

## Where To Find More Information

National or local branches of the federal Small Business Administration (SBA) may assist small business owners in meeting the legal requirements in industries that require a background check.

[www.sba.gov](http://www.sba.gov)

The nonprofit Service Corps of Retired Executives (SCORE) works with the SBA. Its members counsel small business owners on all operations. One SCORE publication gives advice on how to select a good employee.

[www.score.org](http://www.score.org)

The Federal Trade Commission has published a guide for employers who use credit reports as part of an employment background check.

[www.ftc.gov](http://www.ftc.gov)

To investigate Minnesota state statutes relating to background check, visit...

[www.house.leg.state.mn.us](http://www.house.leg.state.mn.us)

Additional resources are the Minnesota Department of Public Safety and Bureau of Criminal Apprehension (BCA) websites.

<https://dps.mn.gov>

<http://bca.dps.mn.gov>



## PRIOR LAKE COMMUNITY SAFETY ADVISORY COMMITTEE

The Prior Lake Community Safety Advisory Committee acts as an advisor to the Prior Lake City Council on community safety related issues, activities and policies that promote the goals of the 2030 Vision and Strategic Plan for a safe and healthy Prior Lake.

The Committee also acts as experts to assist city staff in the interpretation and implementation of community safety initiatives, establishes priorities for incorporation into the 2030 Vision and Strategic Plan, and promotes the community safety programs and resources in cooperation with the Prior Lake-Savage Schools and the Prior Lake Police Department.

Learn more about the  
Prior Lake Community  
Safety Advisory  
Committee by calling  
(952) 447-9861



# Do You Need A Background Check?

## Background Check Guide



## Community Safety Advisory Committee

# Background Checks

## Who Uses Background Checks?

- Youth Organizations
- Sports Programs and Clubs
- Schools/Community Education
- Civic Organizations
- Church/Religious Groups
- Employers
- Volunteer Organizations
- Rental Property Owners
- Personal Service Users/Providers
- Creditors/Lenders
- Families
- Child Care/Elder Care Facilities



## Background Check Guide

### Why Use Background Checks?

It is important to feel secure about the people with whom you enter into relationships. The news media all too frequently provide examples of individuals who take advantage of relationships which are based on trust. In situations where individuals are potentially being offered positions of trust, especially with vulnerable individuals, we recommend the use of background checks as an important tool in making an informed decision.



### What Type of Check is Right?

Background checks provide the necessary information to make an informed decision. When choosing the background check right for you, consider:

- risk level of potential victims (i.e. children, handicapped, elderly, property)
- level of supervision provided
- type of information a report provides

### How Can I Get a Check?

#### Visit the Minnesota Bureau of Criminal Apprehension

The MBCA provides two types of criminal history background checks:

**FREE CHECKS** - provide a search of public criminal convictions. Data on criminal convictions is public for 15 years after completion of the sentence. This search can be completed on-line.

**MBCA CHECKS** - provide a search of public and private criminal history data. This search requires a signed consent from the subject of the search, and may only be obtained by mail or in person. The fee for this search is \$15.

For more information, visit <http://cch.state.mn.us>

#### Level 3 Offenders

Predatory Sex Offender information is available on the Minnesota Department of Corrections (DOC) website in accordance with state law. This is a free service.

Visit <http://www.corr.state.mn.us/level3>

### Keeping Youth Safe

In developing volunteer screening procedures, BE AWARE of the level of risk for activities, especially if working with youth program leaders and/or coaches.

Risk assessment criteria that might be used include:

**Low Risk** – activities in public areas and always parental involvement

**Medium Risk** – in private home with only one adult supervising a group of adolescents

**High Risk** – activities in isolated areas, no parents, or one adult and one child

Screening procedures for youth program leaders/coaches in medium and high risk situations should include background checks.

Visit the National Center for Missing & Exploited Children website for more information:

[www.missingkids.com](http://www.missingkids.com)

