

Criminal Background Checks --
Department of Motor Vehicles



District Personnel Instruction No. 4-27

Effective Date	Expiration Date	Related DPM Chapters
August 14, 2015	Retain Until Superseded	4

Overview

This District Personnel Manual (DPM) Instruction identifies positions within the **Department of Motor Vehicles** that are subject to the criminal background due to high-risk duties and responsibilities.

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Criminal Background Checks Required

The **Department of Motor Vehicles (DMV)** has specific high-risk positions that are involved in the manufacture or production of driver’s licenses and identification cards, or who have the ability to affect the identity information that appears on a driver’s license or identification card. Individuals occupying positions with the above specified duties and responsibilities are security sensitive in nature and therefore subject to criminal background checks.

Criminal background checks conducted for DMV employees shall be carried out consistent with E-DPM Instruction No. 4-16, *Requirements for Criminal Background Checks and Traffic Records Checks for the Protection of Children and Youth*, dated August 4, 2010.

Covered Positions

ADMINISTRATIVE / OFFICE	POSITION TITLE
Office of the Director	All positions and All positions reporting to the Director
Driver Services	All Positions
Information Technology	All Positions
Vehicle Services	All Legal Instrument Examiners (DMV) Supervisory Legal Instrument Examiner IRP Program Coordinator
Administrative Services	Investigator Staff Assistant (Position Number: 00032472)
Adjudication Services, and Administrative Services	Legal Instrument Examiner (DMV) (Position Number: 00034679, 00014261, 00024228, and 00007669)

Legal Authorities

1. 6 CFR § 37.45 (Background checks for covered employees).
2. 49 CFR § 384.228(g-i) (Commercial Driver License Test Examiners).
3. Chapter 4, Title 6B of the District of Columbia Municipal Regulations.

Inquires

For regulation or policy-related inquiries on this DPM instruction, please contact the Policy Unit, DCHR, at (202) 442-9700.

For information regarding implementation of suitability-related provisions of this instruction or for other compliance-related inquiries regarding criminal background, please contact the Compliance Unit, DCHR, at (202) 442-9631.



Ventris C. Gibson, Acting Director
Department of Human Resources

8-17-15
Date

Attachments:

- DCSF 04-17, Criminal Background Referral Form (Issued 8/15)
- DCSF 04-18, Criminal Background Authorization Form (Issued 8/15)
- DCSF 04-19, Criminal Background Disclosure Form (Issued 8/15)

The employee/applicant/volunteer must present this Referral Form with picture identification to the:

**Metropolitan Police Department Headquarters
Civilian Fingerprinting Section
Henry J. Daley Building
300 Indiana Avenue, N.W., 3rd Floor, Room 3054
Washington, D.C. 20001**

Employee/Applicant/ Volunteer Full Name (Print) Social Security Number

Signature of Employee/Applicant/Volunteer Date

Position Title

HR Representative (Print) Telephone Number

MPD Representative (Print) Date

FOR OFFICIAL USE ONLY

Distribution: Original: MPD Copy: Referring Agency Copy: DCHR Copy: Applicant/Employee/Volunteer

The Department of Motor Vehicles' (DMV) mission is to promote public safety by ensuring the safe operation of motor vehicles. The DMV provides ticket processing, noticing, hearing and hearing support services to residents and non-residents, in order to render legally sound decisions on parking, photo and moving violations, and to ensure proper processing of violation and penalty payments for those infractions. The DMV also provides driver certification and identification services to residents to ensure they have the proper credentials to reflect identity, residence, and driving qualifications so they may legally operate their vehicles. The DMV also provides certification and inspection services to residents, businesses, and government entities so they may legally park, drive, and sell their vehicles in the District of Columbia.

The Real ID Act of 2005 require appointees, employees or volunteers who are involved in the manufacture or production of REAL ID driver's licenses and identification cards, or who have the ability to affect the identity information that appears on the driver's license or identification card to be subject to a criminal background check.

By law, mayor's orders, and personnel regulations, impacted appointees, employees or volunteers in the DMV in positions subject to criminal background checks must complete and sign the authorization on this form to authorize a criminal background check.

- I understand that an appointee, employee or volunteer who intentionally provides false information in the course of applying for a position is subject to prosecution pursuant to the District of Columbia Theft and White Collar Crimes Act (D.C. Official Code § 22-2405).
- The criminal background check will be conducted by the District of Columbia Metropolitan Police Department, or another authorized agent, in accordance with the policies and procedures established by the Federal Bureau of Investigation.
- I understand that I have the right to obtain a copy of the criminal background check report and to challenge the accuracy of that report.
- I hereby authorize the Metropolitan Police Department, and any other authorized agent of the District of Columbia government, to check and obtain any and all necessary criminal background records to verify my eligibility for a hacker's license.

Male Female

Applicant Name

Social Security Number

Date of Birth

Applicant Signature

Date

By law, mayor's order, and personnel regulations, each employee, applicant, and volunteer must make an affirmation as to his or her entire adult criminal history which respect to the following offenses:

1. Murder, manslaughter, mayhem, malicious disfiguring of another, abduction, kidnapping, burglary, theft, breaking and entering, robbery, or larceny;
2. Assault with the intent to commit any felony;
3. Assault on a police officer, or other government official, without regard to level of sentencing;
4. Violations of narcotic laws, except simple narcotics possession without intent to distribute (misdemeanor) or possession of drug paraphernalia; and
5. Sexual offenses, including indecent exposure; promoting, procuring, compelling, soliciting, or engaging in prostitution; corrupting minors (sexual relations with children); molesting; voyeurism; committing sex acts in public; incest; rape; sexual assault; sexual battery; or sexual abuse; but, excluding sodomy between consenting adults.

CRIMINAL BACKGROUND DISCLOSURE STATEMENT – For each of the following questions, indicate either yes or no:

- Have you ever been convicted of any of the offenses listed above (items 1-5)? Yes No
- Have you ever pleaded nolo contendere to any of the offenses listed above (items 1-5), or their equivalent, either in the District of Columbia, or in any state or territory? Yes No
- Are you currently on probation before judgment or on a stet docket involving a criminal charge for any of the offenses listed above (items 1-5)? Yes No
- Have you ever been found not guilty by reason of insanity for any of the offenses listed above (items 1-5), or their equivalent, in the District of Columbia or in any state or territory? Yes No

I affirm the answers provided in this document are true and accurate. I understand that making a false statement on this document is a criminal offense and that, if convicted, I could be fined up to \$1,000 and imprisoned for 180 days.

Male Female

Applicant Name

Social Security Number

Date of Birth

Applicant Signature

Date