

CHAPTER 33: CRIMINAL HISTORY BACKGROUND INVESTIGATIONS

Section

33.01 General provisions

§ 33.01 GENERAL PROVISIONS.

Criminal History Background Investigations. The Police Department is required to conduct criminal history background investigations on applicants for licenses and positions with the City as employees or volunteers. For employment positions, this section applies only to applicants who are finalists for all regular full or part-time, seasonal, or temporary status positions. Before the investigation is undertaken, the applicant must authorize the Police Department in writing to undertake the investigation and to release the information to the City Council, the City Administrator, and other appropriate City staff to conduct and review the criminal history investigation. Except in the case of exceptions set forth in M.S. § 364.09, as may be amended from time to time, if the City rejects an application for employment due partly or solely to the applicant's prior conviction of a crime, the City will notify the applicant in writing of the following:

- (1) the grounds and reasons for denial;
- (2) the applicant complaint and grievance procedures set forth in M.S. § 364.06, as may be amended from time to time;
- (3) the earliest date the applicant may reapply for employment; and
- (4) that all competent evidence of rehabilitation will be considered upon re-application.

(Ord. 2008-12, 3rd Series, passed 10-6-2008)