

JOB APPLICANT/EMPLOYEE CRIMINAL HISTORY BACKGROUND CHECKS

FS.610.1

EFFECTIVE DATE: OCTOBER 2022

Source: [SBHE Policy Manual Section 511](#)
[SBHE 602.3](#), and [NDUS 602.3](#)

Dakota College at Bottineau (DCB) requires a criminal history record check (CHRC) prior to employment for faculty, staff, students, and volunteers, which have part-time and full-time employment.

Definitions:

CHRC: Criminal History Records Check

SOR: Sex Offender Registry

FBI: Federal Bureau of Investigation

BCI: Bureau of Criminal Investigation

Benefited positions: as defined in SBHE Policy 703.2

New hires - include:

- Individuals never before employed by the institution.
 - Re-hires, if the individual's break in service exceeds 12 months or unless the new position or newly assigned duties indicate that different checks or verifications are required.
 - Transfer from another NDUS institution.
 - Transfer and promotion within the same institution if an individual has never completed a CHRC and SOR for the institution.
- 1) A nationwide FBI CHRC is authorized for all positions.
 - 2) A nationwide FBI CHRC is required before beginning employment in campus security.
 - 3) CHRC and 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.
 - 4) The CHRC and SOR checks are required every 24 months for volunteers and temporary hires for camps and other activities that involve minors.

- 5) 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
- 6) The SOR list shall be the Nationwide Sex Offender Registry
- 7) The CHRC and SOR checks must be completed before beginning employment.

Direct inquiries: Human Resources, Dakota College at Bottineau, Thatcher Hall, 701-228-5409, vonda.berg@dakotacollege.edu or HR Director / EEO/AA / Deputy Title IX Coordinator, MSU Administration Building, 2nd Floor, 701-858-4610, hr@minotstateu.edu