

SOG# 505—23	Standard Operating Guideline	Administrative
	Cumberland Road Fire Department Inc. Background and Driver License Checks	Approved By
		Steven Parrish, Fire Chief Effective Date Revised Date 09/09/2023

PURPOSE:

The purpose of this Standard Operating Guideline is to guide the purpose, process, and securement of background checks and driver's record checks obtained on Cumberland Road Fire Department applicants and members for consideration of employment or membership and sustainment of employment or membership.

DEFINITIONS:

Background Check: a state and federal check completed through the North Carolina State Bureau of Investigation (NCSBI) on all applicants and any employee or member whose affiliation date is on or after June 1, 2021.

Driver Record Check: a North Carolina Department of Motor Vehicle driver records check on an employee or member of the Cumberland Road Fire Department who is cleared and authorized to operate a department-owned apparatus of the Cumberland Road Fire Department.

Securement: means and methods by which state or federal documents obtained on an employee or member of Cumberland Road Fire Department are protected from access by individuals who are not authorized to access, obtain, and/or review the obtained documentation on employees or members.

PROCEDURE:

Background:

Cumberland Road Fire Department applicants or members who established affiliation with Cumberland Road Fire Department on or after June 1, 2023, are required by North Carolina General Statute to have completed a state and federal background check. The process to complete the background checks for new applicants is as follows:

Paperwork:

- New applicants and established members are provided paperwork to complete with paperwork provided consisting of the following:
 - Privacy Act Statement
 - Authority for Release of Information
 - Applicant Information Form
 - Electronic Fingerprint Submission Release of Information

All forms are provided by the NCSBI and completed by the applicant after reading the "Privacy Act Statement."

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- The Assistant Chief of Training will type the information in the forms, obtaining signatures of the applicant and the Assistant Chief of Training obtained as required on the forms.
- The applicant is provided the forms with the following instructions provided:
 - The applicant is to report to the Cumberland County Sheriff's Office to submit the completed documents for obtaining a background check with the applicant's fingerprints obtained by the Cumberland County Sheriff's Office.
 - Cumberland County Sheriff's Office will return the paperwork and copy of the applicant's fingerprints to the applicant, with the applicant personally retaining the documents or returning them to the Cumberland Road Fire Department for secured filing.
- Cumberland County Sheriff's Office will submit electronically, on behalf of the Cumberland Road Fire Department, the applicant's fingerprint for processing through the NCSBI.
- Upon processing the background check, the NCSBI will provide a copy of the applicant's background check with or without any findings through the United States Postal Service.
- Upon receipt of the background check, Cumberland Road Fire Department will review for any information that may impact the employment or membership of the applicant. If required, a summary of findings will be provided to the Deputy Chief who oversees and manages employees. The applicant's background check will be secured and filed in the process established by the Cumberland Road Fire Department.

Driver License:

Any employee or member seeking clearance and authorization to drive or operate a Cumberland Road Fire Department apparatus or vehicle will have a driver's record check completed upon employment or membership. Additionally, established employees and members who operate an apparatus or vehicle will have, at minimum, a driver's record check completed every three years.

Securement:

Cumberland Road Fire Department, in compliance with state and federal requirements, established a process to ensure that background checks and driver's records checks are secured to maintain privacy for the employee and member. Cumberland Road Fire Department has established the following actions with the securement of documents:

- Background checks and driver records are filed and secured in a filing cabinet secured by a keyed lock.
- The filing cabinet utilized is maintained in the Fire Chief's office; therefore, all records are deemed to be secured via a two-lock process.
- Access to the filing cabinet is authorized for only two Cumberland Road Fire Department personnel—the Fire Chief and the Assistant Chief of Training.

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- The Fire Chief has granted the primary responsibility of completing, obtaining, and securing documentation to the Assistant Chief of Training for all employees and personnel.
- Background checks and documents are retained for one year from the date of fingerprints per the established agreement between the NCSBI and Cumberland Road Fire Department.
- Secured background checks, documents, and securement methods (filing cabinet and office) are accessible by the NCSBI and/or their representative during an audit per the established agreement between the NCSBI and Cumberland Road Fire Department. The audit is completed every three years by an NCSBI representative.
- Driver records are maintained for duration of employment and/or membership.
- Background checks and driver records upon duration of retention compliance are destroyed by authorized personnel with destruction method completed via paper shredder, cross-cut method, located within the Cumberland Road Fire Department.