

Chapter 34. Criminal History and Motor Vehicle Checks

Section

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§ 34.01 CRIMINAL HISTORY AND DRIVERS' HISTORIES CHECKS FOR TOWN EMPLOYEES.

In order to protect the citizens of the Town of Matthews (Town) and their properties, the provisions of this ordinance are established to provide for fingerprinting and completion of criminal history and drivers' license checks on all prospective employees and volunteers of the Town. Subject to the provisions of this ordinance, employment or acceptance for volunteer service with the Town may be denied with respect to those persons convicted of crimes against a person, crimes against property where intent is an element, a drug or gambling offense, or certain motor vehicle offenses.

§34.02 PROCEDURES FOR CHECK AND REQUIREMENTS OF APPLICANTS.

The Chief of Police (Chief), or his/her designee, shall conduct a criminal history and motor vehicle operator's license investigation for a part time, full time or volunteer position with the Town. It shall be a precondition of employment that an applicant, upon request, provide necessary personal identification including social security and driver's license number so that the Chief may cause for a thorough search to be made of local and state criminal records to determine whether the applicant has a history of criminal convictions for the above-named offenses by use of the networks of the State Bureau of Investigations, Division of Criminal Information (DCI).

An evaluation of any offense of the purposes of employment will take into account the nature and the circumstances of the offense and the time of the offense as they relate to the essential job functions for the position applied.

No action to deny employment will be taken until the Chief confirms the identity of the applicant through fingerprints submitted through the State Bureau of Investigation or a certified true copy of the public record is obtained.

§34.03 DISSEMINATION OR RELEASE OF INFORMATION.

The Chief may provide the findings made by the use of the DCI network to the Town Manager, or his/her designee, provided that all necessary agreements with the State Bureau of Investigations have been executed.

(Ord. No. 1449, passed 9-12-05)