



OFFICE OF THE SHERIFF


COUNTY OF ONEIDA

ROBERT M. MACIOL
SHERIFF

JOSEPH A. LISI
UNDERSHERIFF

Memorandum

To: Oneida County Fire Chiefs

From: Lt. Rich Paul 

Date: October 23, 2023

Subj: Arson Background Checks for Volunteer Fire Company Applicants

New York State Executive Law section 837-O (effective December 2, 2014) requires applicants for membership to volunteer fire departments to undergo a criminal history check through the Division of Criminal Justice Services (DCJS) to determine if they stand convicted of the crime of arson or a crime which requires the person to register as a sex offender under article six-C of the correction law in the State of New York. The law also requires that this background check be completed by the Office of the Sheriff, which provides this service at no charge to local fire departments. This law applies to new applicants, transfers from other fire companies and reinstatement to membership. A follow-up background check is required to be completed for minors once they reach the age of 18. Fire chiefs are encouraged to get parental permission before conducting any background investigation on minors.

Enclosed is a copy of Executive Law section 837-O along with general directions and a copy of the volunteer firefighter inquiry form (DCJS-VFF) that must be completed and sent to the sheriff's office. It is imperative that the forms be typed or completed legibly by hand and signed by the fire chief or designee for us to accept them. Additionally, the forms can be found on the Oneida County Sheriff's Office website located at www.oneidacountysheriff.us then by clicking the Law Enforcement tab across the top, and Volunteer Firefighter Inquiry form tab at the bottom of the left-hand side. The fire chief or designee can then fax or mail the form(s) to the Oneida County Sheriff's Office at the address or fax number listed below. Email transmission is not permissible. The normal turn-around time for completed arson background checks in ten (10) business days or less. The results will be mailed to the fire chief or designee once complete.

Mail or fax the completed and signed DCJS-VFF (12/14) forms to:

Oneida County Sheriff's Office Fax: (315) 765-2626 Attn: Lt. R. Paul
Lieutenant Rich Paul
6065 Judd Rd.,
Oriskany, NY 13424

Administrative Office 6075 Judd Road Oriskany, NY 13424 Voice (315) 736-8364 Fax (315) 765-2205	Law Enforcement Division 6065 Judd Road Oriskany, NY 13424 Voice (315) 736-0141 Fax (315) 736-7946	Correction Division 6075 Judd Road Oriskany, NY 13424 Voice (315) 768-7804 Fax (315) 765-2327	Civil Division 200 Elizabeth Street Utica, NY 13501 Voice (315) 798-5862 Fax (315) 798-6495
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