
Purpose

This policy recognizes that the Bemidji Police Department will have employment opportunities within the department. This policy sets standards for background investigations of all candidates considered for employment.

Policy

It is the policy of the Bemidji Police Department to conduct a thorough employment background investigation on candidates who are being considered for employment with the Bemidji Police Department.

Procedure

A. Authority

The Bemidji Chief of Police, Police Captain or designee is responsible for conducting the background investigations for employment candidates. The purpose of the background investigation is to examine the personal history, behavior patterns and conduct of candidates.

The background investigation must determine, at minimum, whether the candidate meets:

- a. Legal requirements set forth by the State of Minnesota's POST commission regulations.
- b. Bemidji Police Department guidelines set by internal rejection criteria, including established security standards for access to state and national computerized record and communications systems.
- c. The public trust.
- d. Psychological standards.
- e. Fitness standards necessary to perform the duties of the position.

B. Scope of Investigation

The background investigation may include, but is not limited to the following:

- a. Official notice of investigation to MN POST.
- b. A personal interview with the candidate.
- c. Personal information.
- d. Relative information, references and acquaintance information.
- e. Education information and transcripts.
- f. Residence history and information.
- g. Military service records.
- h. Financial histories and credit reporting.
- i. Legal history.
- j. Motor vehicle operations and driving records.
- k. General personal information.
- l. Drug use and history.
- m. Honesty.
- n. Investigator's summary and report.

- o. Command staff review.
- p. Conditional offer of employment.
- q. Medical and psychological examinations.
- r. Final hiring recommendation by the chief of police.

C. Training

Any investigator assigned to conduct a background investigation will have received training specific to data practices and investigation techniques specific to employment background investigations.

D. Reporting

The police captain is responsible for insuring complete reports of background investigations are prepared and submitted in accordance with this policy. The Chief of Police shall have final authority to accept or reject the candidate.

E. Records Retention and Storage

Original background investigation reports files are to be maintained by the police captain or designee. The reports are confidential and are to be inspected or reviewed only by the chief of police, captain, their designee, or by those authorized to conduct employment background investigations. The files and reports are not available for public access or review.

The files should be maintained as follows:

- a. Successful applicants
 - Files should be permanently maintained in their personnel file.
- b. Unsuccessful applicants
 - The original background investigation file will be maintained for one (1) year. After one (1) year, the file shall be scanned and then destroyed.

Reference or Revision Date(s)

- A. Minnesota State Statutes 626.87.
- B. Minnesota Administrative Rules 6700.0700.

REVISION