



Safe & Sound
EDUCATION

Background Screening for Schools



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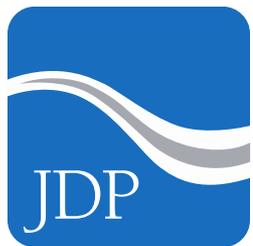
Introduction of Program



Thank you for taking the time to learn about Safe & Sound Education.

Like you, JD Palatine is concerned about the well-being of students across the country. That's why we applied our expertise in background screening to create a resource that provides educators with the preventative tools needed to eliminate crime from the classrooms.

Although Safe & Sound Education is a national brand, it relies on Regional Educational Service Centers to inform schools of its empowering features and priceless benefits. And now that we've partnered with Region 4 and have your attention, we're closer to our goal of keeping students safe and sound.



Partnership: JDP and Region 4



- JD Palatine has a partnership with Region 4.

What's New?

- Services will be provided directly by JDP.
- Invoicing for services will come from JDP, versus Region 4 (which is different than the previous arrangement)
- Customer Service will be provided by the JDP Team 24/7. Region 4 is also available to answer questions as needed.



Introduction of Organization Members

JD Palatine will dedicate a team of full-time customer service specialists to Region 4. Founder and CEO Chad Killian will be actively involved as well.

JD Palatine Region 4 Service Team:

- **Chad Killian - Founder and CEO**
Chad will be actively involved on a regular basis and will oversee operations, implementation and will be the direct point of contact for all high level alignments and strategy with Region 4.
- **Tim Planz - Customer Service Specialist**
Tim will be responsible for daily service requests, password resets, questions about reports, ordering, processing and overall client satisfaction.
- **Jon Sobray - Project Manager**
Jon will oversee back end compliance along with assisting Region 4 with marketing efforts to ensure the success of our program while providing support in many facets of the process.
- **Alma Unicyl – Senior Customer Service Representative**
Alma will be responsible for daily service requests, password resets, questions about reports, ordering, processing and overall client satisfaction. Alma is bilingual, fluent in Spanish.
- **Jonathan Jarvis – Lead Integration Programmer**



Safe & Sound Education Mission

Our Mission

Created by the background screening experts at JD Palatine, Safe & Sound Education serves as an invaluable resource for schools and universities across the country. In an effort to ensure the safety of students, Safe & Sound Education provides educators with the preventative tools needed to eliminate crime from the classrooms.



MISSION



Program Overview

School Districts Have A Responsibility To Ensure The Safety of Students.

Safe & Sound Education Helps Achieve This.

The education system has a responsibility to do more than teach. When it comes to student safety, taking steps to avoid a calamity is key. For the most comprehensive preventative action plan, schools are encouraged to use FBI Fingerprinting and background checks from Safe & Sound Education.



**FBI Fingerprinting + Safe & Sound Education =
Comprehensive Background Check**

Program Overview

Why Is Safe & Sound Education Important?

Students Deserve A Safe Place To Learn.

School districts can **proactively** deter criminals from approaching students by conducting fingerprint searches and annual comprehensive background checks on employees, volunteers and others who enter school grounds.

With Safe & Sound Education, school districts can effectively and efficiently screen:

- Employees
- Volunteers
- Visitors
- Others On The Premises

As an extensive SaaS web-based model, Safe and Sound Education is integrated with a robust set of sources to reveal past misdemeanors, felonies or infraction filing related to a reportable conviction.



Program Overview

What Every School District Should Know

Start at the source

- The most accurate criminal reports are stored at the county courthouse.
- State and FBI records typically lack information and are not always up to date.

Realize the state of databases

- State database searches only generate results from the state they are run.
- Out-of-state offenders who are not registered with the state, will not show in the state's criminal database.

Add other background checks to fingerprinting

- Fingerprinting accesses both state and FBI records, however these databases are not always up to date due to their reporting process.
- Fingerprinting does not include a county courthouse check.



