

**ORDINANCE NO. 1476**

**AN ORDINANCE ESTABLISHING CRIMINAL HISTORY RECORD CHECK POLICIES CONCERNING APPLICANTS FOR EMPLOYMENT, APPOINTED VOLUNTEERS, CONTRACTORS AND THOSE EMPLOYED BY CONTRACTORS WITH THE CITY; AND REPEALING ORDINANCE 1224**

**WHEREAS**, the City Council adopted Ordinance 1224 on October 18, 2006 which required criminal history record checks on all City volunteers and prospective City employees; and

**WHEREAS**, the City has a duty to maintain integrity, security, and protocol compliance when accessing FBI Criminal Justice Information (CJI) and any system connected to FBI CJI; and

**WHEREAS**, when such information is required to perform necessary business practices, the City is responsible for its correct use and dissemination; and

**WHEREAS**, for the purpose of meeting Federal and State guidelines, Ordinance 1224 is being repealed to ensure compliance; and

**WHEREAS**, The Canby Police Department will serve as the point-of-contact for the City of Canby for matters relating to the access and distribution of criminal justice information; and

**WHEREAS**, ORS 181.555(1) AND OAR 257-010-0025(1)(b) establish procedures for access to criminal conviction record information possessed by the Oregon State Police (OSP) through the Law Enforcement Data System (LEDS); and

**WHEREAS**, OAR 257-0015-0060(2)(a) allows agencies authorized by OSP to access Computerized Criminal History records via LEDS; and

**WHEREAS**, pursuant to OAR 257-010-015(11) the Canby Police Department is a criminal justice agency authorized to access Oregon State Police computerized criminal history information via the Law Enforcement Data System(LEDS); and

**WHEREAS**, the City Council finds it in the City's best interest both financially and for efficiency of time to have the City Police department complete criminal and driving history record checks for finalists for positions in all departments at the City, volunteers, contractors and employees of contractors with the City; and

**WHEREAS**, it is in the City's best interest to review criminal history information for all City volunteers and prospective employees to ensure that said volunteers and prospective employees have not committed crimes that pose a threat to the public or its resources; and

**WHEREAS**, the City Council finds that in order to proceed in accomplishing the Ordinance 1476

above the City Council must adopt an Ordinance directing the Police department to do this per the State Law Enforcement Data System (LEDS regulations).

**NOW, THEREFORE, THE CITY OF CANBY ORDAINS AS FOLLOWS:**

Section 1. Citizens employed or volunteering for the City of Canby will have a criminal history check conducted by the Police department through the Law Enforcement Data System (LEDS) to ensure selected individuals have the highest degree of citizen trust and confidence.

Section 2. All proceedings pursuant to this Ordinance shall be conducted in accordance with ORS 181.555 and OAR 257-010-025 which establishes procedures for access to criminal record information possessed by the Oregon State Police (OSP) through the Law Enforcement Data System (LEDS).

Section 3. Ordinance 1224 is hereby repealed.

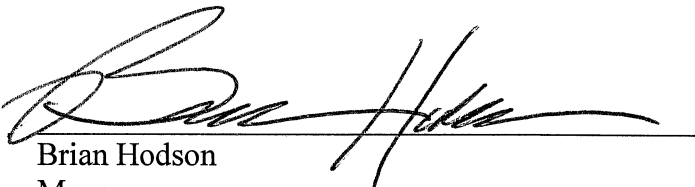
**SUBMITTED** to the Canby City Council and read the first time at a regular meeting therefore on Wednesday, May 2, 2018; ordered posted as required by the Canby City Charter; and scheduled for second reading on Wednesday, May 16, 2018, commencing at the hour of 7:30 PM in the Council Chambers located at 222 NE 2<sup>nd</sup> Avenue, 1<sup>st</sup> Floor Canby, Oregon.

  
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Kimberly Scheafer, MMC  
City Recorder

**PASSED** on second and final reading by the Canby City Council at a regular meeting thereof on the 16<sup>th</sup> day of May by the following vote:

YEAS 5

NAYS 0

  
\_\_\_\_\_  
Brian Hodson  
Mayor

**ATTEST:**

  
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Kimberly Scheafer, MMC  
City Recorder