ALBANY COUNTY SHERIFF'S OFFICE

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MEMORANDUM

Date: November 2, 2020

To: All Albany County Volunteer Fire Departments
All Albany County Fire Coordinators

From: Paul Miller, Emergency Management Unit

This is to remind you of the legal requirement to do a Criminal Background check on all new members. We have revised the form to add check boxes to indicate whether the member is active or social please dispose of all old forms and start using this form immediately.

I have attached the following documents:

1. Memo from NYS DCJS to Sheriffs regarding the changes – Please read this for a description of the changes, including the check for sex offenses.
2. DCJS procedures for running the background checks (so you know what we can do and what we can't do)

NOTE: The new form is designed to be filled in on a computer then printed. WE DO NOT HAVE ANY PAPER FORMS. The form MUST contain an ORIGINAL signature and be mailed or faxed to our office. PHOTOCOPIED signatures will not be accepted. DCJS does not allow the form to be emailed. We prefer that you mail the forms to us. The form can be downloaded from our website at https://www.albanycounty.com/government/county-sheriff/fire-trainingf.com.

You must examine TWO forms of ID from the applicant. If possible, please include a copy of the applicant's driver's license. If the applicant has a common last name, please fill in as much of the description as possible. We often get "association hits" on the more common names and having the extra information helps us to eliminate your applicant.

The forms can be sent to the following address:

FIREFIGHTER BACKGROUND CHECKS
ALBANY COUNTY SHERIFF's OFFICE
PO BOX A
CLARKSVILLE, NY 12041

If you have any questions, please contact me via email or telephone.

Paul Miller
Albany County Sheriff's Office
Clarksville Station
PO Box A, 58 Verda Ave. Clarksville, NY 12041
W-518-720-8034 C-518-320-4213 Fax 518-720-8031
Paul.Miller@AlbanyCountyNY.gov

M E M O R A N D U M

TO: Sheriffs' Offices

FROM: Joseph N. Morrissey, Director, Office of Criminal Justice Operations

DATE: November 3, 2014

SUBJECT: Volunteer Firefighter Background Checks - amendment to Executive Law §837-o requiring arson and registerable sex offense background checks

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Effective December 2, 2014, Executive Law §837-o requires prospective volunteer firefighters, and current volunteers seeking membership in another fire company, to undergo non-fingerprint criminal history background checks for convictions for a crime which requires the person to register as a sex offender, in addition to the already required arson conviction check.

Attached is a new *DCJS-VFF Volunteer Firefighter Inquiry Form* to be utilized beginning December 2, 2014 when conducting background checks. This form will replace the current *DCJS-9 Correspondence Inquiry Form*. Sheriffs' Offices should distribute the *DCJS-VFF Volunteer Firefighter Inquiry Form* to volunteer fire companies seeking to perform arson and registerable sex offense background checks on prospective volunteers and fire company transfers.

Please be advised that, although this form may be filled out electronically, original signatures are required and completed forms must be U.S. mailed, faxed or hand delivered only. E-mail transmission is not permissible.

Also, attached find updated procedures to be followed when performing arson and registerable sex offense background checks. If you have any questions, please contact the Public Safety Contact Center at 1-800-262-3257.