



**City of Racine, Wisconsin**  
**AGENDA BRIEFING MEMORADUM**

<b>AGENDA DATE:</b> December 9, 2024
<b>SUBJECT:</b> Background Checks for New Applicants
<b>PREPARED BY:</b> Fire Chief Steve Hansen
<b>SUMMARY:</b> <p>Periodically the fire department along with the Human Resources Department conduct a new NeoGov application process to create a new hiring list for the department with PFC approval. The new hiring list is then used to fill vacancies within the fire department due to retirement, resignation or other separation from the department.</p> <p>In order to be more efficient in the application process Human Resources sets a deadline for all applications to be submitted. One item that needs clarification is background checks.</p> <p>Background checks conducted by the Human Resources Department include using a commercial organization to perform basic background checks. This background check is use as part of the application process. When the fire department reaches a point where they need to hire an individual or individuals off an approved PFC Hiring List a second more through background check using the Criminal Justice Information Service (CJIS) will be conducted by the Police Department once a conditional offer of employment is extended.</p>
<b>RECOMMENDED ACTION:</b> <p>The fire department is requesting permission to authorize us to work with the police department to conduct a Criminal Justice Information Service (CJIS) background check only for applicants who are formally offered a conditional offer of employment to insure that the individual or individuals do not have anything in their background that would prohibit them from serving in a sworn position with the fire department and insure that they have the ability to testify in court in the future.</p>
<b>FISCAL NOTE:</b> <p>No Fiscal Impact</p>