



Department of Human Resources

Monroe County, New York

Maggie Brooks
County Executive

Brayton M. Connard
Director

CRIMINAL HISTORY BACKGROUND INVESTIGATION INSTRUCTIONS

In accordance with Civil Service Law 50.4 and the Monroe County Pre-Employment Background Investigation Policy, within **5 business days** of the date contained on your conditional offer of employment letter, you must submit to a criminal history background investigation via fingerprinting through the Division of Criminal Justice Services and the Federal Bureau of Investigation. Failure to submit to the investigation within **5 business days** may result in the withdrawal of the conditional offer of employment.

1. During normal business hours (M-F, 9 am – 5 pm) bring your conditional offer of employment letter to:

Monroe County Office Building
County Clerk's Office- Room 101
39 W. Main Street
Rochester, NY 14614

2. Submit a payment of \$100.00 for processing to the Monroe County Clerk's Office. Check, cash, money order, personal check, or credit cards are acceptable.
3. Obtain the receipt from the County Clerk's Office proving full remittance of payment. The receipt should be stapled to the conditional offer of employment letter.
4. Bring the conditional offer of employment letter and County Clerk's Office receipt for processing of fingerprints to the Monroe County Sheriff's Office at:

Monroe County Sheriff's Office
Criminal Records Unit
150 S. Plymouth Avenue
Rochester, NY 14614
Plaza Level

Directions: From the County Office Building, travel south on Fitzhugh Street into the Civic Center garage. Follow the sidewalk inside the garage to double doors on the right (about 2/3 of the way into the garage). Take elevator to the Plaza level. The Criminal Records Unit is directly in front of you as you exit the elevator.

Fingerprinting Hours:

Monday to Thursday: 10:00 am - 1:00 pm & 2:00 pm - 7:00 pm
Friday: 10:00 am - 1:00 pm & 2:00 pm - 4:00 pm
Closed each day from 1:00 pm to 2:00 pm

5. Once Monroe County receives the results of the criminal history background investigation (usually within a week), a determination will be made regarding your suitability for employment with Monroe County. If you are determined to be unsuitable for employment, you will be notified in writing.
6. If you successfully pass your criminal history background investigation and are hired, Monroe County will reimburse you the cost of the investigation. Reimbursement should occur within approximately 30 days of your start date and will be included in a regular payroll check.

210 County Office Building • 39 West Main Street • Rochester, New York 14614-1471
(585) 753-1747 • fax: (585) 324-4281 • TTY: (585) 753-1091 • www.monroecounty.gov

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