



# NORTH OLMSTED POLICE DEPARTMENT

## DEPARTMENTAL INFORMATION



**Date:** 06/17/2019

**FROM:** CO K. Curtis

**SUBJECT:** Civilian Fingerprinting

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We are expanding the fingerprinting services that we are offering to the public to include more types and to open the services to anyone, lifting the "residency" requirement. Included is a list of services we will offer including costs.

#### WebCheck

BCI Only - \$35.00

FBI Only - \$45.00

Both - \$70.00

#### Rolled Prints (Electronic)

Residents, Employed in the City, and Property Owners (Proof Required)

One Card - Free

Each Additional Card - Free

Others

One Card - \$5.00

Each Additional Card - \$2.00

#### Rolled Prints (Ink on Card), [No Charge if for WebCheck Rejection]

Residents, Employed in the City, and Property Owners (Proof Required)

One Card - \$5.00

Each Additional Card - \$3.00

Others

One Card - \$10.00

Each Additional Card - \$5.00

Payment must be in the form of Cash or Certified Funds (Cashier's Check, Money Order, etc.) and made payable to THE CITY OF NORTH OLMSTED

Fingerprinting services will be available **Monday – Friday: 1200 – 1530**, when I am on duty.

Please inform subjects to bring their photo ID, payment (if applicable), and any fingerprint cards provided to them by the agency requesting the prints. If they were not provided with cards we do have them available.

\*\*\* Advise the subject that there may be a delay from the time they arrive to the time they are printed due to activity in the Jail.\*\*\*

When the subject arrive, obtain their ID and run a wants and warrants check via LEADS (w/ print out). Provide people who are getting WebCheck services with the WebCheck Information and Authorization Form, and obtain payment.

All questions about fingerprinting, including WebCheck turn-around time and dissemination can be directed to me.

All fingerprinting done for the public will be done in accordance with all applicable laws, ordinances, rules, and guidelines as outlined by the Ohio Attorney General's Office.

WebCheck Services are only available under the following conditions

### **BCI Only Check**

- Anyone
- For any reason
- Results can be mailed anywhere

### **FBI Webcheck**

In order to conduct an FBI background check via National WebCheck, it **MUST** be a State of Ohio mandated background check.

- People working with children (teachers, daycare workers, etc.)
- People working with the elderly (nursing home or home care employees)
- People working with the disabled (government or private agency)
- Nurses (nursing students or those applying for initial licensure)
- Firefighters and EMTs
- Pharmacy Technicians
- Pain management clinic owners and employees

State of Ohio Licensing that Requires an FBI background check.

- \*Accountancy Board
- \*Acupuncturist
- \*Anesthesiologist Assistant
- \*Chiropractic Board
- \*Construction Industry
- \*Physical Therapy
- \*Department of Commerce
- \*Optical Dispensers Board
- \*Racing Commission
- \*Optometry Board
- \*Physicians Assistants
- \*Psychology Board
- \*Repertory Care Board
- \*Veterinary Medical Board
- \*Counselor, Social Worker, Marriage and Family Therapy Board
- \*Orthotics, Prosthetics, and Pedorthics Board
- \*Investment Managers w/ BWC
- \*Lottery Commission
- \*Massage or Cosmetic Therapists
- \*Medical Board
- \*Occupational Therapy
- \*Athletic Trainers
- \*Dental Board
- \*Dietetics Board
- \*Embalmers and Funeral Directors
- \*Pharmacy Board
- \*Podiatrists
- \*Private Investigators and Security Officers
- \*Telemedicine Practitioners
- \*Ohio Department of Insurance

The agencies listed above are State of Ohio boards ONLY. No out-of-state licensing boards can have an FBI background check through the Ohio WebCheck system.

The result of an FBI background checks for one of the above Ohio Boards will only be sent to that board.

### **VCA/NCPA**

Is a Federal law that is to be used when an applicant will be in contact with children, the elderly, or persons with disabilities AND there is no State legislation in place to require an FBI background check. It can be used for both paid employees and volunteers.

### **F.O.I.A.**

The Freedom of Information Act allows anyone to submit their own fingerprints to the FBI to see if they have a criminal record. These prints cannot be used for any purpose that is already covered by State Statute or State mandated background checks. If there is a question, contact the FBI directly at (304) 625-5590.

### **Fingerprinting a Minor.**

A minor may be fingerprinted as outline above provided that they have a parent or legal guardian present with them at the time of fingerprinting. The attending parent or legal guardian must sign the BCI provided waiver form prior to taking the fingerprints. This waiver must remain on file for 1 year.

### **Background Check Results.**

Background check results that are delivered to our terminal are for the use of the City of North Olmsted only. Background check results that are mandated by the State of Ohio for licensure will be sent directly to the Board requiring the background check by BCI. The direct mail option will be used when a background check is conducted for an employer requesting a background check related to employment, or to the person requesting a check of their own records. The North Olmsted Police Department may disseminate any records obtained through the WebCheck system, but only in accordance with FBI & BCI policies. All disseminations will be logged on the appropriate form.

### **Sealed Records.**

BCI may release a sealed conviction for certain offenses if that conviction disqualifies the subject from certain type of employment based on State statute. This is done solely at the discretion of the Civilian Identification Division of BCI.

### **Submitting Rolled Cards in Lieu of WebCheck.**

Rolled fingerprints may be submitted for background checks that normally would be submitted via WebCheck if one of the following conditions apply.

- The Applicant's prints are of poor quality or unable to be captured by the workstation.
- BCI/FBI rejects the original electronic submission.
- The fingerprints are for a Public Housing Authority.
- The background check is for a military base or paid for by the Federal Government.

### **Liability**

The City of North Olmsted is not responsible for any inaccurate information or omissions that are presented to the WebCheck operator which may result in delayed or inaccurate results. The City of North Olmsted is not responsible for background check information disseminated by other agencies. Any person presenting fraudulent information provided to the North Olmsted Police Department will be prosecuted.

### **Record Retention**

WebCheck records and documentation will be maintained at the workstation site (the Booking Office) as specified by BCI for the term of 1 year. This will include the Application and Information Sheets, North Olmsted Police CAD Log printouts, and Minor Parent Guardian Waivers.