

TITLE III: ADMINISTRATION

Chapter

32. CITY POLICIES

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GENERAL PROVISIONS**§ 32.01 FUNDS.**

The Council shall establish such funds as it deems necessary for the accurate and efficient accounting of City funds.

§ 32.02 PERSONNEL.

(A) *Residency requirements.* The Council may, by resolution, designate those employees or classes of employees, including volunteers, who must reside within a prescribed and reasonable area or, in the alternative, the Council may similarly impose a response time residency requirement. Any residency requirement imposed under this Division must be:

- (1) In accordance with a demonstrated job-related necessity; and
- (2) Established without regard to political subdivision boundaries.

(B) *Additional rules.* The Council may, by resolution, establish additional personnel rules setting forth the rights, duties, and responsibilities of employees. The rules may from time to time be amended.

§ 32.03 MUNICIPAL ELECTIONS.

(A) *Timing.* The City shall have municipal elections on the first Tuesday after the first Monday in November of each even-numbered year beginning in the year 2000.

(B) *Transition.* To accomplish even-numbered year municipal elections, the City adopts the following municipal election plan:

(1) November 4, 1997, municipal election: The Mayor, Second Ward Alderman, Fourth Ward Alderman, and Alderman at large (Schmalz position) shall be elected to three year terms.

(2) November 3, 1998, municipal election: There shall be no municipal election.

(3) November 2, 1999, municipal election: The First Ward Alderman, Third Ward Alderman, Fifth Ward Alderman, and Alderman at large (Heinrichs position) shall be elected to three year terms.

(4) November 7, 2000, municipal election: The Mayor shall be elected to a two year term and thereafter to two year terms. The Second Ward, Fourth Ward, and Alderman at large (Schmalz position) shall be elected to four year terms and thereafter to four year terms.

(5) November 6, 2001, municipal election: There shall be no municipal election.

(6) November 5, 2002, municipal election: The Mayor shall be elected to a two-year term and thereafter to two year terms. The First Ward Alderman, Third Ward Alderman, Fifth Ward Alderman, and Alderman at large (Heinrichs position) shall be elected to four year terms and thereafter to four year terms.

§ 32.04 PERSONS WHO MAY NOT PURCHASE; EXCEPTION.

(A) No employee of the City who is a Division Head, Department Head, Supervisor, member of the Council or an advisor serving the City in a professional capacity may be a purchaser of property under this Section. Other City employees may be purchasers if they are not directly involved in the sale, if they are the highest responsible bidder and if at least one week's published or posted notice of the sale is given.

(B) It is unlawful for any person to be a purchaser of property under this Section if the purchase is prohibited by the terms of this Section.

ABANDONED VEHICLES

§ 32.15 FINDINGS AND PURPOSE.

M.S. Ch. 168B, as may be amended from time to time, is hereby adopted by reference. Sections 32.15 through 32.25 of this Code are adopted under the authority of M.S. § 168B.09, Subd. 2, as it may be amended from time to time. If any of these provisions are less stringent than the provisions of M.S. Ch. 168B, as it may be amended from time to time, the statute or rule shall take precedence.

§ 32.16 DEFINITIONS.

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(A) *ABANDONED VEHICLE.*

(1) A motor vehicle, as defined in M.S. § 169.01 as it may be amended from time to time, that:

(a) Has remained illegally:

1. For a period of more than 48 hours on any property owned or controlled by a unit of government, or more than four hours on that property when it is properly posted; or

2. On private property for a period of time, as determined under § 32.18(B), without the consent of the person in control of the property; and

(b) Lacks vital component parts or is in an inoperable condition that it has no substantial potential for further use consistent with its usual functions, unless it is kept in an enclosed garage or storage building.

(2) A classic car or pioneer car, as defined in M.S. § 168.10 as it may be amended from time to time, is not considered an abandoned vehicle.

(3) Vehicles on the premises of junk yards and automobile graveyards that are defined, maintained, and licensed in accordance with M.S. § 161.242 as it may be amended from time to time, or that are licensed and maintained in accordance with local laws and zoning regulations, are not considered abandoned vehicles.

