.

4m. Volunteer – any person who works without monetary or any other financial compensation, in a covered position that provides direct services to children or youth.

4n. Youth – persons between thirteen (13) and seventeen (17) years of age, inclusive.

## 5. Policy.

5a. Criminal background checks shall be required for the following persons:

(1) Each person being considered for employment for a position that has been identified and determined by DBH to be a covered position subject to the Act with duties and responsibilities that provide direct services to children or youth (See Section 6 below).

(2) Each person who has made an affirmative effort through a written application, resume, or verbal request to become a DBH volunteer whose duties and responsibilities would involve direct services to children or youth.

(3) Each DBH employee or volunteer occupying a covered position shall be required to submit to an initial criminal background check and, subsequent to that, to periodic criminal background checks while employed by, or volunteering at DBH.

5b. Traffic record checks shall be conducted on the following persons:

(1) Each DBH employee or volunteer who would be required to drive motor vehicles to transport children or youth in the course of performing his/her duties shall be required to submit to initial traffic record check and, subsequent to that, to periodic traffic record checks while employed by, or volunteering at DBH.

(2) Each appointee (compensated or voluntary) who would be required to drive motor vehicles to transport children or youth in the course of performing his/her duties.

5c. Any position subject to the traffic record check requirement shall also be subject to the criminal background check requirement.

6. **Delegation of Authority and Responsibility.**

6a. The DBH Director has delegated authority to the DBH Director, Division of Human Resources (DHR) to administer the Criminal Background and Traffic Record Check Program and to make determinations regarding the acceptability of applicants, employees, and volunteers to perform work in covered DBH positions.

6b. The DHR Director or designee, in conjunction with DBH program managers, shall determine which positions shall be covered under the Act.

6c. The DHR Director shall publish the list of DBH positions that are subject to a criminal background check or traffic record check, or both. This list shall be published on an annual basis.

6d. DBH program managers considering persons for a volunteer assignment designated as requiring a traffic record check or criminal background check, or both, shall inform the DHR Director of the tentative selection in order that a criminal background check or traffic record check, or both, may be conducted.

6e. Prior to a criminal background check being conducted, DHR shall inform each appointee, employee, or volunteer subject to the check where and when to report for fingerprinting, and provide each appointee, employee, or volunteer with a form to be utilized for this purpose. The DC MPD will conduct the fingerprinting and criminal background check.

6f. DHR shall provide the appointee, employee, or volunteer a traffic records check form (DBH Form 24) and a disclosure and authorization form (DBH Form 25) and ask that they complete and return the original forms along with picture identification to DHR who will forward the completed forms to the DC Department of Motor Vehicles.

6g. 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 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".

**7. Recruitment for Covered Positions.**

7a. Vacancy announcements for positions identified and designated as requiring a traffic record check or criminal background check, or both, shall include statements informing each applicant that:

- (1) The position for which he or she is applying has been identified and designated as requiring a criminal background check or traffic record check, or both; and
- (2) If tentatively selected for the position, a criminal background check or traffic record check, or both will be conducted. The vacancy announcement shall also state that a final job offer and appointment to the position will be contingent upon the appointee satisfying the requirements of the traffic record check or criminal background check, or both.

7b. In the case of non-competitive recruitment for a position requiring a criminal background check or traffic record check, or both, DHR shall inform the person being considered for employment, in writing, of the requirements of this policy.

7c. An appointee who provides false information in the course of applying for a covered position shall be subject to prosecution pursuant to Section 404 of the District of Columbia Theft and White Collar Crimes Act of 1982.

**8. Criminal Background Checks.**

8a. All applicants, employees, and volunteers who are tentatively selected for, or who occupy a position covered under the Act will be given a criminal background check form (Exhibit 1) from DHR, and asked to present the original document, along with picture identification, to the Criminal Records Office, Metropolitan Police Department Headquarters.

- The Metropolitan Police Department will complete a Criminal History Report (PD70) and a letter containing any additional criminal history information obtained from other states and forward to DBH.

8b. An employee who is detailed, temporarily promoted, or temporarily reassigned from a non-covered position to a covered position shall be subject to an initial criminal background check upon the personnel action being effected and to periodic criminal background checks while detailed, temporarily promoted, or temporarily reassigned.

