



DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL		
CHAPTER 127	DEPARTMENT BACKGROUND INVESTIGATIONS	
	Effective: 04/18/2018	Commissioner Approval: 
	Authorities: <a href="#">Click here to enter text.</a>	
	Applicability: ALL DEPARTMENTAL EMPLOYEES	
	Special Instructions: SEE OPM CHAPTER 122	

### 127.100 INTRODUCTION

This policy establishes the requirement and procedure to conduct background investigations on candidates selected for employment with the Department of Public Safety.

### 127.300 NOTIFICATION

Recruitment notifications shall indicate that a comprehensive background investigation will be performed.

### 127.310 DPS PERSONNEL BACKGROUND INVESTIGATIONS

**A. Completed background required for employment.** A background investigation must be completed on selected candidates prior to employment. In recognition of the delays sometimes experienced in screening fingerprints submitted to the FBI, a background investigation may be considered complete under this section while awaiting fingerprint results, provided all other steps are complete.

**B. Background investigations on enforcement personnel.** Background investigations on enforcement personnel (Troopers, Court Service Officers, and Deputy Fire Marshals) will be conducted in accordance with the Recruitment Unit procedures using position specific packets.

**C. Background investigations on civilian DPS employees.** This paragraph sets out the background requirements for civilian employees. Background requirements are consistent for all civilian positions due to the potential for department employees to have access to sensitive law enforcement information, law enforcement equipment (including firearms), and evidence. Additionally, all department employees have access to Criminal Justice Information and are therefore subject to 13 AAC 68.215.

The following background investigation steps are normally required for civilian employees:

1. For positions recruited on Workplace Alaska - a complete State of Alaska employment application;
2. Reference check with the two most recent employers or supervisors;
3. If the applicant is a current or former State of Alaska employee, a review of at least the employee's two most recent performance evaluations and other pertinent documents, such as disciplinary actions (this information **must** be

verified through the Division of Personnel and Labor Relations, Employee Records section);

4. For positions requiring a college degree or special certification, a copy of the degree or transcripts;
5. A name based criminal history check (APSIN/NCIC/III);
6. Comprehensive background report prepared by the Alaska Information and Analysis Center (AKIAC);
7. A fingerprint based criminal history check (AABIS and FBI)

**D. *Workplace Alaska civilian applicant review and selection process.*** For recruitments conducted on Workplace Alaska, applicants will be reviewed by a department hiring manager to ensure candidates meet all recruitment requirements, including scope of recruitment, minimum qualifications, and pre-interview criteria.

1. The [Department of Administration's Standard Operating Procedure for Evaluation of Convictions](#) will be followed for review of convictions.
2. The hiring manager will oversee the interview process, as well as any other pre-hire requirements. For the top candidate(s), the hiring manager will conduct supervisory/former employer reference checks, obtain performance evaluations and discipline (if applicable), and obtain the degree/transcripts (if applicable).
3. Candidates will be asked to sign the DPS Pre-hire Background Waivers at time of interview
4. The hiring manager will request hire approval on the selected candidate. Hire approval must be obtained before continuing with the background process.

**E. *Name based criminal history check.*** A name based criminal history check (APSIN/NCIC/III) must be conducted by an APSIN/NCIC/III user in the Department. Hiring Managers who readily have access to APSIN/NCIC/III perform the check internally (use purpose code "J"). Hiring Managers who do not readily have APSIN/NCIC/III access available may request the computerized criminal history check through the Division of Statewide Services, APSIN Security Office.

**F. *Comprehensive civilian background.*** Signed background waiver forms for candidates who are approved for hire and have passed a name based criminal history check will be referred AKIAC.

1. AKIAC will generate a comprehensive background report. The comprehensive background report will be made available solely to the Division Director (or designee) for the employing division. The comprehensive background report will not be disseminated beyond the Division Director (or designee).
2. The Division Director (or designee) will notify the hiring manager when a candidate successfully completes the background and a formal offer of employment will be extended.

**G. *Derogatory information discovered during civilian background investigations.*** The relevance of any derogatory information to the hiring decision depends on details of the offense, time elapsed since the offense, and on the duties and classification of the position being filled. When disqualifying or potentially disqualifying information is discovered, it must be submitted to the Human Resource Manager to make a hiring determination. All decisions will be job related and consistent with business necessity. The Human Resource Manager will consult with the Commissioner's Office on all borderline situations.

**H. *Fingerprint based criminal history check.*** A fingerprint based criminal history check (AABIS and FBI) must be conducted for all new hires.

1. For Anchorage-based hires, fingerprinting is arranged through the Division of Statewide Services, ABIS Section. For new hires in outlying locations, fingerprints should be completed locally and routed through the local Terminal Agency Coordinator to the Statewide Services, State APSIN Security Officer located at Anchorage Headquarters.
2. The signed Personnel Security Clearance Form must be submitted with the completed fingerprint cards. One of the following Client Codes should be noted on the fingerprint card:
  - a. New hires who will have APSIN access: 4003
  - b. New hires who will have DPS building access only: 4156
3. New hires must be fingerprinted prior to commencing employment or on their first day of employment.