ABCs of Background Screening

School Districts Should Conduct Background Checks And Be Aware Of The Following:



- Criminals are called crooks for a reason: they take indirect paths to **get around the system**.
- The name on a Social Security card, driver's license and the application should be **exactly** the same. For example, "Carol" and "Carroll" are different names and would require separate searches. Criminal background checks performed using the applicant's Social Security Number returns results for aliases, misspellings and maiden names – eliminating the need for multiple name searches.
- A criminal background check is a **"snapshot"** of an individual's record and only reflects data available at the time of the search.
- Virtually all **criminal records originate** at county courthouses. Depending on time and resources, counties periodically report up to the state agency – and state agencies then report up to the national level. The information reported up to the state may be incomplete or not delivered in a timely manner, while states are not required to report up to the national level. Therefore, county courthouse records are the most accurate sources for background checks in the country.



ABCs of Background Screening

School Districts Should Conduct Background Checks And Be Aware Of The Following:



- There is **no perfect or guaranteed** national criminal history database. Even the FBI admits it only has about half of the nation's criminal case disposition records.
- In a county-by-county search, applicants declare counties where they resided during their adult life. A Social Security Number Trace examines credit activity to determine where an individual may have lived. While this search doesn't guarantee a list of all residencies, it is **the best available source** for data beyond the individual's declaration.
- Out-of-state criminals, including sex offenders, **will not appear in the state DPS** system unless they registered with the state upon arrival.
- Although an employee may have a clean criminal record at the time of hire, **annual criminal history** checks are strongly recommended since records are constantly being updated.
- Initial criminal background checks may unearth surprising results, especially when some staffers have never been checked on the national level. To maintain damage control, it's important school districts **define local policies and procedures** before conducting criminal background checks on all current employees.



Difference

**FBI Fingerprint +
State DPS Check +
Safe & Sound Education =
Comprehensive
Background Check**

	FBI FINGERPRINTING	STATE DPS	Safe & Sound Education**
COUNTY			
County Criminal Record Check			✓
Local Fugitive Lists			✓
Primary Index County - Lower			✓
Primary Index County - Municipal			✓
Primary Index County - Upper			✓
Primary Index County - Superior			✓
STATE*			
Archived State County Court Database			✓
Out of State Criminal Records			✓
Proprietary Offender Data			✓
State Administrators Office of the Courts			✓
State Criminal Records Database		✓	✓
State Departments of Corrections			✓
State Fugitive Lists			✓
State Sex Offender Registry			✓
FEDERAL			
Bureau of ATF			✓
Bureau of Criminal Investigations			✓
FBI Most Wanted Terrorist			✓
FBI Most Wanted Fugitives			✓
National Crime Information Center (NCIC) Database	✓		✓
Office of Foreign Assets Control (OFAC) Watch List			✓
US Airforce OSI			✓
US Customs Service			✓
US Department of Justice			✓
US Drug Enforcement Agency			✓
US Marshals Service			✓
US Naval CIS			✓
US Secret Service			✓

*Records listed are searched for the majority of states, but not all.

**Records list is a sample of the Safe & Sound dataset and is not an exhaustive list.



Program Details

Knowledge Is Key When It Comes To Safety

Access Crucial Information With Safe & Sound Education

Combined with FBI Fingerprinting, our background checks deliver the most comprehensive screening solution for schools since we include the following, or a combination of the following:



National Criminal Database Search

- Offers robust, confidential data. **Direct from Counties**
- Searches an array of databases and data sets.
- Is **refreshed** at different intervals.
- Includes our Address Information Manager which uncovers **up-to-date** details on applicants' past addresses, aliases, alternate names and moving patterns per their SSN.
- Features our Criminal Offender Profile Summary service that reports data on criminal offenders, sex offenders, known terrorists and fugitive watch list data from the Office of Foreign Assets Control (OFAC), FBI Terrorist List and Federal/State/Local Wanted Fugitives list.