8c. A volunteer whose assignment changes from non-covered duties and responsibilities to covered duties and responsibilities shall be subject to an initial criminal background check upon being moved to the covered assignment and to periodic criminal background checks while in the covered assignment.

8d. Periodic criminal background checks for employees or volunteers shall be conducted when:

- (1) Information about the employee or volunteer, of a nature that will impact the employee's or volunteer's suitability to continue performing the duties of the covered position, is disclosed to DBH by a credible source(s), or is independently discovered by DBH.
- (2) Information about a criminal offense committed by the employee or volunteer is disclosed to DBH by a credible source(s) or is independently discovered by DBH.

8e. The information obtained from a criminal background check will not immediately disqualify or create a presumption against employment or volunteer status of an appointee, employee, or volunteer subject to the check, unless DHR determines that the individual poses a present danger to children or youth.

8f. Except as provided in 8g below, DHR shall consider the following factors to determine if an appointee/employee/volunteer subject to a criminal background check poses a present danger to children and youth that would make him or her ineligible for paid employment or voluntary service:

- (1) The specific duties and responsibilities necessarily related to the employment sought;
- (2) The bearing, if any, the criminal offense for which the appointee/employee/volunteer was previously convicted will have on his or her fitness or ability to perform one (1) or more of the duties or responsibilities of the position;
- (3) The time which has elapsed since the occurrence of the criminal offense;
- (4) The age of the person 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 appointee/employee/volunteer, or produced on his or her behalf, in regard to his or her 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.

8g. Notwithstanding the factors listed in 8f above, DBH shall not employ or permit to serve as a volunteer, an appointee/employee/volunteer 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.

**9. Criminal Background Check for Certain Applicants, Employees and Volunteers Providing Direct Services to Children or Youth (DBH Form 23) is utilized for the following purposes:**

9a. To inform each appointee, employee, or volunteer subject to the check, where and when to report for fingerprinting.

9b. To authorize the MPD to conduct the criminal background check and confirm that the bearer has been informed that DBH is authorized to conduct a criminal background check.

9c. To affirm whether or not the bearer identified by name on the form has been convicted of a crime, 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 or intra-family offenses in the District of Columbia or their equivalent in any other state or territory, or for any of the following felony offenses or their equivalent in another state or territory:

- (1) Murder, attempted murder, manslaughter or arson;
- (2) Assault, battery, assault and battery, assault with a dangerous weapon, mayhem, 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.

9d. To acknowledge that the appointee, employee or volunteer has been notified of his or her right to obtain a copy of the criminal background check report and to challenge the accuracy and completeness of the report;

9e. To acknowledge that DBH may choose to deny the appointee employment or a volunteer position or to terminate an employee or volunteer based on the outcome of the criminal background check;

9f. To provide any additional information that is required, such as name, social security number, date of birth, and gender; and

9g. To inform the appointee, employee or volunteer that providing a false statement on the form or forms or 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.

9h. A volunteer may use the same successful criminal background check conducted on him or her for a period of two (2) years when applying for multiple volunteer positions, if the volunteer provides a signed affirmation stating whether or not he or she has been convicted of a crime, 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 or intra-family offenses in the District of Columbia or their equivalent in any other state or territory, or for any of the felony offenses listed in Section 9c above, or their equivalent in any other state or territory, since the date of the most recent check.

#### **10. Traffic Record Checks.**

10a. All applicants, employees, and volunteers who are tentatively selected or who occupy a position that will require him or her to drive a motor vehicle to transport children or youth will be given a traffic records check form (Exhibit 2) and a disclosure and authorization for traffic record check form (Exhibit 3) from DHR, and asked to return the original documents, along with a picture identification, to DHR who will forward the package to the DC Department of Motor Vehicles (DMV). The DC DMV will conduct a five-year driver record history search, unless otherwise specified, and send the resulting driver records to the DBH, Division of Human Resources.

10b. An employee who is detailed, temporarily promoted, or temporarily reassigned from a non-covered position to a position that will require him or her to drive a motor vehicle to transport children or youth in the course of performing the duties of the detail, temporary promotion, or temporary reassignment shall be subject to an initial traffic record check prior to the personnel action being effected and periodic checks thereafter.

