

**DEPARTMENT OF CORRECTIONS**  
**INQUIRY TO ALL EMPLOYEES WHO MAY RECEIVE OR POSSESS FIREARMS**  
**ON-DUTY REGARDING THE FEDERAL GUN CONTROL ACT OF 1968**

A change in the Federal Gun Control Act of 1968 makes it unlawful for an individual to receive or possess a firearm if the individual has been convicted of a misdemeanor crime of domestic violence. Corrections employees are not exempt from the provisions of the act. The law took effect on September 30, 1996 and covers misdemeanor convictions which occurred both prior to and subsequent to the effective date of the law. Accordingly, you are required to complete this questionnaire, sign and date it, and return it to your supervisor within fifteen working days of receipt per DOC Policy 20.1.4. The information obtained may affect the legal right of employees to receive or possess a firearm or ammunition, both on-duty and off-duty.

Department disciplinary action will be undertaken if you refuse to answer or if you fail to reply fully, accurately, and honestly. The answers you furnish may affect your employment status. If you provide false information, it may be used against you in department disciplinary proceedings.

If you have been convicted of a misdemeanor crime of domestic violence, you should understand that the department is not in a position to promise you that the authorities responsible for enforcing the Gun Control Act will not implement enforcement action against you.

A conviction for a "misdemeanor crime of violence" within the meaning of the federal law 18 U.S.C. Sec. 922(g), is an offense that:

- A. Is a misdemeanor under federal or state law; and
- B. Has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with who the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian of the victim.

Please note that the disqualification imposed by this law does not apply to persons whose convictions have been expunged or set aside, or who have been pardoned or had civil rights restored, unless the expungement or other remedial action expressly provides that the person may not ship, transport, receive or possess firearms.

**DEPARTMENT OF CORRECTIONS**  
**INQUIRY TO ALL EMPLOYEES WHO MAY RECEIVE OR POSSESS FIREARMS ON-DUTY**  
**REGARDING THE FEDERAL GUN CONTROL ACT OF 1968**

1. Have you ever been convicted of a misdemeanor crime of domestic violence as described on the reverse of this form?

Initial                      YES: \_\_\_\_\_                      NO: \_\_\_\_\_

2. If you answered YES to the first question, has the conviction been expunged, set aside or pardoned?

Initial                      YES: \_\_\_\_\_                      NO: \_\_\_\_\_

3. If you answered YES to the first question, to the extent available, provide the following information with respect to the conviction:

a) Crime(s) of Conviction: \_\_\_\_\_

b) Date of Conviction(s): \_\_\_\_\_

c) City/County/State of Conviction(s): \_\_\_\_\_

d) Court where Conviction(s) Occurred: \_\_\_\_\_

e) Court Docket Number(s): \_\_\_\_\_

By my initials below, I certify I have received and reviewed the information in DOC Policy 20.1.4 and the information on the reverse of this form related to compliance with the Federal Gun Control Act of 1968.                      \_\_\_\_\_ Initial

By my signature below, I hereby certify that all of the information provided by me is true, complete, and accurate. I understand that submitting false information on this self-certification form could result in disciplinary action against me, up to and including discharge from employment.

Institution or Other Work Location: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_