Program Details

Knowledge Is Key When It Comes To Safety

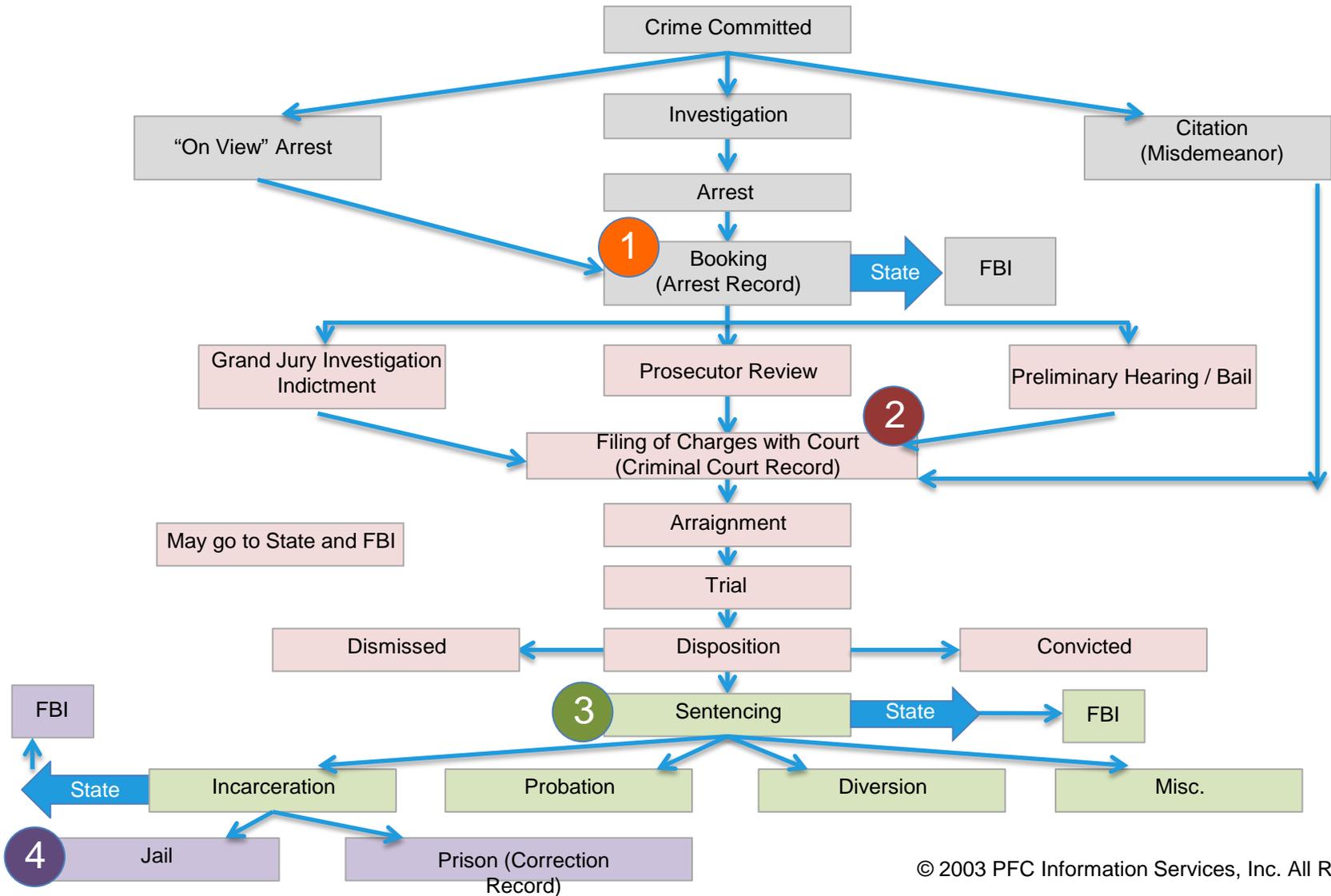
Access Crucial Information With Safe & Sound Education

County Criminal Search

- Accesses the **most accurate** criminal records by searching records from US counties.
- **Develops an address history** via the Social Security Administration, Credit Headers and other sources to run checks in corresponding counties.
- Determines whether a prospective employee or volunteer has a misdemeanor, felony or infraction filing related to a **reportable conviction**.
- Employs a **court researcher**, an actual person who searches for records within the Primary Index of a courthouse.
- **Complements** the work of the court researcher by also using Teseract, an electronic pipeline built to quickly and thoroughly extract records.
- **Double-checks** each record extracted by Teseract to ensure you receive a report with accurate and current data.



Criminal Case Flowchart



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Benefits

Safe & Sound Education Helps You:



Make fast, reliable decisions

We access aliases, addresses and dates of birth that may not have been provided by the applicant so the information needed to make a decision is at your fingertips.



Reduce costs

A complete list of addresses and counties of record associated with the SSN is included, eliminating the expense of conducting individual searches on multiple names.



Save time

All searches are run automatically to deliver a condensed, easy-to-read report in seconds.