10c. A volunteer whose assignment changes from non-covered duties and responsibilities to duties and responsibilities that will require him or her to drive a motor vehicle to transport children or youth in the course of performing the duties of the voluntary assignment shall be subject to an initial traffic record check requirement upon being moved to the covered assignment, and periodic checks thereafter.

10d. Periodic traffic records checks for employees or volunteers shall be conducted when:

(1) Derogatory information about the driving record of an employee or volunteer, of a nature that will impact the employee's or volunteer's suitability to continue performing the duties of the covered position, is disclosed to DBH by a credible source(s), or is independently discovered by DBH.

(2) Information about a driving offense committed by the employee or volunteer, is disclosed to DBH by a credible source(s) or is independently discovered by DBH.

10e. Records of traffic infractions shall be judged on an individual basis for appointees/employees/volunteers whose duties would include driving a motor vehicle to transport children or youth. 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/employee/volunteer ineligible for employment or voluntary service, if the appointee/employee/volunteer could be required to drive a motor vehicle to transport children or youth in the course of performing his or her duties.

11. **Confidentiality of and Release of Records.** Criminal background check and traffic record check records obtained under this policy are considered confidential and for the exclusive purpose of making employment related determinations. These records shall not be released or otherwise disclosed to any person, except when:

- Required as one component of an application for employment with a DBH component that provides direct services to children or youth;
- Requested by DBH during an official inspection or investigation;
- Ordered by a court;
- Authorized by the written consent of the person being investigated; or
- Utilized for an administrative action in a personnel proceeding, including but not limited to, disciplinary actions under Chapter 16 of the District Personnel Regulations.

12. **Penalties for Disclosing Confidential Information.**

An individual who discloses confidential information in violation of any of the provisions in this policy shall be guilty of a criminal offense and, upon conviction, shall be fined not more than one thousand dollars (\$1,000) or imprisoned for not more than one hundred eighty (180) days or both.

13. **Use of Results of the Criminal Background Check or Traffic Records Check for Appointees.**

13a. Upon receipt of the criminal background and/or traffic record check, DHR shall evaluate the reports and consider the factors in Section 8f and 10e above in determining an appointee's suitability for employment. Juvenile records shall not be considered. Possession of one (1) or more of the following criminal background characteristics may make the appointee ineligible for employment or voluntary service:

- (1) A felony conviction; or
- (2) A serious misdemeanor conviction; however,

- (3) 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, will be disqualified.

13b. Based upon the outcome of the criminal background check or traffic records check and application of factors listed in Section 8f and 10e above, the DHR Director shall determine whether the appointee poses a danger to children or youth and whether a final offer of appointment should be made or denied.

13c. If the determination is that a final offer of appointment should be made to an appointee, a final offer letter will be issued to the appointee.

13d. If the determination is to deny the final offer of appointment, DHR shall do the following:

(1) Send the appointee a written notification of the determination. The written notification shall inform the appointee of the specific basis for the determination and of his or her right to obtain a copy of the criminal background check report and/or traffic record report, and to challenge the accuracy and completeness of the report(s) or the basis for denying the final offer of appointment, in writing, within ten (10) days of receiving the written notification; and

(2) Maintain a copy of the written notification.

**14. Consequences for Employees and Volunteers who Fail a Periodic Criminal Background Check or Traffic Records Check.**

14a. An employee who fails a periodic criminal background check or traffic records check may be subject to administrative action up to and including removal. In addition to or in the place of administrative action, and at DBH discretion, an employee who fails a periodic check may be reassigned to a non-covered position.

14b. A volunteer who fails a periodic criminal background or traffic records check may be terminated or moved to another volunteer assignment that does not include the provision of direct services to children or youth.

14c. In determining the type of action to be taken, DHR shall consider the factors in Section 8f and 10e above, except that employees and volunteers who have been convicted of, have pleaded nolo condere, are on probation before judgment or placement of a case upon stet docket, or have been found not guilty by reason of insanity for any sexual offenses involving a minor shall result in removal or termination of voluntary services.