(4) A vehicle being held for storage by agreement or being held under police authority or pursuant to a writ or court order is not considered abandoned, nor may it be processed as abandoned while the police hold, writ or court order is in effect.

(B) **DEPARTMENT.** The Minnesota Department of Public Safety.

(C) **IMPOUND.** To take and hold a vehicle in legal custody. There are two types of impounds: public and nonpublic.

(D) **IMPOUND LOT OPERATOR** or **OPERATOR.** A person who engages in impounding or storing, usually temporarily, unauthorized or abandoned vehicles. **OPERATOR** includes an operator of a public or nonpublic impound lot, regardless of whether tow truck service is provided.

(E) **JUNK VEHICLE.** A vehicle that:

(1) Is three years old or older;

(2) Is extensively damaged, with the damage including things as broken or missing wheels, motor, drive train or transmission;

(3) Is apparently inoperable;

(4) Does not have a valid, current registration plate; and

(5) Has an approximate fair market value equal only to the approximate value of the scrap in it.

(F) **MOTOR VEHICLE** or **VEHICLE.** Has the meaning given “motor vehicle” in M.S. § 169.01, as it may be amended from time to time.

(G) MOTOR VEHICLE WASTE. Solid waste and liquid wastes derived in the operation of or in the recycling of a motor vehicle, including such things as tires and used motor oil, but excluding scrap metal.

(H) MPCA or AGENCY. The Minnesota Pollution Control Agency.

(I) NONPUBLIC IMPOUND LOT. An impound lot that is not a public impound lot.

(J) PUBLIC IMPOUND LOT. An impound lot owned by or contracting with a unit of government under § 32.24.

(K) UNAUTHORIZED VEHICLE. A vehicle that is subject to removal and impoundment pursuant to § 32.18(B), or M.S. § 169.041 as it may be amended from time to time, but is not a junk vehicle or an abandoned vehicle.

(L) UNIT OF GOVERNMENT. Includes a state department or agency, a special purpose district, and a county, statutory or home rule charter city, or town.

(M) VITAL COMPONENT PARTS. Those parts of a motor vehicle that are essential to the mechanical functioning of the vehicle, including such things as the motor, drive train, and wheels.

§ 32.17 VIOLATION TO ABANDON MOTOR VEHICLE.

Any person who abandons a motor vehicle on any public or private property, without the consent of the person in control of the property, is guilty of a misdemeanor.

§ 32.18 AUTHORITY TO IMPOUND VEHICLES.

(A) Abandoned or junk vehicles. The City Administrator or the City Administrator's designee, or any peace officer employed or whose services are contracted for by the City may take into custody and impound any abandoned or junk vehicle.

(B) Unauthorized vehicles. The City Administrator, or the City Administrator's designee, or any peace officer employed or whose services are contracted for by the City may take into custody and impound any unauthorized vehicle under M.S. § 169.041 as it may be amended from time to time. A vehicle may also be impounded after it has been left unattended in one of the following public or private locations for the indicated period of time:

(1) In a public location not governed by M.S. § 169.041 as it may be amended from time to time:

(a) On a highway and properly tagged by a peace officer, four hours;

(b) Located so as to constitute an accident or traffic hazard to the traveling public, as determined by a peace officer, immediately; or

(c) That is a parking facility or other public property owned or controlled by a unit of government, properly posted, four hours; or

(2) On private property:

(a) That is single-family or duplex residential property, immediately;

(b) That is private, nonresidential property, properly posted, immediately;

(c) That is private, nonresidential property, not posted, 24 hours; or

(d) That is any residential property, properly posted, immediately.

§ 32.19 SALE; WAITING PERIODS.

(A) *Sale after 15 days.* An impounded vehicle is eligible for disposal or sale under § 32.23, 15 days after notice to the owner, if the vehicle is determined to be:

(1) A junk vehicle, except that it may have a valid, current registration plate and still be eligible for disposal or sale under this subdivision; or

(2) An abandoned vehicle.