Be informed

Through our vetting and auditing program, each criminal record is thoroughly reviewed before it is reported. All misdemeanor and felony records are held to stringent quality control standards, ensuring a high level of accuracy and significantly decreasing false positives and other disputes.



Access Customer Support

We're here – 24/7. No matter the issue, you can contact a dedicated Safe & Sound Education team member for assistance.



Work within a budget

As a benefit of the JDP and Region 4 Partnership, and because of the volume and members involved, Safe & Sound Education offers aggressive pricing options.



Pricing – County Criminal

County Criminal Search – Transactional Rate Options

Search Type	Cost Per Transaction
Unlimited Counties, Unlimited Names	\$21.50
Unlimited Counties, One Name	\$17.00
Two Counties, Two Names	\$12.00
Per County, Per Name	\$ 6.00

Pricing Notes:

- County Criminal searches are a transactional search and charged on a monthly basis. There are also out of pocket fees that occur. These fees can be found in the enclosed Criminal Court Fees document.
- There is no price difference between volunteer and employment related searches.
- There is no separate search initiation fee. These fees are included at each pricing level.
- National Database Search pricing is per person. County Criminal Search pricing is per the pricing schedule options.
- All pricing includes 613 letters, adjudication and dispute resolution.
- These are the only out-of-pocket fees. NY - \$65: Gogebic, MI - \$50: Houghton, MI - \$40: Fallon, MT - \$40: Park, MT- \$40.

**Please note that the above only represent options and we are very flexible in designing solutions that meet the needs of Region 4 and its clients. We will create a best in class win/win scenario if given the opportunity.*



Pricing – National Criminal

National Criminal Search – Transactional Rate Options

Search Type	Cost Per Transaction
National Criminal	\$0.95

Pricing Notes:

- County Criminal searches are a transactional search and charged on a monthly basis. There are also out of pocket fees that occur. These fees can be found in the enclosed Criminal Court Fees document.
- There is no price difference between volunteer and employment related searches.
- There is no separate search initiation fee. These fees are included at each pricing level.
- National Database Search pricing is per person. County Criminal Search pricing is per the pricing schedule options.
- All pricing includes 613 letters, adjudication and dispute resolution.

**Please note that the above only represent options and we are very flexible in designing solutions that meet the needs of Region 4 and its clients. We will create a best in class win/win scenario if given the opportunity.*



Integrations

ATS & HRIS Integrations

Efficient, Cost-Effective And Convenient

Safe & Sound Education Includes:

- Complete Integration with both ATS and HRIS
- More than 60 Integrations available

Plus:

- Makes the application process efficient by combining your ATS/HRIS with Safe & Sound Education
- If an alternate integration is needed, we can write it to our **extensive API** at no additional charge