14d. The employee or volunteer will be issued a written notification of determination. If the determination is to remove an employee or terminate voluntary services, DHR shall follow the procedures in Section 13d above.

**15. Procedures for Challenging the Results of a Criminal Background Check or Traffic Records Check Report.**

15a. In challenging the results of a criminal background check, traffic records check, the basis for denying the final offer, or removing an employee or terminating voluntary

services, the appointee, employee or volunteer may present information and documentation to the DHR Director to clarify any errors in the report resulting from mistakes in identity, and any mitigating circumstances that may exist concerning the report.

15b. Upon receiving a challenge to a criminal background check or traffic records check report, the DHR Director shall promptly make a determination on the case and notify the appointee, employee, or volunteer of the decision in writing. If employment is denied or terminated because the appointee, employee, or volunteer poses a present danger to children or youth, the written notification shall inform the individual in writing that he/she may appeal the denial to the Commission on Human Rights of the District of Columbia within thirty (30) days of the date of the written notification.

15c. If the determination is that a final offer of appointment should be made to an appointee, a final offer letter will be issued to the appointee.

15d. If the determination is to terminate employment, DHR will process the action to terminate the employment within ten (10) days of the determination.

16. **Reports.** The DBH Division of Human Resources will prepare a compliance report every six (6) months. Each report shall include:

16a. The number of initial criminal background checks and traffic record checks conducted for appointees, the number of appointees who were hired upon completion of the check, and the number rejected; and

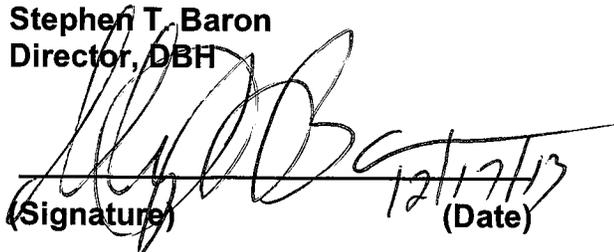
16b. The number of periodic criminal background and traffic checks conducted for employees and volunteers and any administrative action initiated or taken upon completion of the periodic checks.

17. **Private Providers** who provide direct services to children or youth, shall develop mandatory criminal background and traffic record check requirements and procedures that are consistent with the requirements of the Criminal Background Checks for the Protection of Children Act of 2004, and the Criminal Background Checks Emergency Amendment Act of 2006.

Each provider should require that covered appointees, employees, and volunteers submit to criminal background and traffic record checks, as applicable. If they do not, the Mental Health Authority, as the regulatory authority, may take steps to require compliance, which may include, but are not limited to (1) the imposition of fines for civil infractions if applicable; (2) the termination of the contract or grant agreement funding the mental health services or supports; (3) withholding payment due under the contract or grant agreement until the provider is in compliance; or (4) placing a hold on new referrals of children or youth to the private provider.

**Approved By:**

**Stephen T. Baron**  
**Director, DBH**



(Signature) 12/17/13 (Date)

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF BEHAVIORAL HEALTH**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 Behavioral Health (DBH) 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 Behavioral Health  
64 New York Avenue, N.E.  
Washington, D.C. 20002  
Attention: Human Resources Division, 3rd Floor**

**CRIMINAL RECORDS OFFICE RECEIPT FOR FINGERPRINTS TAKEN**

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

\_\_\_\_\_  
Date

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

**Department of Behavioral Health  
64 New York Avenue, NE, 3rd Floor ♦ Washington, D.C. 20002  
Telephone No. (202) 671-4073 ♦ Fax No. (202) 673-4386**

**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**

DBH 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 DBH and to challenge the accuracy and completeness of the report.

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



**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 Behavioral Health (DBH) 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 Behavioral Health  
64 New York Avenue, N.E.  
Washington, D.C. 20002  
Attention: Human Resources Division, 3rd Floor**

**Department of Behavioral Health  
64 New York Avenue, NE ♦ 3<sup>rd</sup> Floor ♦ Washington, D.C. 20002  
Telephone No. (202) 673-4073 ♦ Fax No. (202) 673-4386**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF BEHAVIORAL HEALTH



**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 Behavioral Health, District of Columbia government.

**RELEASE**

By signing below, I hereby authorize the DC Department of Behavioral 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