

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.03.03 BACKGROUND CHECKS



Adopted: 10/03/17
Reviewed: 12/10/20
Revised: 12/10/20

Approved:

A handwritten signature in black ink, appearing to read "James J. Rahn".

Purpose: To outline the procedure for conducting background checks of applicants.

References: RCW 43.43.832

Procedure:

1. In considering an applicant for employment or membership, the District will conduct an investigation of the applicant's background.
2. The investigation may include, but is not necessarily limited to:
 - a) Inquiries into the applicant's references.
 - b) Driving record.
 - c) Conviction record.
 - d) Credit report, for certain positions
3. An applicant will not be denied employment solely on the basis of a poor credit history and will not be denied employment for having filed bankruptcy.
4. A conviction record may, but will not automatically, bar an applicant from membership. All applicants with a conviction record shall have their record reviewed by the Fire Chief.
5. Any investigation of an applicant's conviction record will be restricted to specified convictions reasonably related to fitness to perform the particular job being applied for, unless it is determined that it is not practical to inquire only about specified convictions.
6. Generally, the only convictions that will be considered are those for which the date of the conviction or prison release, whichever is most recent, is within seven years of the date of the job application.
7. Exceptions include crimes of moral turpitude or certain crimes against the vulnerable population. Felony convictions may automatically disqualify an applicant as provided by 49.94 RCW