(B) *Sale after 45 days.* An impounded vehicle is eligible for disposal or sale under § 32.23, 45 days after notice to the owner, if the vehicle is determined to be an unauthorized vehicle.

§ 32.20 NOTICE OF TAKING AND SALE.

(A) *Contents; notice given within five days.* When an impounded vehicle is taken into custody, the City or impound lot operator taking it into custody shall give notice of the taking within five days. The notice shall:

(1) Set forth the date and place of the taking; the year, make, model, and serial number of the impounded motor vehicle if the information can be reasonably obtained; and the place where the vehicle is being held;

(2) Inform the owner and any lienholders of their right to reclaim the vehicle under § 32.21; and

(3) State that failure of the owner or lienholders to exercise their right to reclaim the vehicle and contents within the appropriate time allowed under § 32.19 shall be deemed a waiver by them of all right, title and interest in the vehicle and contents and a consent to the transfer of title to and disposal or sale of the vehicle and contents pursuant to § 32.23.

(B) *Notice by mail or publication.* The notice shall be sent by mail to the registered owner, if any, of an impounded vehicle and to all readily identifiable lienholders of record. The Department makes this information available to impound lot operators for notification purposes. If it is impossible to determine with reasonable certainty the identity and address of the registered owner and all lienholders, the notice shall be published once in a newspaper of general circulation in the area where the motor vehicle was towed from or abandoned. Published notices may be grouped together for convenience and economy.

(C) *Unauthorized vehicles; notice.* If an unauthorized vehicle remains unclaimed after 30 days from the date the notice was sent under Division (B) of this Section, a second notice shall be sent by certified mail, return receipt requested, to the registered owner, if any, of the unauthorized vehicle and to all readily identifiable lienholders of record.

§ 32.21 RIGHT TO RECLAIM.

(A) *Payment of charges.* The owner or any lienholder of an impounded vehicle shall have a right to reclaim the vehicle from the City or impound lot operator taking it into custody upon payment of all towing and storage charges resulting from taking the vehicle into custody within 15 or 45 days, as applicable under § 32.19, after the date of the notice required by § 32.20. Storage charges for the City impound lot shall be established by the Council by resolution, which may be changed from time to time by resolution.

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(B) *Lienholders.* Nothing in this Chapter shall be construed to impair any lien of a garagekeeper under the laws of this state, or the right of a lienholder to foreclose. For the purposes of this Section, *GARAGEKEEPER* is an operator of a parking place or establishment, an operator of a motor vehicle storage facility, or an operator of an establishment for the servicing, repair or maintenance of motor vehicles.

§ 32.22 OPERATOR'S DEFICIENCY CLAIM; CONSENT TO SALE.

(A) *Deficiency claim.* The nonpublic impound lot operator has a deficiency claim against the registered owner of the vehicle for the reasonable costs of services provided in the towing, storage and inspection of the vehicle minus the proceeds of the sale or auction. The claim for storage costs may not exceed the costs of:

- (1) 25 days storage for a vehicle described in § 32.19(A); and
- (2) 55 days storage for a vehicle described in § 32.19(B).

(B) *Implied consent to sale.* A registered owner who fails to claim the impounded vehicle within the applicable time period allowed under § 32.19 is deemed to waive any right to reclaim the vehicle and consents to the disposal or sale of the vehicle and its contents and transfer of title.

§ 32.23 DISPOSITION BY IMPOUND LOT.

(A) *Auction or sale.*

(1) If an abandoned or unauthorized vehicle and contents taken into custody by the City or any impound lot is not reclaimed under § 32.21, it may be disposed of or sold at auction or sale when eligible pursuant to §§ 32.20 and 32.21.

(2) The purchaser shall be given a receipt in a form prescribed by the Registrar of Motor Vehicles which shall be sufficient title to dispose of the vehicle. The receipt shall also entitle the purchaser to register the vehicle and receive a certificate of title, free and clear of all liens and claims of ownership. Before a vehicle is issued a new certificate of title, it must receive a motor vehicle safety check.

(B) *Unsold vehicles.* Abandoned or junk vehicles not sold by the City or public impound lots pursuant to Division (A) of this Section shall be disposed of in accordance with § 32.24.

