

1 FROM THE OFFICE OF JOSPEH J. CZARNEZKI

2  
3 MILWAUKEE COUNTY CLERK

4  
5 County Ordinance No. 13-5

6  
7 File No. 13-225

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9  
10 AN ORDINANCE

11  
12 The County Board of Supervisors of the County of Milwaukee does ordain as  
13 follows:

14 SECTION 1. Chapter 19 of the General Ordinances of Milwaukee County is amended  
15 as follows:

16 19.01. - Fingerprinting required; information required.

17 All employees in positions that are required by law to be fingerprinted, and  
18 any other position so designated by the Director of the Department of Human  
19 Resources, shall have their fingerprints of all officers and of all persons in the  
20 employ of the county and any of its boards or commissions, whether with or  
21 without pay, shall be taken by the Office of the Sheriff on forms prescribed by the  
22 Office of the Sheriff, within the first five (5) days of the commencement of  
23 employment standard eight-inch by eight-inch fingerprint cards, together with  
24 such information as full name of person fingerprinted, race, sex, date fingerprint  
25 impression is taken, applicant's signature, name of department employing, city,  
26 state, position held or applied for, date, address, birthplace, age, date of birth,  
27 height, weight, color of hair and eyes, complexion, build, scars and marks, and  
28 such other information, including photograph, and proof of citizenship, as the  
29 county department of human resources may require. Such fingerprint record shall  
30 be retained by the Office of the Sheriff.

31 ~~19.02. - New entrants to county service.~~

32 ~~The department of human resources, or in the case of exempt employes,~~  
33 ~~the heads of departments, are ordered and directed to secure such fingerprints~~  
34 ~~and other information initially before March 1, 1942, and to obtain the fingerprints~~  
35 ~~of all future entrants and officials when they enter the service of the county, as~~  
36 ~~indicated in section 19.01 of the Code.~~

37 ~~19.03. - Records of fingerprints.~~

38 ~~One (1) copy of such fingerprints shall be taken by the sheriff's department~~  
39 ~~in the prescribed manner, under the direction of the department of human~~

40 resources. Such fingerprint record shall be retained in the files of the sheriff's  
41 department. The department of human resources shall check payrolls and shall  
42 notify all persons omitting to file prints.

43 ~~19.04. Record given to employe upon termination of employment.~~

44 ~~Persons as prescribed in section 19.01 of the Code, shall, upon their~~  
45 ~~request, be furnished their fingerprint record sixty (60) calendar days after their~~  
46 ~~termination of employment with the county. However, if such persons return to~~  
47 ~~the employ of the county, their fingerprints shall again be taken as prescribed in~~  
48 ~~sections 19.01, 19.02 and 19.03 of the Code.~~

49 ~~19.0502. - Effect of noncompliance with chapter.~~

50 Any person refusing to comply with this chapter, shall not be employed, or  
51 if employed shall be subject to dismissal from the county service.

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53 SECTION 2. The provisions of this ordinance shall be effective upon passage and  
54 publication.

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**Adopted by the Milwaukee County Board of Supervisors  
March 21, 2013**