



Report of "Hits"

Date: _____ Unit: _____

To: _____
Regional Director/Chief of Operations

From: Unit Head _____
Name / Title

Attached please find the AFIS Criminal Record Check Request which resulted in a "hit" on the following person:

Name: _____

Purpose:

- Annual Review
 Pre-Employment
 Special Agent Status
 Contract Provider
 Intern
 Visitor
 Volunteer
 Educational Staff

Date Received by Appropriate Regional Director/Chief of Operations: _____

RECOMMENDED ACTION:

Below is a description of the action to be taken as a result of the "hit", effective _____.
Date

- Recommend Hire
 Recommend do NOT Hire
 Discuss w/Employee/Applicant
 LI - Pending Investigation/Suspend Duties (State Employees)
 Suspend or Reassign Duties (Intern / Contract Staff / Volunteers)
 Visitation Denied (Visitors)

Regional Director/Chief of Operations

Date

Send copies to: Assistant Secretary
Volunteer Services Coordinator, if applicable
Visitation Coordinator, if applicable