(C) *Sale proceeds; public entities.* From the proceeds of a sale under this Section by the City or public impound lot of an abandoned or unauthorized motor vehicle, the City shall reimburse itself for the cost of towing, preserving and storing the vehicle, and all administrative, notice and publication costs incurred in handling the vehicle pursuant to this Chapter. Any remainder from the proceeds of a sale shall be held for the owner of the vehicle or entitled lienholder for 90 days and then shall be deposited in the treasury of the City.

(D) *Sale proceeds; nonpublic impound lots.* The operator of a nonpublic impound lot may retain any proceeds derived from a sale conducted under the authority of Division (A) of this Section. The operator may retain all proceeds from sale of any personal belongings and contents in the vehicle that were not claimed by the owner or the owner's agent before the sale, except that any suspected contraband or other items that likely would be subject to forfeiture in a criminal trial must be turned over to the appropriate law enforcement agency.

§ 32.24 DISPOSAL AUTHORITY.

The City may contract with others or may utilize its own equipment and personnel for the inventory of impounded motor vehicles and abandoned scrap metal and may utilize its own equipment and personnel for the collection, storage and transportation of these vehicles and abandoned scrap metal. The City may utilize its own equipment and personnel only for the collection and storage of not more than five abandoned or unauthorized vehicles without advertising for or receiving bids in any 120-day period.

§ 32.25 CONTRACTS; REIMBURSEMENT BY MPCA.

(A) *MPCA review and approval.* If the City proposes to enter into a contract with a person licensed by the MPCA pursuant to this Section or a contract pursuant to § 32.24, the MPCA may review the proposed contract before it is entered into by the City, to determine whether it conforms to the MPCA's plan for solid waste management and is in compliance with MPCA rules. A contract that does so conform may be approved by the MPCA and entered into by the City. Where a contract has been approved, the MPCA may reimburse the City for the costs incurred under the contract that have not been reimbursed under § 32.23. Except as otherwise provided in § 32.24, the MPCA shall not approve any contract that has been entered into without prior notice to and request for bids from all persons duly licensed by the MPCA to be a party to a disposal contract pursuant to M.S. § 116.07, as it may be amended from time to time; does not provide for a full performance bond; or does not provide for total collection and transportation of abandoned motor vehicles, except that the MPCA may approve a contract covering solely collection or transportation of abandoned motor vehicles where the MPCA determines total collection and transportation to be impracticable and where all other requirements herein have been met and the unit of government, after proper notice and request for bids, has not received any bid for total collection and transportation of abandoned motor vehicles.

(B) *The City may perform work.* If the City utilizes its own equipment and personnel pursuant to its authority under § 32.24, and the use of the equipment and personnel conforms to the MPCA's plan for solid waste management and is in compliance with MPCA rules, the City may be reimbursed by the MPCA for reasonable costs incurred which are not reimbursed under § 32.23.

(C) *The City required to contract work.* The MPCA may demand that the City contract for the disposal of abandoned motor vehicles and other scrap metal pursuant to the MPCA's plan for solid waste disposal. If the City fails to contract within 180 days of the demand, the MPCA, through the Department of Administration and on behalf of the City, may contract with any person duly licensed by the MPCA for the disposal.

DISPOSAL OF UNCLAIMED PROPERTY**§ 32.35 DEFINITION.**

For the purpose of this Subchapter, the term *ABANDONED PROPERTY* means tangible or intangible property that has lawfully come into the possession of the City in the course of municipal operations, remains unclaimed by the owner and has been in the possession of the City for at least 60 days and has been declared such by a resolution of the Council.

§ 32.36 PRELIMINARY NOTICE.

If the City Administrator knows the identity and whereabouts of the owner, the City Administrator shall serve written notice upon the owner at least 30 days prior to a declaration of abandonment by the Council. If the City acquired possession from a prior holder, the identity and whereabouts of whom are known by the City Administrator, notice shall also be served upon the prior owner. The notice shall describe the property and state that unless it is claimed and proof of ownership, or entitlement to possession established, the matter of declaring it abandoned property will be brought to the attention of the Council after the expiration of 30 days from the date of the notice.

