



OHIO MILITARY RESERVE

400.00

Standing Operating Procedure

PROCESSING OF POLICE RECORD CHECK (DD 369)

Headquarters, Ohio Military Reserve
Deputy Chief of Staff, Intelligence (G2)
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43402-2921

01 February 1998

OHIO MILITARY RESERVE
Deputy Chief of Staff, Intelligence and Security (G-2)
1000 Lawrence Road, Camp Perry Training Site
Port Clinton, Ohio 43402-2921

OHMR-G2

01 Feb 98

MEMORANDUM FOR See Distribution

SUBJECT: Processing of Police Record Check, DD-369, SOP 400.00

1. REFERENCES

OHMR-R 601-2

2. GENERAL

This SOP explains the processing, handling and distribution of the Police Record Check, Form DD-369.

3. PURPOSE

This SOP provides a clear understanding of the handling process regarding the DD-369 and to provide standards and responsibility for its completion.

4. SCOPE

This SOP applies to all commands under the control of the OHMR.

5. RESPONSIBILITY

The Intelligence and Security officer at each level will be responsible for the implementation and administration of this SOP.

6. PROCEDURE

a. The DD-369 will be completed and signed as directed on the form by all new personnel at the time of enlistment.

b. The S-2 may direct that a new DD-369 be completed by any individual at any time if he has reasonable cause to think there has been a significant change in status or if dictated by operational requirements.

7. PROCESSING

a. At the time of enlistment, a photocopy of the completed but unprocessed DD-369 will be placed in the enlistment papers/201 file and the original DD-369 will immediately be forwarded to the Brigade S-2.

b. The Brigade S-2 will develop and maintain a relationship with a local police department who will process the DD-369s for that unit. Only the Brigade S-2 has the authority to submit a DD-369 to the police and request that it be processed. He will submit it within one week of the date of receipt.

c. Upon return of the record check from the police department, it will be immediately forwarded to the Bn S-2. The Bn S-2 will review the record sheet (if any) for significant items. Patterns or repeated crimes, indications of drug or alcohol abuse or felonies will be brought to the attention of the battalion commander for disposition as directed in OHMR-R 601-2.

d. Contents of the record sheet will be considered confidential information and will only be shared on a strict need-to-know basis. Generally, this will be restricted to the battalion commander, unit commanders and the command sergeant major or other appropriate personnel.

8. DISTRIBUTION

- a. The original DD-369, after processing by the police department, along with its record sheet, will be retained by the Bn S-2 and stored in a secure file.
- b. One photocopy of the processed DD-369, without its record sheet, will be forwarded to OHMR-G1 for insertion into the individual's MPRJ (201 file) at Corps level.
- c. One photocopy of the processed DD-369, without its record sheet, will be forwarded to the holder of the individual's local MPRJ file for insertion.
- d. One photocopy of the processed DD-369, without its record sheet, will be forwarded to the Bde S-2.
- e. In the event that an individual is disqualified for enlistment due to the findings of the record check, the original DD-369 and the record sheet will be given to the individual and no copies will be retained.

9. MISCELLANEOUS

- a. Enlistments handled directly at brigade level will be handled in the same manner by the brigade S-2 with the exception there will be no need to forward the completed DD-369 to a lower echelon.
- b. Enlistments handled directly at corps level will be handled in the same manner by the G-2 with the exception that there will be no need to forward information to other other echelons.



CHARLES S. ROWELL, JR.
Colonel, GS, OHMR
Deputy Chief of Staff, G-2

DISTRIBUTION:
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Chief, Mil Pers, G-1
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Chief, Proc, G-4

OHMR-G2

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Chief, Maint, G-4

OHMR-SJA

OHMR-EEO

OHMR-G5

Cdr, HHD

Cdr, Med Det

Cdr, 1st Bde

Cdr, 2d Bde

Cdr, 4th Bde

Cdr, 5th Bde

All Bn Cdrs (thru Bde Cdrs)