

ORDINANCE 194

STILLWATER TOWNSHIP  
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE AMENDING ORDINANCE 149 REGARDING  
EMPLOYMENT BACKGROUND CHECKS

THE BOARD OF SUPERVISORS OF THE TOWN OF STILLWATER ORDAINS:

**SECTION 1.** Stillwater Township Ordinance No. 149 Section 1.2, is hereby amended to read in its entirety as follows:

- 1.2 CRIMINAL HISTORY EMPLOYMENT BACKGROUND INVESTIGATIONS:  
The Stillwater Township Community Service Department is hereby required, as the exclusive entity within the Township, to do a criminal history background investigation on the applicants for the following positions within the Town, unless the Town's hiring authority concludes that a background investigation is not needed:

All regular part-time or full-time employees of Stillwater Township, and all other positions that work with children or vulnerable adults.

In conducting the criminal history background investigation in order to screen employment applicants, the Community Service Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained at the Town Hall under the care and custody of the Community Service Department or his or her designee. A summary of the results of the Computerized Criminal History data may be released by the Community Service Department to the hiring authority, including the Town Board, the Town Clerk, or other Town staff involved in the hiring process.

Before the investigation is undertaken, the applicant must authorize the Community Service Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minn. Stat. Chap. 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the Township will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor

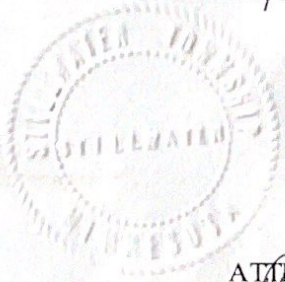


with a jail sentence. If the Township rejects the applicant's request on this basis, the Township shall notify the applicant in writing of the following:

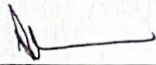
- A. The grounds and reasons for the denial.
- B. The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06.
- C. The earliest date the applicant may reapply for employment.
- D. That all competent evidence of rehabilitation will be considered upon reapplication.

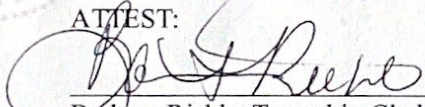
**SECTION 2.** This Ordinance shall be effective immediately upon its passage and publication.

**ADOPTED** by the Board of Supervisors of Stillwater Township this 9<sup>th</sup> day of Sept, 2021.



**STILLWATER TOWNSHIP**

BY:   
Sheila-Marie Untiedt, Chair

ATTEST:  
  
Barbara Riehle, Township Clerk