

## SUPPORT SERVICES

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### HOUSING BACKGROUND CHECKS

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**Purpose:** The purpose of this directive is to establish Departmental policy for conducting criminal background investigations for the City of North Little Rock Housing Authority applicants in accordance with ACA 14-169-107 which authorizes municipal departments to conduct these checks.

**Policy Statement:** It is the policy of the North Little Rock Police Department to partner with the North Little Rock Housing Authority to provide a safe environment for all residents of the Housing Authority property, and the City of North Little Rock. This Department will assist the Housing Authority with background checks for potential tenants while adhering to the procedures set forth below.

**Summary of Changes:** New format.

#### Procedure:

##### 1 General Provisions

- 1.1 The checks will be conducted by Community Service Assistants II (CSAII) as time permits, but may be conducted by the Project Officers, depending on staffing or other scheduling issues. Officers from the Housing Unit assigned to conduct the background checks will be granted access to the Support Services Division, in accordance with PD 35-01, to assist in conducting the required checks.
- 1.2 Authorized officers will be given key card access to Support Services.
  - 1.2.1 Officers assigned key card access will not give or loan the key card to any other member.
  - 1.2.2 The key card access will be terminated when the officer is no longer authorized access.
- 1.3 The North Little Rock Housing Authority must provide a form to the Police Department signed by the applicant authorizing a criminal background check.
  - 1.3.1 The form will include a section for the required response from the Police Department.
- 1.4 The Police Department will generate a name search (QW) to ACIC using the Housing Authority's ORI (ARA00629Q), and a QH to NCIC using the North Little Rock Police Department ORI (AR0600300)
- 1.5 If either response indicates a possible match in the criminal history database with an Arkansas SID number, a full record (QR) using that SID number, is to be generated using purpose code "H". (Using the North Little Rock Police Department ORI AR0600300) A QR may NOT be run on out of state SID numbers.
  - 1.5.1 Per ACIC, in the instance that a person has an out of state SID number, the Housing Authority will have to conduct a fingerprint based background check to determine the identity of the subject. A print out of this transaction must be retained for one year, and is not to be released to the Housing Authority.
  - 1.5.2 Code "H" is a special purpose code created by the FBI specifically for conducting these background checks and is subject to audit by ACIC and NCIC.
  - 1.5.3 **Purpose code "C" will not be used for these checks.**
- 1.6 Information obtained from ACIC or NCIC will not be released to persons not authorized access to the information. ACA 14-169-107 specifically prohibits the dissemination of the applicant's record to the Housing Authority or the applicant.
- 1.7 The Housing Authority will be notified as to whether the applicant does or does not meet the occupancy requirements.
  - 1.7.1 A PPHR transaction will be run on all name checks conducted for the housing authority and will be attached to the application.
  - 1.7.2 If the applicant questions a decision by the Housing Officers based on this background check, they will be instructed to contact ACIC and obtain an Authorization for Review of Criminal History Information form which they must complete and return to ACIC for further information.
- 1.8 The only ACIC document that may be released to the Housing Authority is the PPHR printout.
- 1.9 It will be the responsibility of the housing officers assigned to conduct these checks to:
  - 1.9.1 Obtain from, or develop with, the Housing Authority what the disqualifying criteria is,
  - 1.9.2 Review the records to determine the applicant's eligibility,
  - 1.9.3 Notify the Housing Authority of the results and provide the PPHR form to the Housing Authority.

- 1.10 The Police Department will maintain a copy of the request from the housing authority (including the applicant's signature) and the related printouts (QW, QH, QR, and PPHR) for a period of one year for auditing purposes.
- 1.10.1 These records will be maintained by the project officers assigned to the Housing Authority in their assigned Substation.
- 1.10.2 The files will be destroyed, (shredded) one year from the application date.

  
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Mike Davis  
Chief of Police