

1.22 CRIMINAL RECORD CHECKS

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DOUGLAS DOES ORDAIN AS FOLLOWS:

SECTION I. PURPOSE

The purpose of this Ordinance is to allow the Douglas County Personnel Department to utilize the Douglas County Sheriff's Department to obtain criminal background checks on applicants for employment with Douglas County or current employees through its computerized records access and also to insure that all information obtained through the national crime information computer system is utilized only for official purposes by Douglas County employees.

SECTION II. AUTHORIZATION

- (A) The Douglas County Sheriff's Department is specifically authorized to obtain and disclose criminal record information obtained through the national crime information system to the Douglas County Administrative Coordinator or Assistant upon request.
- (B) Requests for criminal background checks may only be made for those individuals who have filed employment applications with Douglas County or for current employees and said information may only be utilized to evaluate the fitness and qualifications of those individuals to perform the duties of the position applied for or held and may not be utilized or disclosed by the Administrative Coordinator or any other employee of the Douglas County Personnel Department for other than official purposes.

SECTION III. NONDISCRIMINATION

No provision of this Ordinance is to be construed or applied in such a way as to constitute employment discrimination on the basis of an arrest or conviction record under Section 111.335 of the Wisconsin Statutes, or its successors, subject to the exceptions specifically delineated by that statute or as otherwise allowed by Wisconsin law.

SECTION IV. EFFECTIVE DATE

This Ordinance shall take effect immediately upon passage and publication.

Dated this 17th day of September, 1998.

Amendment: August 19, 1999