



LICENSEE BACKGROUND INVESTIGATION

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| <i>Date of Issue</i> OCTOBER 04, 1991 | <i>General Order Number</i> 91-06 |
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| <i>C.A.L.E.A.</i> | <i>Reference</i> |

INDEX AS

Background Investigations, Licensee
Licensee Background Investigations

PURPOSE

The purpose of this order is to establish the policies and procedures for conducting background investigations on applicants for licenses with the Iowa City Police Department.

This order consists of the following numbered sections:

- I. Policy
- II. Responsibility and Authority
- III. Purpose of Licensee Investigations
- IV. Use of Information
- V. Control of Information
- VI. Resources for Licensee Background Investigations
- VII. Effective Date

I. POLICY

- A. It shall be the policy of the Iowa City Police Department to conduct a background investigation on applicants for liquor licenses, taxicab licenses, or other appropriate licenses with the City of Iowa City. Background investigations may be conducted in other instances where they may aid a criminal investigation.

II. RESPONSIBILITY AND AUTHORITY

- A. The Chief of Police or their designee will be responsible for the coordination of licensee background investigations and for the submission of a written notice to the Chief of Police on the results of that investigation.
- B. Records personnel will be responsible for assisting in gathering information necessary for conducting licensee background investigations.

III. PURPOSE OF LICENSEE BACKGROUND INVESTIGATIONS

- A. Locate criminal history backgrounds of person(s).
- B. Substantiate and corroborate information already available on person(s).
- C. To link person subject of background investigation to other person(s) that are known to engage or have engaged in illicit activities.
- D. Determine moral turpitude of person(s).

IV. USE OF INFORMATION

- A. Information obtained about taxi cab applications and liquor license applications will be forwarded to the proper authority within the City of Iowa City as may be required.
- B. Information obtained on suspected person(s) with suspected criminal activities will be used in conjunction with other information in an attempt to develop a criminal case on the person(s) or for the gaining of intelligence information.

V. CONTROL OF INFORMATION

- A. The information obtained in the background investigation will be presented in a written notice to the Chief of Police. The report of liquor license applicants will be forwarded to the proper City authority.
- B. The information obtained will be secured separately from other Department records. These reports will be controlled and maintained by the Records Manager.
 - 1. Background investigations for criminal investigation purposes may be stored in the intelligence files of the Investigations Commander.

- C. The information obtained on licensee background investigations will be updated periodically and purged as circumstances dictate, with the approval of the Chief of Police.

VI. RESOURCES FOR LICENSEE BACKGROUND INVESTIGATIONS

A. Federal Agencies

- 1. FBI (NCIC, fingerprints)
- 2. Military
- 3. Post Office
- 4. Immigration
- 5. DEA
- 6. State Department (passports)
- 7. Treasury (Customs, IRS, ATF)
- 8. MOCIC (Midwest Organized Crime Information Center)

B. State Agencies

- 1.
 - a] Driver's licenses
 - b] Vehicle registration
 - c] Corporation securities
- 2. State Police (IDPS)
- 3. Department of Corrections
- 4. Department of Criminal Investigations (criminal history)
- 5. Attorney General
- 6. LEIN

C. County Agencies

- 1. Sheriff
- 2. Marriage Records
- 3. Birth/death Records

4. Real Estate Records
5. Welfare Programs
6. Juvenile/Family Courts

D. Local Agencies

1. Water Department Checks
2. City licenses/permits
3. Police reports filed (victim, witness, suspect)

E. Private Areas

1. Education records
2. Credit checks
3. Business contacts (banks, store, etc.)
4. People
 - a] Associates
 - b] Neighbors
 - c] Family
 - d] Acquaintances
6. Employers
7. Subscription based information services

Denise Brotherton, Interim Chief of Police

WARNING

This directive is for departmental use only and does not apply in any criminal or civil proceeding. The department policy should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third-party claims. Violations of this directive will only form the basis for departmental administrative sanctions.