



Criminal Background Screening Standards

The South Washington County School District strives to maintain a safe and healthy educational environment that promotes the physical, social and psychological well being of all students. All new employees and designated volunteers must receive a criminal background check prior to starting employment or a volunteer assignment with South Washington County Schools. An individual will be disqualified and prohibited from serving as an employee or volunteer if that individual has been found guilty or entered a plea of non contender (no contest), regardless of the adjudication for any of the following disqualifying offenses:

1. Sex Offenses

- A. All Sex Offenses- Regardless of the amount of time since the offense
 - i. Examples: Child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

2. Felonies

- A. All Violent Felony Offenses- Regardless of the amount of time since the offense
 - i. Examples: Murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- B. All Felony Offenses, other than violent or sex within the past ten (10) years.
 - i. Examples: Drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. Misdemeanors

- A. All Violent Misdemeanor offenses within the past five (5) years, or multiple offenses within the past seven (7) years.
 - i. Examples: Driving under the influence, simple drug possession, drunk and disorderly conduct, public intoxication, possession of drug paraphernalia, etc.
- B. Any other Misdemeanor offense within the past five (5) years that would be considered a potential danger to children, or is directly related to the functions of that employee or volunteer.
 - i. Examples: Contributing to the delinquency of a minor, providing alcohol to a minor, theft (if person is handling monies), etc.

The district reserves the discretion to consider additional factors and information, including whether the nature of the offense implicates a behavior that is contradictory to an individual's job description, when making employment decisions.

Legal References:

Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)



South Washington County Schools

Human Resources Department

Fax 651-458-6258

EMPLOYEE INFORMED CONSENT FORM

The Fair Credit Reporting Act (FCRA) requires that we inform you that a background investigation may be conducted as part of our screening and hiring process. This may include an inquiry to obtain information regarding your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living and/or credit and indebtedness. The primary objective of any investigation will be to verify information you provided on your application or during the interview process in connection with your application for and/or continued employment. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the School District. Upon timely written request to the Human Resources Department, the name, address and phone number of the reporting agency and the nature and scope of the report (if one is made) will be provided to you. You have the right to request details of the report from the consumer reporting agency. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the FCRA.

The items of information requested below are required to process your background investigation.

Position: _____ Bldg. / Location : _____

Name: First: _____ Middle: _____ Last: _____

Other names used and date changed (including maiden name):
Date Changed: _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____
Month / Day / Year

Driver License #: _____ State: _____ Phone # or Email: _____

Residence Addresses for the Past 7 years including current address (use back of sheet, if necessary):

<u>Street Address</u>	<u>City, State & Zip Code</u>	<u>From Mo/Yr</u>	<u>To Mo/Yr</u>
_____	City: _____ State: _____ Zip: _____		
_____	City: _____ State: _____ Zip: _____		
_____	City: _____ State: _____ Zip: _____		
_____	City: _____ State: _____ Zip: _____		

Have you ever been charged with or convicted of a Misdemeanor or Felony crime? Yes _____ No _____
If yes, please explain in some detail, including what county and state, and in what year:

Pursuant to Minn. Stat. §123B.03, I hereby authorize **South Washington County Schools, ISD 833** and/or Orange Tree Employment Screening and their agents, without any reservation to investigate my background as it pertains to employment history and performance, personal and professional references, educational history, licenses and information contained in public records, including but not limited to; credit, criminal, motor vehicle data and workers compensation. I understand that the School District may not permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that I may be terminated based on the result of the background check. I do hereby agree to forever release and discharge South Washington County School District #833, its agent Orange Tree Employment Services, and their agents to the full extent of the law from claims, damages, costs, and expenses, of any errors, omissions or any other charge or complaint filed with any agency arising from the retrieving and reporting of information.

I authorize the deduction of \$25.50 from my next paycheck to cover the cost of processing the initial background check.

Signature _____

Date _____

(MN/CA/OK/ME/NY Residents only): You have a right to a copy of the consumer report if it is obtained at any time during your employment.

For HR Purposes Only: Processed on: _____
Payroll Copied: _____
Employee Type: _____

Serving all or parts of Cottage Grove, Newport, St. Paul Park, Woodbury,
and Afton, Denmark and Grey Cloud Island Townships.

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