



RISK MANAGEMENT DIVISION
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MEMORANDUM

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: John Petrelli, CPCU, AIC, ARM

DATE: January 10, 2023

SUBJECT: Approval of Ordinance

The Office of Professional Standards conducts background investigations on new hires within Orange County. Some of these positions are critical to security and public safety and receive heightened criminal screenings to include submitting fingerprints to the Florida Department of Law Enforcement, Florida Department of Children and Families and the Federal Bureau of Investigations.

The Federal Bureau of Investigations recently amended their policies and now requires local governments to have passed an ordinance permitting the fingerprinting of new hires to process the fingerprints through their database.

The County Attorney's Office has drafted the attached proposed ordinance to be in compliance with the Federal Bureau of Investigations requirement.

Action Requested:

Approval of the ordinance relating to criminal history screening for certain County employees, appointees, and contractors.