City of _________
Policy Language on Background Checks

Subd. 5. Background investigations. A final applicant for a city position will be subject to a
criminal history investigation. The ___________ Public Safety Department is authorized to
conduct a criminal history background investigation on applicants who are finalists for city
employment, all volunteers who work in conjunction with children and/or vulnerable adults and
independent contractors. Before the investigation is undertaken the finalist, volunteer or
contractor must give authorization to the Public Safety Department in writing to undertake the
investigation and to release the information to the Human Resources Manager and other
appropriate city staff. Upon the request of the manager or designee, the Public Safety
Department must obtain and provide additional background information about certain
employment, volunteer or independent contractor candidates, such as: (Amended, Bill No. 2000-
10)

(a) status and history of drivers' licenses for candidates who may be responsible for
operating city vehicles or receiving city reimbursement for operating their own vehicles,

(b) background check and criminal history check through fingerprints to determine
whether a candidate who may have substantial contact with juveniles is the subject of any
reported conviction of Child Protection Background Check Act crimes,

(c) thorough background screening, investigation, state and national arrest and fugitive
record checks, and state and national III record checks by fingerprints from candidates who
would have access to operate, program, effectuate access to a National Crime Information Center
(NCIC) terminal or initiate transmission of NCIC information. (Added, Bill No. 1995-10, Sec.
26; Amended, Bill No. 2000-10)

Subd. 6. Disqualification of applicant due to background investigation. No person shall
be disqualified from employment with the city solely or in part because of prior conviction of a
crime or crimes – unless the crime or crimes for which convicted directly relate to the position of
employment sought. In determining if a conviction directly related to the position of public
employment sought, the hiring authority shall consider the requirements of Minnesota Statutes
Chapter 364. Should the City reject the finalist’s request for employment due, partially or solely,
to the applicant’s prior conviction of a crime, the Human Resources Manager shall notify the
finalist in writing of the following:

(a) the grounds and reasons for the denial;

(b) the applicable complaint and grievance procedure set forth in Minnesota Statutes
Section 364.06;

(c) the earliest date the applicant may reapply for employment, and;

(d) that all competent evidence of rehabilitation will be considered upon reapplication.