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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Criminal History and Traffic Violation Records**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To assure members of the organization and those who drive organization vehicles represent the organization to be of the highest caliber morally and ethically; as well to assure individuals are legally entitled to drive vehicles, law enforcement records access may occur within the following guidelines.

As part of the engagement of services of members by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ retains the right to contact appropriate law enforcement agencies and our insurance carrier regarding information on individuals.

**Procedure:**

**Criminal History Checks:**

As a condition of organizational participation, \_\_\_\_\_\_\_\_\_\_\_\_\_ members may be required to undergo periodic criminal history checks at times specified by \_\_\_\_\_\_\_\_\_\_\_\_\_. In connection with these examinations, employees and volunteers are required to authorize \_\_\_\_\_\_\_\_\_\_\_\_\_ to access their criminal history records, if requested. Further, it should be understood that \_\_\_\_\_\_\_\_\_\_\_\_\_ may receive a full criminal history report from appropriate law enforcement agencies regarding criminal history. \_\_\_\_\_\_\_\_\_\_\_\_\_ pays for these documents as appropriate.

Any criminal charges or citations/violations which may impact your ability to serve the organization must be reported to the chief, immediately. \_\_\_\_\_\_\_\_\_\_\_\_\_ reserves the right to suspend or dismiss a member depending upon the seriousness of die incident and history of the member.

Motor Vehicle Record (MVR) Checks:

As a general rule, our insurance carrier annually seeks motor vehicle record checks on individuals who are qualified to drive any organizational vehicle. This is carried out by \_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ is not responsible for the payment of any fines incurred by members for traffic violations incurred while driving \_\_\_\_\_\_\_\_\_\_\_\_\_ vehicles. Any traffic violation incurred by a member of \_\_\_\_\_\_\_\_\_\_\_\_\_ in a \_\_\_\_\_\_\_\_\_\_\_\_\_ vehicle MUST be reported immediately to the chief or officer in charge.

\_\_\_\_\_\_\_\_\_\_\_\_\_ reserves the right to require additional training, suspend, or to dismiss a member depending on the seriousness of the incident and history of the member.

Any questions about your criminal history should be directed to the chief

These reports will NOT be maintained in \_\_\_\_\_\_\_\_\_\_\_\_\_ personnel files.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

King of Prussia (PA) Volunteer Fire Company SOGKP0082 Criminal History & Traffic Violation Records