



**OFFICE OF THE SHERIFF  
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To: Wayne County Fire Departments

From: Wayne County Sheriff's Records Office <sup>(m)</sup>

Date: November 18, 2014

Re: Volunteer firefighter background checks

Attached is a new DCJS-VFF Volunteer Firefighter Inquiry Form to be utilized when conducting background checks. This will be the only form accepted and can be copied for future use. This form replaces the current form DCJS-9.

Please be advised that the Wayne County Sheriff's Office will accept the forms through U.S. mail or hand delivery only. Original signatures are required and will be accepted from the Fire Chief only. All sections (A, B and 1 – 10) must be fully completed. Incomplete forms cannot be processed and will be returned.

The background check performed will be to determine if the individual has an arson and/or registerable sex offense conviction. Once completed it will be U.S. mailed to the attention of the requesting Fire Chief at the fire department's address and marked confidential. Results will not be mailed to personal residences.

If you have any questions or need a replacement of your form for copies feel free to contact the Records Office at 315-946-5790.

Completed forms can be mailed to: Wayne County Sheriff's Office

Attn: Records  
7376 State Route 31  
Lyons, New York 14489

**New York State Fire Coordinators:**

**NYS Executive Law §837-o was amended, effective December 2, 2014, to require prospective volunteer firefighters, and current volunteers seeking membership in another fire company, to undergo non-fingerprint criminal history background checks, for arson convictions and convictions which require registration as a sex offender only, against criminal history files maintained by the New York State Division of Criminal Justice Services (DCJS).**

**To comply with the new requirements, the Volunteer Firefighter Inquiry Form has been updated and a copy included with this letter. Your agency should begin using that updated form immediately.**

**In addition, a document prepared by DCJS offering guidance on procedures to be followed regarding performance of arson and registerable sex offense background checks, and responsibilities of specific agencies including your department, has been included for your information.**

**All counties, with the exception of Westchester County departments, shall continue to submit Volunteer Firefighter Inquiry Forms for prospective applicants to their county's sheriff's office. Westchester departments will continue to submit forms to the NYS Office of Fire Prevention and Control.**

**Questions regarding the program should be directed to the OFPC Inspections and Investigations Branch – Fire Investigation Unit at (518) 474-6746.**

## Non-Fingerprint Background Checks – Volunteer Firefighters

Effective December 2, 2014, Executive Law §837-o requires prospective volunteer firefighters, and current volunteers seeking membership in another fire company, to undergo non-fingerprint criminal history background checks, for arson convictions and convictions which require registration as a sex offender only, against the State's criminal history files maintained by the Division of Criminal Justice Services (DCJS). The law prohibits a fee from being charged in connection with these background checks. The law also specifies that these checks will be conducted by sheriffs' offices unless a county legislature enacts a local law prohibiting its county sheriff from having such responsibility. In such a case, the NYS Division of Homeland Security and Emergency Services, Office of Fire Prevention and Control (OFPC), is authorized to perform the background checks for the affected volunteer fire companies.

DCJS supplies the *DCJS-VFF Volunteer Firefighter Inquiry Form* to each Sheriff's Office in the State and to OFPC. Sheriffs' offices and OFPC shall distribute the form to volunteer fire companies seeking to perform arson and registerable sex offense background checks on prospective volunteers and fire company transferees. Fire company officials should complete sections A and B and fields 1 through 10 of the *DCJS-VFF Volunteer Firefighter Inquiry Form*. Fire company officials should use the applicant/transferee driver's license, and another form of identification, such as a birth certificate, passport or social security card, when completing the forms. Completed forms must be returned to the sheriff's office, or to OFPC where applicable, via U.S. mail, fax or hand delivery. E-mail transmission is not permissible. It is not an option to perform the background checks through OFPC in counties where there is no local law prohibiting the sheriff's office from conducting the checks.

