

Chapter 1.50  
CRIMINAL HISTORY RECORD POLICIES

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1.50.010     Applicant for Employment or Volunteers.

All applicants for employment and appointed volunteers with North Plains will be required to authorize the City to conduct a criminal offender information check through the Oregon State Police Law Enforcement Data System.

1.50.020     Maintenance of Criminal History Authorization.

The criminal history authorization form will be maintained by the North Plains City Recorder who will request that the check be conducted by the Police Department.

1.50.030     Authorization to Perform.

A member of the Police Department trained and authorized to perform criminal history checks through LEDS will conduct the check on the prospective employee or volunteer and orally report to the City Recorder that the applicant's record indicates "no criminal record" or "criminal record". If the applicant's record is reported as "criminal record", the City Recorder will, under OAR 257-10-025(1)(c), request a written criminal history report from the OSP Identification Services Section and pay the applicable fee for this service. The city Recorder will make the written criminal history record available to the employment or volunteer selecting official for his/her consideration in making the selection.

1.50.040     Disposition of Criminal History.

The written criminal history record on persons who are not hired or appointed as a volunteer will be retained in accordance with the requirements of OAR 166-40-080 for a period of three years and will thereafter be destroyed by shredding. The criminal history record of those applicants and/or volunteers with a criminal history who are hired or appointed will become a part of the confidential personnel file of that employee or volunteer. Access to confidential personnel files is limited to only authorized persons who have an official need, sanctioned by law or regulation, to access such files.

1.50.050      Evaluating Results.

Applicants for employment or appointment as a volunteer who have a felony criminal history, or a history of conviction of a misdemeanor involving moral turpitude or theft, will be closely examined by selecting officials to determine if the applicant possesses the required degree of citizen and public trust and confidence. Each employment or volunteer selection will, however, be made on an individual, case-by-case basis, taking into account the applicant's qualifications, the requirements of the particular job or volunteer post for which applied, and the results of the criminal history check. Factors such as the age of an offender at the time of the offense, the type of offense and subsequent rehabilitation, and the public sensitivity of the position under consideration, must be taken into account in evaluating a criminal history report.

1.50.060      City Manager Final Approval.

The hiring or appointing of a volunteer with a criminal history record will require a positive recommendation by the selecting official, and the approval of the City Manager after full disclosure and consideration of both the criminal history and the applicant.

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