

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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**BULLETIN NO. 34**

**OCTOBER 2014**

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**CRIMINAL AND TRAFFIC BACKGROUND CHECKS**

**I. PURPOSE**

- A. This Bulletin establishes the process for which criminal background checks will be conducted for all District of Columbia Fire and Emergency Medical Services Department (DCFEMS) employees who are covered by Chapter 4 of the District Personnel Manual and/or the Child Youth Safety and Health Act (CYSHA), D.C. Official Code § 4–1501.01, *et seq.*
- B. This Bulletin is issued in furtherance of:
1. The Child Youth Safety and Health Act Omnibus Amendment Act of 2004 (eff. 04/13/2005)
  2. Special Order No. 102, Series 2007, *Departmental Background Checks* (eff. 11/26/2007)
  3. E–DPM Instruction No. 4–16 *Requirements for Criminal Background Checks and Traffic Record Checks for the Protection of Children and Youth; Listing of Positions Subject to Criminal Background / Traffic Record Checks, and Drug and Alcohol Testing for the Protection of Children and Youth* (dated 08/04/2010)
  4. Mayor’s Order 2011–183, *Delegation of Personnel Authority to Identify and Designate Positions Subject to, and to Conduct, Criminal Background Investigations for Employees in Subordinate Agencies* (dated 11/02/2011)
  5. Mayor’s Order 2014–176, *Rescission of Mayor’s Order 2009–166, Concurrent Delegation of Personnel Authority for D.C. Fire and Emergency Medical Services Department Employees Under the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, as Amended, to the D.C. Department of Human Resources* (dated 07/23/2014)

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**II. POLICY**

- A. Criminal background checks are mandatory and required pursuant to CYSHA and the District Personnel Manual.
- B. The District of Columbia Department of Human Resources (DCHR), in conjunction with DCFEMS, will conduct periodic criminal background investigations on all covered employees. This may also require members to submit fingerprints biennially (members are selected based on their respective birth month and year).
- C. Members must fully comply with all segments of the background investigations. Failure to cooperate with the investigation may result in disciplinary action — up to, and including, termination.
- D. Members found to be “not suitable” in the investigation process may be terminated as outlined in CYSHA and/or Chapters 4, 8 and 16 of the District Personnel Manual.

**III. PROCEDURE**

- A. Each month, DCFEMS will issue a Special Order that will identify members who are required to undergo a background check.
- B. All identified members must:
  - 1. Within ten (10) business days from issuance of the Special Order, contact the DCFEMS Human Resources Office (202–673–7580) during the hours of 9:00 a.m. – 4:00 p.m. to schedule an appointment. Appointments should be made on a member’s day off and within their birth month. Administrative personnel may schedule their appointment while on duty.
  - 2. Receive confirmation email from MPD (see example)
  - 3. Execute the release provided by DCHR for obtainment of your certified driving record from the state that issued your driver’s license.
  - 4. Report to MPD Headquarters (300 Indiana Ave NW, Room 3054) at your scheduled time and date. Bring both official department identification and driver’s license. The MPD Fingerprint Technician will collect your driving record — if you chose to hand deliver — and direct you to complete PD7, DCSF 4, and the FBI Fingerprint Request Form.
  - 5. [Submit DCFEMS Form 13 to your timekeeper and elect to receive either overtime or comp-time calculated on a half-hour basis.]

#### IV. FURTHER INFORMATION

A. Questions and concerns can be directed to the DCFEMSD Human Resources Office at (202) 673-7580.

B. **What does the MPD confirmation email look like?**

**Example Confirmation email**

**From:** [appdev.admin@dc.gov](mailto:appdev.admin@dc.gov)

**Sent:** Tuesday, September 16, 2014 11:10 AM

**To:** Doe, John. (FEMS)

**Subject:** Confirmation from MPDC

Hello Doe, This is an Automated Email from MPDC. Below are your submitted details from Finger Printing and Background Check process: Your Confirmation Number is: 123451 FirstName: John LastName: Doe Category: Both (Finger Print and Background Check) Agency: FIRE DEPARTMENT Sub Agency: FIRE DEPARTMENT Scheduled Date: 9/18/2014 Slot Time: 10:00 Email: john.doe@dc.gov

Note: This is an auto generated mail from Finger Printing system. Please do not reply to this mail