Upon receiving a completed *DCJS-VFF Volunteer Firefighter Inquiry Form*, sheriffs' offices will perform a name search on each applicant/transferee using the Criminal Repository Search link located under the People tab in the eJusticeNY Integrated Justice Portal using the VFF Reason Code. If a name search candidate is returned as an exact match to the input data, the sheriff will use the Criminal Repository Inquiry link to obtain a rapsheet from DCJS on the candidate. The rapsheet will then be examined by the sheriff's office to determine the presence of an arson and/or registerable sex offense conviction. Not all sex offense convictions require registration as a sex offender. If there is any question regarding whether the applicant is a registered sex offender, the sheriff should search the Sex Offender Registry using the Full Registry Search link also located under the People tab in the eJusticeNY Integrated Justice Portal. The appropriate box should be checked on the bottom portion of the *DCJS-VFF Volunteer Firefighter Inquiry Form*, and the form returned to the submitting fire company via U.S. mail, fax or hand delivery only. In cases where the rapsheet shows an arrest for arson and/or registerable sex offense, but does not reflect a final disposition for the arrest, the sheriff's office should contact the DCJS Office of Criminal Justice Operations at (518) 457-8547 for assistance in obtaining the final disposition. If an arson and/or registerable sex offense case is pending adjudication, the requesting fire company should be informed that a decision regarding the applicant/transferee must be delayed. **Criminal history records (i.e., rapsheets) are not to be provided to fire companies under any circumstance.**

In cases where a background check results in the discovery of an arson and/or registerable sex offense conviction against an applicant/transferee and the individual disputes the conviction, the fire company official should immediately refer the individual to DCJS for a personal record review. If the personal record review results in the determination that the individual is free of an arson conviction and/or registerable sex offense conviction, a subsequent notification will be sent to the sheriff's office which will then forward the appropriate notification to the fire company. It should be noted that while an applicant/transferee who has been convicted of arson is not eligible to be elected or appointed as a volunteer member of a fire company, a registered sex offender is not automatically disqualified from membership. If the background check results in the discovery that the applicant/transferee is a registered sex offender, the fire company must make a determination of eligibility in accordance with the criteria established in Correction Law §§752 and 753. The fire company should be directed to contact the Sex Offender Registry at 1-800-262-3257 to obtain more information about the conviction.



**NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES**  
**Office of Criminal Justice Operations**  
**Volunteer Firefighter Inquiry Form**

*INSTRUCTIONS: This form is to be used only by a Sheriff's Office (or OFPC, where applicable) when performing searches authorized under NY Executive Law §837-o in connection with individuals seeking membership in a Volunteer Fire Department.*

*This form must be U.S. mailed, faxed or hand delivered between agencies. E-mail transmission is not permissible.*

*Shaded boxes are required data elements.*

**A. DATE:**

**B. REQUESTING VOLUNTEER FIRE DEPARTMENT**

**DEPARTMENT NAME:**

**FIRE CHIEF NAME:**

**SIGNATURE:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**1. NAME (LAST, FIRST, MIDDLE)**

**2. ADDRESS (Street, City, Zip Code)**

**3. ALIAS AND/OR MAIDEN NAME**

**4. SEX**

**M**

**F**



**5. RACIAL APPEARANCE**

**White**

**Black**

**Indian**

**Asian**

**Unknown**

**Other**








**6. ETHNICITY**

**Hispanic**

**Not Hispanic**

**Unknown**




**7. HEIGHT**

**Ft.**

**In.**

**8. DATE OF BIRTH**

**Month**

**Day**

**Year**

**9. PLACE OF BIRTH**

**10. SOCIAL SECURITY NO.**

**INVESTIGATING OFFICER:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
 (PRINT NAME/TITLE)

**INVESTIGATING OFFICER SIGNATURE** \_\_\_\_\_

**RESULTS OF INQUIRY**

NO RECORD OF AN ARSON CONVICTION OR A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER

CONVICTED OF ARSON; NO RECORD OF A CONVICTION REQUIRING REGISTRATION AS A SEX OFFENDER

CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER; NO RECORD OF AN ARSON CONVICTION

CONVICTED OF ARSON AND CONVICTED OF A CRIME REQUIRING REGISTRATION AS A SEX OFFENDER