

Greer Police Department

General Order 630.1.5 Checks and Verifications

This order consists of the following sections:

- I. Purpose
- II. Policy
- III. Procedure

December 16, 2021

- I. **Purpose:** This policy is intended to establish guidelines for annual checks and verifications of members of the Greer Police Department who perform essential job tasks and functions such as operate a motor vehicle, possess a firearm, and/or access sensitive information. Members of the department include sworn and non-sworn personnel.
- II. **Policy:** It is the policy of the Greer Police Department to conduct annual NCIC and DMV checks on Department members.
- III. **Procedure:** It will be the responsibility of the telecommunications supervisor to initiate the NCIC and DMV checks on each employee annually. The check will then be documented as completed in PowerDMS.
 - a. NCIC Check: National criminal history check to include arrests, convictions, protective orders, and /or outstanding warrants.
 - b. DMV Check: Current license status.
 - c. If it is determined that a department members status is affected by the aforementioned checks, the telecommunications supervisor will notify the Operational Support Lieutenant who will then make the appropriate notifications through the chain of command.