



## JOHNSTON POLICE DEPARTMENT

*Chief of Police, Richard S. Tamburini*

### **COVID-19 Procedure for Fingerprinting**

If you require fingerprints for BCI/National Background Check purposes, please make contact with Ms. Michelle DiPetrillo our BCI Clerk at 757-3148. Ms. DiPetrillo will go over the procedure with you on the phone to ensure our safety and ensure standards are met.

This service is being provided only to residents of the Town of Johnston that need these checks and walk-ins will not be accepted.

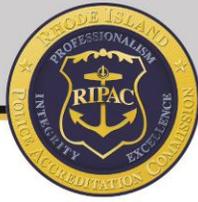
- Do not arrive early for your appointment.
- You must wait in your vehicle until your appointment time and then contact Ms. DiPetrillo by telephone at 757-3148.
- Ms. DiPetrillo will respond outside and escort you into police headquarters
- You must have a face mask on all time.
- You are required to bring your own pen to fill out all paperwork and sign your name.

If you have any of the signs or symptoms of COVID-19 please call and reschedule your appointment:

- Fever of 100.4 or higher
- Cough
- Chills
- Runny/Stuffy nose
- Shortness of breath
- Exposed to an individual with COVID-19
- Sore throat

Ms. DiPetrillo will clean and disinfect all fingerprinting equipment after each applicant and will also be wearing a mask and gloves to ensure everyone's welfare.

***\*The Johnston Police reserves the right to reschedule or refuse this service at any time, especially when Ms. DiPetrillo feels it is unsafe to complete the fingerprinting process.***



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