

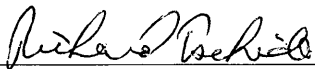
**ORDINANCE NO: 8030**  
**EMPLOYMENT BACKGROUND CHECKS**

Section 1: Applicants for City Employment

Provisions:

- A. Purpose: the purpose and intent of this section is to establish regulations that will allow law enforcement access to Minnesota's Computerized Criminal History information for specified non-criminal purposes of employment background checks for the positions described in Subd. 1(B)1.
- B. Criminal History Employment Background Investigations: The Belgrade Police Department is hereby required, as the exclusive entity within the City, to do a criminal history background investigation on the applicants:
1. Employment positions: all seasonal, regular part-time and full-time employees and volunteers of the City of Belgrade and other positions that work with children and vulnerable adults.
  2. In conducting the criminal history background investigation in order to screen employment applicants, the Belgrade Police Department is authorized to access data maintained in the Minnesota Bureau of Criminal Apprehensions Computerized Criminal History information system in accordance with BCA policy. Any data that is accessed and acquired shall be maintained as the Belgrade Police Department under the care and custody of the chief law enforcement official or his or her designee. A summary of the results of the Computerized Criminal History data may be released to the Belgrade Police Department to the hiring authority, including the City Council, the City Clerk-Treasurer, or other City Staff or consultants involved in the hiring process.
  3. Before the investigation is undertaken, the applicant must authorize the Belgrade Police Department by written consent to undertake the investigation. The written consent must fully comply with the provisions of Minnesota Statutes Chapter 13 regarding the collection, maintenance and use of the information. Except for the positions set forth in Minnesota Statutes Section 364.09, the City will not reject an applicant for employment on the basis of the applicant's prior conviction unless the crime is directly related to the position of employment sought and the conviction is for a felony, gross misdemeanor, or misdemeanor with a jail sentence. If the City rejects the applicants request on this basis, the City shall notify the applicant in writing of the following:
    - i. The grounds and reason for the denial
    - ii. The applicants complaint and grievance procedure set forth in Minnesota Statutes 364.06
    - iii. The earliest date the applicant may reapply for employment
    - iv. That all competent evidence of rehabilitation will be considered upon reapplication.

Passed by the council this 18th day of August, 2014.



Richard Tschida, Mayor



Tommaschett, Clerk-Treasurer