§ 32.37 NOTICE AND SALE.

Upon adoption of a resolution declaring certain property to be abandoned property, the City Administrator shall publish a notice thereof describing the same, together with the names (if known) and addresses (if known) or prior owners and holders thereof and including a brief description of the property. The text of the notice shall also state the time, place and manner of sale of all such property, except cash and negotiables. The notice shall be published once at least three weeks prior to sale. Sale shall be made to the highest bidder at public auction or sale conducted in the manner directed by the Council in its resolution declaring property abandoned and stated in the notice.

§ 32.38 FUNDS AND CLAIMS THEREON.

All proceeds from the sale shall be paid into the General Fund of the City and expenses thereof paid therefrom. The former owner, if the former owner makes claim within eight months from the date of publication of the notice herein provided, and upon application and satisfactory proof of ownership, may be paid the amount of cash or negotiables or, in the case of property sold, the amount received therefor, less a pro rata share of the expenses of storage, publication of notice, and sale expenses but without interest. The payment shall be also made from the General Fund.

DISPOSAL OF EXCESS PROPERTY**§ 32.50 DECLARATION OF EXCESS PROPERTY AND AUTHORIZING SALE OF PROPERTY.**

The City Administrator may, from time to time, recommend to the Council that certain personal property (chattels) owned by the City is no longer needed for a municipal purpose and should be sold. By action of the Council, the property shall be declared excess, the value estimated, and the City Administrator authorized to dispose of the property in the manner stated herein.

§ 32.51 EXCESS PROPERTY WORTH A TOTAL ESTIMATED VALUE OF LESS THAN \$500.

The City Administrator may sell excess property with a total value of less than \$500 through negotiated basis.

§ 32.52 EXCESS PROPERTY WITH A TOTAL ESTIMATED VALUE OF \$500 OR MORE.

The City Administrator shall offer for public sale, to the highest bidder, excess property worth a total estimated value of \$500 or more. Notice of the public sale shall be given stating the time and place of the sale and generally describing property to be sold at least ten days prior to the date of sale by publication once in the official newspaper. The sale shall be to the person submitting the highest sealed bid or, if the sale is by auction, to the highest bidder. All sales shall be in conformance to the provisions of M.S. § 471.345, as it may be amended from time to time.

§ 32.53 RECEIPTS FROM SALE OF EXCESS PROPERTY.

All receipts from sales of excess property under this Subchapter shall be placed in the General Fund.

BACKGROUND CHECKS**§ 32.60 BACKGROUND CHECKS.**

The purpose of this Chapter is to authorize the City to conduct computerized criminal history and driver's license history inquiries on persons who are finalists for employment positions in the City, who are volunteers in City programs, and who apply for certain licenses. Nothing in this section shall be construed to preclude the City from conducting comprehensive background investigations of applicants for city employment positions and certain licenses, including but not limited to accessing public data through other automated and non-automated sources and contacting references. Nothing in this Section shall also be construed to preclude the City from periodically conducting a driver's license inquiry upon employees or volunteers where possession of a valid driver's license is an essential qualification of the position.

§ 32.61 DEFINITIONS.

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(A) **COMPUTERIZED CRIMINAL HISTORY INQUIRIES.** Criminal histories obtained through the Minnesota Bureau of Criminal Apprehension's computerized criminal history system.

(B) **DRIVER'S LICENSE HISTORY INQUIRIES.** Driver's license violations recorded by the Minnesota Department of Public Safety.

§ 32.62 FINDINGS OF THE CITY COUNCIL.

The City Council of the City of Thief River Falls makes the following findings regarding the need to conduct computerized criminal history and driver's license history inquiries on persons who are finalists for City positions, who are applying to volunteer in City programs, and who are applying for certain licenses, recognizing that the City Council has an interest in protecting the general public in the performance of government services.

(A) Certain City employees and volunteers work independently with and provide public services to vulnerable members of society: children, senior citizens, developmentally disabled individuals, and mentally ill persons. Protection of these vulnerable persons warrants the investigation of persons who are finalists to fill these certain employment positions with the City and who are applying to volunteer in City programs that provide services to these members of the public.

