



REPORTING OF CRIMINAL CONVICTION FORM

655 IAC 2-2-5 and 655 IAC 2-2-6

The Board of Firefighting Personnel Standards and Education may act against an individual's certification under certain circumstances. These include instances where the individual has failed to uphold privacy, dignity or safety of another individual; committed a breach of examination security or integrity; been convicted of a crime; or violated Board rules.

The Board may take any action in accordance with IC 4-21.5-3, IC 4-21.5-4 and IC 22-12-7, including, but not limited to, suspension or revocation of certifications. The Fire and Public Safety Academy or Board may initiate a review even in the absence of external written requests or complaints.

An individual certified by the Board must provide written notice to the department within 90 days of any misdemeanor or felony criminal conviction, except traffic-related misdemeanors other than operating a motor vehicle under the influence of a drug or alcohol.

Submit the completed form to the Fire and Public Safety Academy at firecertifications@dhs.in.gov.

Name: _____ PSID: _____

Address: _____

Street: _____

City: _____ State: _____ ZIP Code: _____

Nature of Conviction (Summary): _____

Court of Conviction: _____

Date of Conviction: _____

Certified Court Order (Judgment) Must Be Included.

Yes, Court Order Is Included.

LETTER OF EXPLANATION

655 IAC 2-2-6(b)(4)

The letter of explanation must be written by the individual certified to the Board explaining in detail the events surrounding the criminal conviction.