

CRIMINAL RECORD CHECK-CONTRACTOR/INTERN/VOLUNTEER

Southwest Multi-County Correctional Center/DADC
Southwest Multi-County Correctional Center/DWCRC

Return by mail to:
440 McKenzie Street
New England, ND58647
Email: aholt@swmccc.com

PLEASE PRINT

In Compliance with Federal Privacy Act of 1974, Disclosure of the social Security number on this form is required for accurate record verification

Your Name (First)	(Middle Full)	(Last Name)	Social Security Number	Birthdate MM/DD/YY
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Other Name(s) (Maiden, Former, AKA, Etc.) (First, Middle-Full, Last)
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Residence Address	City	State	Zip Code	Telephone number
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Your Vehicle	Make	Model	Year	Color	License Plate	Driver's License No. & State
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Name of staff or department you have been in contact with:
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Contract/Volunteer Services to be provided
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Have you ever been convicted of a crime? (Misdemeanor or Felony)	<input type="checkbox"/> No	<input type="checkbox"/> Yes- List each one below or on a separate sheet
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Are You currently charged with any crimes or awaiting court proceedings?	<input type="checkbox"/> No	<input type="checkbox"/> Yes-List each one below or on a separate sheet
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OFFENCE(S)	STATE & County	Date MM/DD/YY	Sentence (Jail, Prison, Probation, Ect.)

Have your actions while on the job ever caused your employer to take disciplinary action or have you resigned from a position while under investigation for sexual harassment? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you engaged in sexual abuse in prison, jail, lockup, community facility, juvenile facility or other institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by for, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? <input type="checkbox"/> Yes <input type="checkbox"/> No

Have you been civilly or administratively adjudicated to have engaged in the activities as described above? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Security Requirements

The individual shall comply with all applicable SWMCCC rules, regulations, and policies, including rules and regulations relating to safety, security, and confidentiality. SWMCCC reserves the right to deny admission to the individual for violation of any applicable rule, regulation, or policy. A staff member from SWMCCC shall review any violations with the individual prior to making a determination of denying the admission of the personnel or terminating the contract. SWMCCC requires a complete criminal history background check, including fingerprints for all individual personnel. When individual personnel arrive to SWMCCC, they will be subject to a search at any time, they must check in and out as applicable, and they are responsible for ensuring that all tools and equipment that are allowed in the facility are accounted for at all times. The individual shall report to the SWMCCC supervisor immediately if any tools are lost, misplaced, or stolen.

Contraband: Defined as any item or service not specifically approved by security staff. Vehicle Keys and cellphones will be secured in control. There are lockers available for purses, wallets caps, ect. You and your property are subject to search at any time.

Waiver of responsibility agreement

I fully understand I will be working in a prison facility and I am aware of the inherent risks that are associated with working in a prison facility environment. I understand my adherence to the rules of SWMCCC, regulations, policies is necessary to help insure not only my safety, but also the safety of others working in the prison facility. During my tenure, I will observe all of the rules, regulations and policies required of all employees and others working for SWMCCC and or entering the facility. I will adhere strictly to policies and procedures required for confidentiality, security and safety of the facilities. I will not have any contact with the offender(s) via telephone, visitation or correspondence.

I hereby waive and release SWMCCC and its employees, both in their official and individual capacities, from any and all legal liability for damages that result from the furnishing or receiving of such criminal records information.

Searches: Any individual entering the institution, or its grounds may be subject to a search at any time for contraband articles. This also applied to their personal property. Anyone refusing to submit to a search will be denied admittance. If contraband is found, the institution may detain the individual for a reasonable amount of time. Searches are not intended to embarrass, degrade or cast aspersions on the integrity of any individual. The institution has found through experience that it is

necessary to conduct searches to adequately provide a safe and secure institution for inmates, staff and visitors.

Applicant Rights

Privacy Act Statement

As of 03/30/2018

This Privacy act statement is located on the back of the FD-258 Fingerprint card.

Authority: The FBI's acquisition, preservation and exchange of fingerprints and associated information is generally authorized under 28 U.S.C.534. Depending on the nature of your application, supplemental authorities include Federal statutes, State Statutes, pursuant to Pub.L.92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating or otherwise responsible agency, and or the FBI for the purpose of comparing your prints to other fingerprints in the FBI's Next Generation Identification system or its successor systems (including civil, criminal and latent fingerprint repositories) or other available records of employing, investigating or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances and other suitability determinations; local, state, tribal or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

28 CFR 50.12(b) Officials at government institutions and other entities authorized to submit fingerprints and receive FBI Identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The Officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. These officials should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so. Those officials making such determinations must advise the applicants that procedures for obtaining change, correcting or updating of an FBI identification record are set forth in 28 CFR 16.34. A statement incorporating these use-and-challenge requirements will be placed on all records disseminated under this program. This Policy is intended to ensure that all relevant criminal record information is made available to provide for the public safety and further, to protect the interests of the prospective employee/licensee who may be affected by the information or lack of information in an identification record.

28 CFR 50.12(b) You have the opportunity to review or challenge the accuracy of the information contained in the FBI Identification record. The procedure for obtaining a change, correction or updating an FBI identification records are set forth in Title 28 CFR 16.34

All information is true and correct. I understand that providing false information on this questionnaire is grounds for denial. I have read and fully understand the information on this form. Proper picture identification is required at each visit. Failure to produce ID will be grounds to deny admittance.

Signature

Date

Prison Rape Elimination Act (PREA) Compliance Acknowledgment

I acknowledge that residents committed to the custody of SWMCCC, or who are under the supervision and management of SWMCCC, will be free from the following:

Sexual abuse of a resident by another resident, staff member, contractor or volunteer, including the following acts, whether consensual or not, is coerced into the act by overt or implied threats of violence or is unable to consent or refuse contact between the penis and the vulva or the penis and anus, including penetration, however slight; contact between the mouth and the penis, vulva or anus; penetration of the anal or genital opening of another person, however slight, by hand, finger, object, or other instrument; and any other intentional touching either directly or through the clothing, or the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual Harassment to include any unwelcome sexual advances, requests for sexual favors or verbal comments, gestures or actions of a derogatory or offensive sexual nature by one resident directed toward another; any verbal comments or gestures of a sexual nature to a resident by a staff member, contractor or volunteer; to include demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, obscene language or gestures.

Voyeurism by staff member, contractor, or volunteer is an invasion of privacy of the resident if the reasons are unrelated to official duties, such as peering at a resident who is using the toilet to perform bodily functions; requiring a resident to expose their buttocks, genitals, breasts or taking images of all or part of a residents naked body or a resident performing bodily functions.

I acknowledge that I have read and understand the requirements of the PREA and acknowledge SWMCCC's zero tolerance towards all forms of sexual abuse and harassment. I must immediately report any information or knowledge of sexual harassment of a resident by another resident, staff member, contractor or volunteer to a SWMCCC staff member in writing or verbally. By signing this agreement, I acknowledge that I understand and will comply with this agreement. I understand a violation of this agreement may result in the termination of any contract and the imposition of civil or criminal penalties under state and federal law.

Signature

Date

Security Authorization
 Approved Denied

Administrative Signature

Date