Popular ATS Integrations

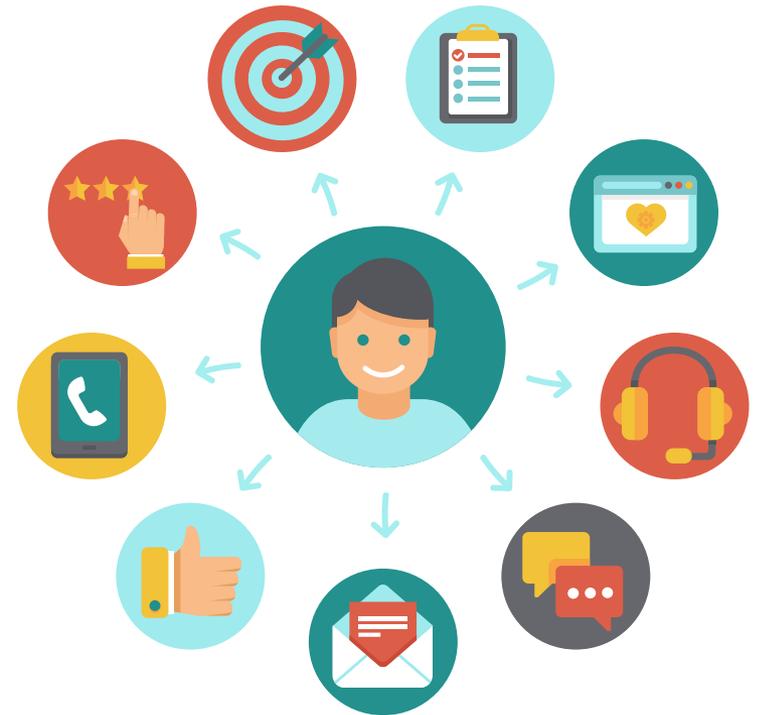


Process

An Easy-To-Use & Efficient System You Can Trust

Safe & Sound Education Supports Your Specific Needs

We understand each client relationship is unique. To foster a strong relationship with you, Safe & Sound Education sets up meetings and calls to set expectations and begin building trust. Whether it's a customized data set search or an ATS integration, the Safe & Sound Education team wants to ensure a program is set up to meet your exact needs.



Process

An Easy-To-Use & Efficient System You Can Trust

Safe & Sound Education Supports Your Specific Needs

Account Setup Process

Account Setup takes place in 3 easy steps.

1. Account Information (username, phone, fax, email) & Articles of Incorporation (if applicable)
2. Signed End-User Agreement
3. Training

NOTE: If you are a current member of Region 4, your account information has been imported into our system.



Process

An Easy-To-Use & Efficient System You Can Trust

Safe & Sound Education Supports Your Specific Needs

Background Check Submission Process

- ✓ Simple process for submitting background checks.
- ✓ User receives unique username, password and welcome letter.
- ✓ User accesses web-based platform and proceeds through these steps:
 - Login
 - Select Desired Searches
 - Enter Applicant Data
 - Submit Order
 - Review Report



Process

An Easy-To-Use & Efficient System You Can Trust

Safe & Sound Education Supports Your Specific Needs

Education Batch Processing

- ✓ Batch ordering is a standard process for Safe & Sound Education.
- ✓ Process is completed via formatted CSV file that is specific to client requirements.
- ✓ Once the format is setup and information provided, searches are imported and processed by simply clicking 'upload'.
- ✓ Once the information is in the system, Safe & Sound Education can:
 - Quickly and easily rerun any search
 - Generate orders of any amount – 10 to 100,000 to 500,000 and more
 - Ensure our customer support team answers your questions should any issues arise



Setup

Safe & Sound Education Places A High Emphasis On Client Experience From The Start.

Training is integral, user management is straightforward, and customer service is at the center of Safe & Sound Education.



Training

Safe & Sound Education:

- Provides a training presentation which can be emailed to any user or referenced anytime via internet.
- Holds live web demonstration training sessions to answer any questions in real time.
- Sessions: You will be emailed following this orientation multiple session times that you may sign up.



Setup

Safe & Sound Education Places A High Emphasis On Client Experience From The Start.



User Management

Changing and establishing a user in Safe & Sound Education is very straightforward. Simply:

- Submit a request to your dedicated Safe & Sound Education representative or
- Have the assigned client Master User do this directly through our system
- *(Please note)* There is an extensive hierarchy structure which allows the Master User to limit, give permission, add and delete any Safe & Sound Education user.



Customer Service

Safe & Sound Education's dedicated account representatives:

- Participate in your school districts on-site meetings
- Know the answers to your questions
- Can guide you through any process – from setting up an account to managing users and submitting background checks
- Are available 24/7 to help make your life easier



Training



Following are the training details shown as screen shots from the easy to use web-based portal.





New Hire On Boarding

Background Report

Step 1) Login

Visit www.jdpalatine.net and login with your user name and password.



Please login with your username and password.

Username: [Forgot username?](#)

Password: [Forgot password?](#)

Note: This site best viewed with Internet Explorer 9.0 and above
-or- the latest Mozilla Firefox version.



NOTICE: The use of this system is restricted. Only authorized users may access this system. All Access to this system is logged and regularly monitored for computer security purposes. Any unauthorized access to this system is prohibited and is subject to criminal and civil penalties under Federal Laws including, but not limited to, the Computer Fraud and Abuse Act and the National Information Infrastructure Protection Act.

Background Report

Step 2) Begin Order

Select 'Order' from the main navigation.



Background Report

Step 3) Select Product and Accept Certification Terms

Choose Company Name and Product from the product listings. Click 'Order'. Accept the Certification Terms.

HHS-Professional

Social Security Number Verification, Address History, National Criminal/Sex Offender, County Criminal (F&M), FACIS, Drug Test, Health Screening

Order



Certification

Please review the following text.

