

TO: Members of the County Council  
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
Jennifer George, Assistant Director of Administration  
Rory O'Sullivan, County Counselor

FROM: Samantha Shadrach, Director of Human Resources

DATE: October 6, 2021

SUBJECT: Ordinance Regarding Criminal History Record Information of Applicants  
for specified positions within County Government

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Passage of this ordinance will assist the County in qualifying for access to the FBI Criminal Record Information. This ordinance requires that current employees, prospective employees and volunteers working in specified positions be fingerprinted by the St. Charles county Police Department or a designated agency for submission to the Missouri State Highway Patrol, Criminal Justice Information Services (CJIS) Division for the purposes of conducting a state and federal criminal records check.

Law enforcement departments will continue to run the backgrounds checks they are required to conduct for applicants and employees pursuant to state and federal law. Human Resources will continue to run a state open records check only on all other applicants not in a law enforcement department and not in one of the categories above.

The intent is to guarantee the safety of County citizens and responsible stewardship of County funds and information and to gain further access to federal criminal history databases to ensure a thorough background check is completed.

Please let me know if you have any questions or if I can be of further assistance.