

ALBANY COUNTY FIRE DISTRICT #1

Policy on Background Checks

Adopted 10/16/2013; Jim Noel, Filed 11/19/2013

Criminal History Record Information (CHRI)

- I. Rules and Behavior.
 - a. Responsible Party.
 - i. The individual who is to review and determine suitability must submit to a background check through DCI following the below instructions.
 - ii. The responsible party will need to maintain all retained CHRI in a secure environment accessible only to the responsible party.
 1. CHRI cannot be kept in personnel files as they are accessible to more than the responsible party.
 2. All CHRI will be stored in a secure environment with limited access only to the responsible party.
 3. CHRI will only be retained until suitability is determined by the responsible party, unless an applicant is denied.
 4. Denied applicants CHRI will be maintained for a reasonable amount of time to ensure all challenges/appeals have been concluded.
 5. All CHRI will be destroyed by shredding when no longer needed for applicant suitability.
 6. Misuse of CHRI may result in disciplinary action up to and including termination as per agency disciplinary policy.
 7. Only the responsible party may view CHRI.
 8. It is the responsible party's responsibility to make the suitability determination.
 - b. Background Check Instructions.
 - i. The applicant will contact the ACSO to determine a time and place for the fingerprinting and legal documents required.
 - ii. The applicant will submit to the fingerprinting at the ACSO Detention Facility.
 1. W.S. 7-19-106 and 7-19-201 are the enabling laws for these background checks.
 - iii. Once the fingerprints have been taken.
 1. Do not fold, bend or otherwise damage the cards.
 - iv. Deliver the fingerprint cards to the District's Responsible Party so the cards can be mailed to DCI.

- v. ACFD #1 will provide payment for the background check.
- c. Who is required to submit to background checks.
 - i. (?) W.S. 7-19-201 (a) states “The following persons shall be required to submit to fingerprinting in order to obtain state and national criminal history record information.” (public safety)