By clicking "accept" you certify that a consent and disclosure authorization form has been signed and obtained from the individual who is the subject of this report, in compliance with all applicable laws pertaining to an investigative consumer report as defined in the Fair Credit Reporting Act.

Accept

Decline

Cancel



Background Report

Step 4) Select Searches

Select product searches. Items will be pre-checked and include. Click 'Next'.

Select Searches

JD Palatine - HHS-Professional

PRODUCT SEARCHES

Please select those searches and services you wish to include in your product order from the list below.

Identity Development

Person Search

SSNV/Address History

Investigative

- County Criminal
- National Criminal/Sex Offender

Credentials

FACIS (OIG/GSA EXCLUSIONS)

Substance Abuse Screening

Drug Testing and Health Screening

HHS Drug Test

- Heb Series
- MMR
- PPD
- Quaniferion Gold TB
- Tdap
- Titers
- Varcella IgG

* ORDER REQUESTOR (JD PALATINE)

Killian, Chad

Next >

Cancel

Background Report

Step 5) Enter Applicant Information.

Enter applicant info including all required items. Click 'Next'.

Applicant

JD Palatine - HHS-Professional - Step 1 of 4

Please enter all the relevant applicant information below. When ready, click the [Next] button to continue with the order.

Applicant Drug Investigative Order Summary

APPLICANT INFORMATION

Reference: * Position/Title: * Proposed Salary:

* Last Name: * First Name: Middle Name: Gen: * SSN: * DOB: mm/dd/yyyy



Background Report

Step 6) Enter Applicant Address.

Enter applicant address including all required items. Click 'Next'.

Applicant Address

JD Palatine - HHS-Professional - Step 2 of 7

Please enter all the relevant applicant address information below. When ready, click the [Next] button to continue with the order.

Applicant

Credential

Drug

Investigative

Order Summary

CURRENT ADDRESS

Domestic International

* Street Address:

* Zip Code:

* City, State: -

Add Address

Save As Draft

Next >

Cancel

Background Report

Step 7) Order Summary.

The order summary will appear. Hit 'Complete Order'. A popup message will appear and you will be directed to an external website.

Order Summary

JD Palatine - HHS-Professional - Step 7 of 7

Below is a summary of the order as it was entered. Please review this information and click [Complete Order] to finalize the order.

Applicant	Credential	Drug	Investigative	Order Summary
ORDER SUMMARY				
Client: JD PALATINE				
Applicant:	TEST, TEST	123-45-6789	06/06/1960	
	<input type="button" value="Edit"/>			
Address(es):	8953 HARMONY DR PITTSBURGH, PA 15237			
	<input type="button" value="Edit"/>			
CHARGE SUMMARY				
HHS-Professional:				<u>Search Fee / Court Fee</u> \$15.25
Drug Testing and Health Screening:	HHS Drug Test			\$34.00
	<input type="button" value="Edit"/>			
PPD:	TEST, TEST			\$21.00
Mail Consumer Copy to Applicant's Primary Address:	<input type="checkbox"/>			
Order Entry Notes:	<input type="text"/>			<u>Sales Tax</u> \$0.00
				* <u>Total Charge</u> \$70.25
* Please note: 1) additional fees may apply at fulfillment time, and 2) orders that have begun the fulfillment process are not refundable				
AUTHORIZATION				
Authorization Form:	None Attached			
	<input type="button" value="Add"/>			
<input type="button" value="Save As Draft"/> <input type="button" value="Complete Order"/> <input type="button" value="Cancel"/>				



Review and Make Decision

Step 8) Hiring Decision.

If applicants clear their background reports, they are viable to hire. A decision can be made whether they should join the team.



Ready To Get Started?

While there is no perfect criminal background search, school districts that use Safe & Sound Education plus FBI Fingerprinting will have peace of mind, knowing they've accessed the most comprehensive background screening solution for schools and universities across the country.

To learn more, visit www.SafeandSoundEducation.com.

Ready To Get Started?

To get started complete the contact form on our website and a representative will respond and start the setup process.

Have Questions?

Email us at info@SafeandSoundEducation.com or call (844) 295-2218.





Safe & Sound
EDUCATION

Background Screening for Schools

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