

**RESOLUTION 08-007**

**A RESOLUTION OF THE CITY OF MEADOWLAKES, TEXAS,  
TO AMEND THE CITY'S PERSONNEL MANUAL TO AUTHORIZE  
CRIMINAL HISTORY BACKGROUND CHECKS FOR HIRING AND  
MAINTAINING CITY EMPLOYMENT.**

*Whereas*, the City Council of the City of Meadowlakes wishes to ensure that the municipality is providing the safest possible facilities and environment for its residents; and

*Whereas*, the City Council of the City of Meadowlakes recommends that all prospective and current employees and/or volunteers may be required to pass a criminal background check; and

*Whereas*, the City Council of the City of Meadowlakes desires that the City has the authority to require all prospective and current employees and full time volunteers to submit to a criminal history record background check as a condition of employment.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF MEADOWLAKES, TEXAS, THAT:**

The City of Meadowlakes Personnel Manual shall be amended as follows:

- #1) Amend the section entitled "HIRING PRACTICES"  
Add the below language directly after the heading entitled "MEDICAL  
EXAMINATION"  
Entitle the below section as "DRUG TESTING POLICY"

Language to add:

The City requires that all prospective and current employees and full time volunteers submit to a drug test upon the City's request. The City may, at any time, request a current employee to submit to a drug test throughout that person's employment with the City. The drug test will be conducted by a physician or agency of the City's choosing, and shall be paid for by the City.

A person may be disqualified from serving as an employee or volunteer of the City if that person's drug test reveals negative information that the Mayor or City Administrator finds to be non-acceptable.

The results of the drug test will be confidential and information thereof divulged only to the Mayor, the City Administrator, and department Director to which the person reports.

- #2) Amend the section entitled "HIRING PRACTICES"  
Add the below language directly after the heading entitled "DRUG TEST"  
Entitle the below section as "CRIMINAL BACKGROUND CHECK"

Language to add:

The City requires that all prospective and current employees and full time volunteers submit to a criminal background check upon the City's request. The City may at any time throughout a person's employment with the City request a current employee to submit to a background check. The background check will be conducted by an officer or agency of the City's choosing, and shall be paid for by the City.

A person may be disqualified from serving as an employee or volunteer of the City if that person's background check reveals a record of conviction that the Mayor or City Administrator finds to be non-acceptable.

The results of the background check will be confidential and information thereof divulged only to the Mayor, the City Administrator, and department Director to which the person reports.

- #3) Renumber remainder of manual as required.  
#4) Amend the TABLE OF CONTENTS as required.

PASSED AND APPROVED this 4th day of March, 2008.

/s/ John Aaron

Mayor

City of Meadowlakes, Texas

ATTEST:

/s/ Linda A. Wendling

Linda Wendling

City Secretary