

ORDINANCE NO. 489-2009

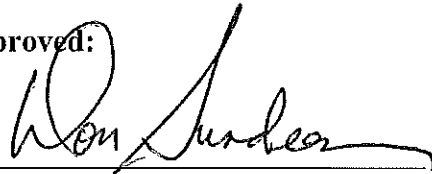
**AN ORDINANCE RELATING TO CRIMINAL HISTORY RECORDS AND
AMENDING THE DUNDEE MUNICIPAL CODE.**

THE CITY OF DUNDEE DOES ORDAIN AS FOLLOWS:

A new Chapter – 2.28 - is hereby adopted and added to the Dundee Municipal Code, which is to read as set out in Exhibit “A” attached hereto.

ADOPTED by the Council this 1st day of December, 2009.

Approved:



Don Sundeen
Mayor

Attest:


Rob Daykin
City Administrator/Recorder

Chapter 2.28

CRIMINAL HISTORY RECORDS

2.28.010 Authorization for criminal information check required.

2.28.020 Record check performed – Results reported.

2.28.030 Retention of criminal history records.

2.28.010 Authorization for criminal information check required.

Applicants for City employment, licenses issued under DMC Chapter 5.08, licenses issued under DMC Chapter 5.12 liquor licenses, certain contracted vendors and certain appointed volunteers working with the City, will be required, through the application process, to authorize the City to conduct a criminal offender history check through the OSP LEADS system.

2.28.020 Record check performed--Results reported.

A member of the Newberg-Dundee Police Department trained and authorized to perform criminal history checks through the LEADS system will conduct the check on the prospective applicant, vendor or volunteer and orally report to the appropriate City department that the record indicates "no criminal record" or "criminal record." If the record is reported as "criminal record," the City will, under OAR 257-010-0025, request a written criminal history report from the OSP Identification Services Section. The Newberg-Dundee Police Department will make the results of the criminal history check available to the appropriate official for his or her consideration in making the selection or for approving the application.

2.28.030 Retention of criminal history records.

The written criminal history record on persons that are not hired or appointed as a volunteer, or whose application for a City license has been denied, will be retained in accordance with the requirements of OAR 166-200-0090 for a period of three years and thereafter will be destroyed. The criminal history record of applicants and volunteers with a criminal history that are hired or appointed will become a part of the confidential personnel files of that employee or volunteer and will be kept in accordance with the City's record retention schedule. Access to confidential personnel files is limited to only authorized persons who have an official need to access such files that is sanctioned by law or regulation.