

Dakota College at Bottineau (DCB) requires a criminal history record check (CHRC) before employment for faculty, staff, students, and volunteers who work part-time or full-time.

- 1) A nationwide Federal Bureau of Investigation (FBI) CHRC is authorized for all positions.
- 2) CHRC and Sex Offender Registry (SOR) checks are required for new hires for the following positions:
 - a. All benefited positions; and,
 - b. Non-benefited positions, including volunteers who:
 - have access to confidential or proprietary information,
 - have master keys,
 - have access to cash, credit, debit, or other financial transactions,
 - have residence hall duties,
 - have unsupervised contact with minor children,
 - are responsible for, or with access to, controlled substances and other drugs,
 - handle explosives or potentially dangerous chemicals and other substances,
 - are instructional faculty and staff and are counselors or coaches.
- 3) The CHRC and SOR checks are required every 24 months for volunteers and temporary hires for camps and other activities that involve minors.
- 4) The CHRC shall, at a minimum, include:
 - All names/aliases for the past seven (7) years
 - All addresses for the past seven (7) years
 - Federal criminal background check using primary source
 - County criminal background check using primary source
 - Nationwide sex offender registry check
- 5) The SOR list shall be the Nationwide Sex Offender Registry
- 6) The CHRC and SOR checks must be completed before beginning employment.

Direct inquiries: Human Resources, Dakota College at Bottineau,
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