



Buffalo-Hanover-Montrose Schools

BACKGROUND CHECKS

CRIMINAL HISTORY CHECK *WHAT IT IS*

MN Statute 13.87 - Criminal History Data

For purposes of this subdivision, "criminal history data" means all data maintained in criminal history records compiled by the Bureau of Criminal Apprehension, including, but not limited to:

- ✓ Fingerprints
 - ✓ Photographs
 - ✓ Identification Data
 - ✓ Arrest Data
 - ✓ Prosecution Data
 - ✓ Criminal Court Data
 - ✓ Custodian and Supervision Data

CRIMINAL HISTORY CHECK *WHAT IT'S NOT*

Non-Criminal, Personal and Financial Data Check

- ✓ Credit history/rating
- ✓ Foreclosure
- ✓ Bankruptcy
- ✓ Public Assistance
- ✓ Employment Verification
- ✓ Civil Records (tax records, liens, judgments, law suits)
- ✓ Workers Compensation

CRIMINAL HISTORY CHECK

WHY DO IT?

District Policy #404 – Employment Background Checks

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end the district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extra curricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided b this policy. The school district may also elect to do background checks of other volunteers, independent contractors and student employees in the school district.

CRIMINAL HISTORY CHECK

WHO RECEIVES THEM?

- ✓ Employees
- ✓ Coaches
- ✓ Minor Employees (under 18)
- ✓ Student Teachers
- ✓ Volunteers

CRIMINAL HISTORY CHECK

WHAT'S THE PROCEDURE?

Employees/Coaches/Minors/Student Teachers:

- ✓ Complete a Criminal History Background Authorization form.
- ✓ Information entered into Orange Tree's database.
- ✓ Signed authorization form maintained in personnel/coach file.
- ✓ Final report maintained on Orange Tree's database.
- ✓ Reports only accessible by Orange Tree Super Users or supervisor who requested the report.

CRIMINAL HISTORY CHECK

WHAT'S THE PROCEDURE?

Volunteers:

- ✓ Volunteer completes a short Criminal History Background Authorization form (*releasing e-mail only*).
- ✓ The building secretary requests Orange Tree contact the volunteer.
- ✓ Volunteer enters their personal information into Orange Tree's database.
- ✓ Building secretary enters "yes" or "no" in Infinite Campus.
- ✓ Signed authorization form maintained in confidential volunteer file.
- ✓ Final report maintained on Orange Tree's database.
- ✓ Final reports accessible by building secretary, administrator, and Super Users only.

CRIMINAL HISTORY CHECK

HOW DO WE REVIEW?

OFFENSE	0-3 Years	3-7 Years	7+ Years
<i>ALCOHOL/DRUGS (Admitted on Background Form...)</i>			
Alcohol Consumption/Possession	Review	Proceed	Proceed
Alcohol to Minor/Contributing to the Delinquency of Minor	Stop	Stop	Review
Careless/Reckless Driving (driving position)	Stop	Review	Proceed
Driving Under the Influence / DWI / OWI (driving position)	Stop	Review	Proceed
DWI – Multiple Offenses	Stop	Stop	Review
<i>FINANCIAL CRIMES</i>			
<i>SEXUAL CRIMES</i>			
<i>THEFT</i>			
<i>VIOLENCE</i>			
<i>TRAFFIC/DRIVING</i>			
<i>MISCELLANEOUS</i>			
<i>FELONY/WARRANTS/NOT ADMITTED /MULTIPLE OFFENSES</i>			

CRIMINAL HISTORY CHECK

WHAT ARE THE FEES?

Employee/Student Teachers:

Base Fee: \$25.85

Includes:

Current county of residence
BCA (Bureau of Criminal Apprehension – MN)
NCRS (National Criminal Records Search – MN)
Federal Criminal Search

Volunteers/Coaches:

Base Fee: \$21.50

Includes:

Current county of residence
BCA (Bureau of Criminal Apprehension –MN)
NCRS (National Criminal Records Search –MN)

Minors:

Base Fee: \$8.00

Includes:

BCA (Bureau of Criminal Apprehension –MN)

Extra Fees:

Extra Name Search: +\$10.00 (*per name*)

Additional County Search: +\$9.85 (*per county*)

Additional State Search: \$14.85 +/- (*varies per state*)