

## Conducting Criminal Background Checks:

Per the MN Department of Public Safety cities CAN use their police departments to conduct criminal background checks provided: 1) that the city has a local ordinance stating that they will conduct background checks, including criminal record checks, on their employees (or on certain job classes of employees); and 2) that the city's Police Department uses a purpose code of "E" when doing the checks -- this gives the city conviction data on adults and arrests of less than one year old with no disposition. "E" is the code they use for non-criminal records checks.

Attached are some sample ordinances and a release form that other cities use to enable their police departments to conduct criminal history background investigations on candidates for employment. Please keep in mind that a background check should never be done without a signed authorization from the candidate for employment.

In addition to the attached, you may want to explore the information available in the Hiring Chapter of the League's HR Reference Manual. It is available online at [www.lmnc.org](http://www.lmnc.org) by clicking on the HR Reference Manual icon.