

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

BULLETIN NO. 34

June 2017

CRIMINAL AND TRAFFIC BACKGROUND CHECKS

I. PURPOSE

- A. This Bulletin establishes the process by 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)

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 (Employees). This may also require Employees to submit fingerprints biennially (Employees are selected based on their respective birth month and year).
- C. Employees 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. Employees 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 Employees who are required to undergo a background check.
- B. Within ten (10) business days from the issuance of the Special Order, Employees must contact the DCFEMS Human Resources (HR) Office at (202) 673-7580, between the hours of 9:00 a.m. and 4:00 p.m. HR will then input the Employees’ information into the True Screen system.
- C. After HR places the Employee into the True Screen system, the Employee will receive an e-mail to his or her dc.gov account that will give them:
 - 1. a web link to the True Screen database; <https://schedule.fieldprint.com>
 - 2. an access code; **FPDCEmployee**
 - 3. instructions on how to log-on to the True Screen database; and
 - 4. the information required to complete the fingerprinting process.
- D. Employees are required to follow the web link, enter an email address, enter the access code, and select a time and place for fingerprinting based on the demographic data provided. Fingerprinting is done by a private vendor (FBI Approved) with over 200 locations within the D.C. metro area; operating hours range from 6 am – 10 pm (depending on location) Monday through Saturday. It takes 5–8 minutes to get fingerprinted and results are back within 6–15 minutes.

1. Note that fingerprinting must be scheduled/completed within three (3) days (excluding Sunday's) of completing the online portion of the background check.
2. Appointments shall be made on an Employee's day off; however, administrative personnel may schedule their appointment while on duty.
3. The fingerprints will be free for all Employees, but Employees completing the fingerprinting in Pennsylvania will have to complete an additional authorization form for the fingerprints (provided by HR).
4. Employees will continue to receive comp-time if they complete the fingerprinting during their off-duty hours.
5. Submit DCFEMS Form 13 to your timekeeper and elect to receive either overtime or comp-time calculated on a quarter-hour basis.

IV. FURTHER INFORMATION

- A. Questions and concerns can be directed to the DCFEMS Human Resources Office at (202) 673-7580.
- B. The process for alcohol and drug screening remains unchanged and is still governed by Bulletin No. 5 and the relevant provisions of the two Collective Bargaining Agreements. The Form DCSF 04-09A (blue form) is not required to be executed.
- C. Employees can learn more at www.truescreen.com.