

ORDINANCE NO. 20- 04

THE ADDITION OF CITY CODE 7.101 RELATING TO CRIMINAL HISTORY RECORDS CHECK POLICIES FOR CITIZEN RIDE ALONGS OR OBSERVER APPLICANTS FOR POLICE, FIRE AND DISPATCH

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

CRIMINAL HISTORY RECORD CHECK POLICIES

7.100 All liquor license applicants, applicants for employment and appointed volunteers with the City will be required to authorize the City to conduct a criminal offender information check through the Oregon State Police (OSP) Law Enforcement Data System (LEDS).

7.101 All citizen ride-along or observer applicants for Police, Fire, or Dispatch will be required to authorize the City to conduct a criminal offender information check through the OSP LEDS system and sign a liability waiver form.

7.102 Employees and fire service professionals engaged by Astoria 9-1-1 Rural Fire Department Subscribers will be required to authorize the City to conduct a criminal offender information check through OSP LEDS.

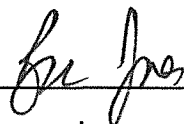
7.105 The Emergency Communications Manager of the Police Department shall conduct these records checks and orally report to the City Manager's Office, Human Resources Section, whether the applicant's record indicates "no criminal record," or "criminal record." If the applicant's record is reported as "criminal record," the City will, under OAR 257-010-0025, request a written criminal history report from the OSP Identification Services Section. The City Manager's Office, Human Resources Section, will make the written criminal history record available to the appropriate official for his or her consideration in making the selection.

7.110 Written criminal history records on persons who are not hired or appointed as volunteers will be retained in accordance with the requirements of OAR 166-200-0090 for a period of three years and thereafter destroyed. The criminal history record of applicants and volunteers with a criminal history that are hired or appointed will become part of the personnel files of that employee or volunteer and only released according to law."

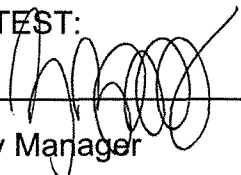
Section 3. Effective Date. This ordinance shall become effective 30 days after its adoption.

ADOPTED BY THE CITY COUNCIL THIS 6th DAY OF APRIL 2020.

APPROVED BY THE MAYOR THIS 6th DAY OF APRIL 2020.



Mayor Jones

ATTEST:


City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Brownson	X		
Herman	X		
Rocka	X		
West	X		
Mayor Jones	X		