(B) Some City employees work closely with public funds and accounts and are in employment positions that have access to property or assets of the City where losses are difficult to detect or prevent. In order to minimize the risk that the public trust will be violated, computerized criminal history inquiries of those individuals who are finalists to be employed in such positions are necessary.

(C) Certain City employees enter the private homes of City residents on a regular basis in the performance of necessary and worthwhile public services. Computerized criminal history inquiries on persons who are finalists for such positions are deemed necessary to minimize the risk that the personal safety of residents in their homes will be violated.

(D) Certain City employees operate heavy machinery, street maintenance equipment, and/or other City-owned motor vehicles on public right-of-way. In order to minimize the loss of public property and the loss of life in serious traffic accidents, computerized criminal history inquiries and driver's license history inquiries of finalists for such positions are appropriate.

(E) In accordance with the state policy of encouraging the rehabilitation of criminal offenders, the computerized criminal history and driver's license history inquiries prescribed herein shall not be an automatic bar to public employment but rather used in assessing the rehabilitation of the finalist in accordance with Minnesota Statutes, Sections 364.01 to 364.10.

(F) This Chapter cannot guarantee that certain groups or individuals will be protected from the criminal acts of employees or volunteers; rather, its intent is to minimize certain risks in the performance of government services to the general public.

§ 32.63 COMPUTERIZED CRIMINAL HISTORY AND DRIVER'S LICENSE HISTORY INQUIRIES AUTHORIZED.

(A) Applicants for City Employment.

(1) Criminal History Employment Background Investigations. The City Police Division is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following positions within the City, unless the City's hiring authority concludes that a background investigation is not needed:

All regular part-time or full-time employees of the City and other positions that

work with children or vulnerable adults.

In conducting the criminal history background investigation in order to screen employment applicants, the Police Division is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions (BCA) Computerized Criminal History information system in accordance with the BCA policy. Any data that is accessed and acquired shall be maintained at the Police Division under the care and custody of the Chief of Police or the designee of the Chief of Police. A summary of the results of the Computerized Criminal History data may be released by the Police Division to the hiring authority, including the City Council, the City Administrator, or other City staff involved in the hiring process.

Before the investigation is undertaken, the applicant must authorize the Police Division 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 City 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 City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

1. The grounds and reasons for denial;
2. The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06;
3. The earliest date the applicant may reapply for employment; and
4. That all competent evidence of rehabilitation will be considered upon reapplication.

City shall also have the right to obtain driver's license history for the above positions, and this may be through the Police Division or City Administrator's office.

(B) Applicants for City Licenses.

(1). Criminal History License Background Investigations. The City Police Division is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants for the following licenses within the City:

Liquor licenses.

In conducting the criminal history background investigation in order to screen license applicants, the Police Division 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 Police Division under the care and custody of the Chief of Police or the designee of the Chief of Police. A summary of the results of the Computerized Criminal History data may be released by the Police Division to the hiring authority, including the City Council, the City Administrator, or other City staff involved in the hiring process.

Before the investigation is undertaken, the applicant must authorize the Police Division 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 City will not reject an

applicant for license on the basis of the applicant's prior conviction unless the crime is directly related to the license sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicant's request on this basis, the City shall notify the applicant in writing of the following:

1. The grounds and reasons for denial;
2. The applicant complaint and grievance procedure set forth in Minnesota Statutes Section 364.06;
3. The earliest date the applicant may reapply for license; and
4. That all competent evidence of rehabilitation will be considered upon reapplication.

§ 32.64 GOOD FAITH RELIANCE ON RECORD ACCURACY.

The City may in good faith rely on the accuracy of the criminal history information received from federal, state, and county authorities in conducting the computerized criminal history or driver's license history inquiry prescribed herein.

Section 2. City Code Chapter 10 entitled "General Provisions" is hereby adopted in its entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Amended Ordinance No. 29, 3rd Series
Amended Ordinance No. 43, 3rd Series