

Hauser Lake Fire Protection District

Policy Statement Criminal Record Check Policy

Effective: 7 /01 /08
Reviewed/Revised:

Policy # 011

POLICY STATEMENT

Hauser Lake Fire Protection District (Fire District) is committed to protecting staff, members and the citizens served by the district from potential harm by individuals with a criminal record by requiring all members and staff to provide a Criminal Record Check (CRC)

GUIDELINES

1. The presence of a criminal record should not automatically disqualify an applicant.
2. Only offences involving crimes of violence, personal injury, sexual offences, drug trafficking and crimes against property involving theft, embezzlement and fraud consistent with the Idaho Health and Welfare EMS provider criminal background policy should be grounds for non-hiring.
3. New staff and members should be hired conditional on their CRC.
4. Potential members and employees should be informed that a CRC will be required. Cost of the CRC will be the responsibility of the Fire District.
5. The Fire District shall maintain a candidates right to privacy by ensuring that only the Fire Chief and President of the Fire District Commissioners shall have access to the CRC information.

PROCEEDURES

1. Advertisement for positions will state that a CRC will be required.
2. CRC information is kept with the Fire Chief until after the interview process at which point it will be placed in the individual's personnel file. A copy of the CRC and any related affidavits, supplemental documentation and exemptions will be retained by the department for a period not less than five (5) years.
3. The successful candidate whose initial CRC indicates a possible criminal record may exist will be required to sign an affidavit stating the nature of the conviction. The Fire Chief and Fire District Commission president will assess the affidavit.
4. A record with a designated crime as stipulated in Idaho Administrative Code IDAPA 16.05.06.210 will be grounds for unconditional denial of membership or hiring.
5. Refusal by a candidate to provide information required to perform the CRC shall be grounds for non-hiring.

6. Idaho Administrative Code IDAPA 16.05.06 Mandatory Criminal History Checks shall take precedence over any policy herein stated.

Approved

Commissioner

Date: _____