

City of Minneapolis
Background Check Policy
 (Links to [procedures](#) and [form](#))

Applies to: All classified employees, appointed employees and contract personnel under the jurisdiction of the Mayor and City Council.

Synopsis: Establishes policy, roles and responsibilities for conducting background checks on prospective and current employees and contract personnel.

Council Approval Date: October 19, 2007.

Links to Related Regulations: [Minnesota Statutes Chapter 364 - Criminal Offenders, Rehabilitation](#)

Administering Department: Human Resources **Contact:** Deb Krueger **Phone:** (612) 673-3109

The City of Minneapolis will conduct background checks in order to ensure that its employees pose no unreasonable risk to employees, citizens and City resources in the performance of their employment.

The City will conform to Minnesota Statutes Chapter 364 relating to criminal offenders and rehabilitation, which encourages the rehabilitation of criminal offenders. The statute further recognizes that the opportunity to secure employment is essential to the rehabilitation of ex-offenders and the resumption of their responsibilities of citizenship.

The Human Resources Director is directed to develop and maintain procedures for the implementation and ongoing maintenance of this policy.

Roles and Responsibilities

Role	Responsibility
Hiring Authority	Understand and comply with all City policies and procedures with respect to hiring, detailing, transferring and promoting employees.
Human Resources	a) Develop, implement, manage and update the policy. b) Establish, manage and modify procedures necessary to carry out and comply with the policy in accordance with applicable laws, City ordinances, policies and rules.
Third Party Vendor	Deliver background check related services in accordance with State and Federal Laws and as described in the contract between the vendor and the City of Minneapolis Human Resources Department.