



**MECKLENBURG COUNTY ORDINANCE  
AUTHORIZING THE SHERIFF'S OFFICE TO CONDUCT CRIMINAL  
HISTORY AND MOTOR VEHICLE RECORD CHECKS FOR  
CERTAIN COUNTY APPLICANTS AND EMPLOYEES**

In order to protect the citizens of Mecklenburg County and their properties, the provisions of this ordinance are established to provide for fingerprinting, criminal history and motor vehicle record checks on applicants for certain positions in Mecklenburg County government. The positions shall be those, which involve the handling of funds, direct client care, or are designated as safety sensitive. Subject to the provisions of this ordinance, employment with Mecklenburg County government shall be denied with respect to the above positions for those persons convicted of any crime against a person, crimes against property where intent is an element, any drug or gambling related offense, or any motor vehicle offense, which would relate to the applicable position.

I. The Director of Human Resources, or designee, shall conduct an investigation of any final candidate for a part time or full time position with Mecklenburg County government which involves the handling of funds, direct client care, or is designated as safety sensitive. It shall be a precondition of employment that an applicant for any of these positions shall, upon request, provide fingerprints and all other necessary personal identification including a birth certificate, social security number and drivers license, if available, so that the Mecklenburg County Sheriff, or designee, may cause 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 offenses named above by use of the networks of the State Bureau of Investigation, Division of Criminal Information (DCI)

II. The Mecklenburg County Sheriff, or designee, shall provide the findings made by the use of the DCI Network to the Mecklenburg County human Resources Director, or designee, provided that all necessary agreements with the State Bureau of Investigation has been executed.

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

IV. No action to deny employment will be taken until the Mecklenburg County Sheriff, or designee, confirms the identity of the applicant by a match of the applicant's fingerprints to the State Bureau of Investigation or a Certified True Copy of the public record document is retrieved from the Clerk of Superior County.

V. Adopted this the 15<sup>th</sup> day of June, 2004