

July 2, 2004

Dear Mayor:

Your question concerns performing criminal background checks on potential employees of the Town. I discussed this with our Police Consultant who referred me to the Tennessee Bureau of Investigation (TBI) website: <http://www.tbi.state.tn.us/>.

Enclosed are copies of forms that I obtained from the Tennessee Bureau of Investigation website that will allow you to request criminal history background checks from the TBI on potential employees. There are two background checks that may be performed. The least extensive currently costs \$29.00 and is basically a name check of the TBI files for Tennessee records only. The other type of background check is a fingerprint-based background check and currently costs from \$26.00 to \$56.00 depending on the type search.

The above information applies to all employees except police. Police officer background checks may be done by the Police Department just like checking criminal histories for arrested suspects. There would not be a fee involved in running background checks on potential police officers.

If you have any questions, please call me.

Sincerely,

MUNICIPAL TECHNICAL ADVISORY SERVICE

Ronnie Neill
Municipal Consultant