

Information for Community Advisor Applicants

What is the Kari Koskinen Manager Background Check Act?

Minnesota Statutes Sections 299C.66 to 299C.71, enacted in 1995, requires background checks on managers of apartment buildings and other dwellings. The term manager includes any individual “who has or would have the means, within the scope of the individual’s duties, to enter tenants’ dwelling units.” In keeping with the spirit of the Act, this process is to be used by MnSCU campuses with residence halls or other dwelling units. It is to be applied to any person with a key or other means of access to a student room. This includes Community Advisors staff employed by the Department of Residential Life.

For further information on the Kari Koskinen Manager Background Act please visit:

http://www.minnstate.edu/guide_interpretations/FSR/FSR0002.pdf

Please note: *Inaccurate or omitted information on the employment application may disqualify applicant from employment. All applicants must complete a “Release of Information” to authorize a criminal history background check. Employment is contingent upon approval of all required documentation.*

Procedure:

1. Applicants will be asked to complete the background check authorization form on the backside of this handout. This form will be processed if the candidate is offered and accepts a position with the Department of Residential Life.
2. If the employee has lived in Minnesota for less than five years, a national criminal records search must be conducted by the Minnesota Bureau of Criminal Apprehension (BCA) and the Federal Bureau of Investigations (FBI). In these situations, the college/university must provide a set of the employee’s fingerprints along with the appropriate forms.
3. After conducting its review, the BCA will notify the employer whether the employee is eligible for employment. Felony offenses that preclude employment include all convictions for attempts to commit, or commission of, the following:

first, second, and third degree homicide; first and second degree manslaughter; criminal vehicular homicide and injury; first, second, third, fourth, and fifth degree assault; kidnapping; first, second, third, and fourth degree criminal sexual conduct; simple robbery; aggravated robbery; false imprisonment; theft; burglary; terroristic threats; first degree arson; and any violation of any level of the harassment and stalking statute.

Additionally, the college/university must not hire an applicant to a position covered by the Act if the college/university independently knows that the applicant/employee has been convicted of one of the above crimes.

Failure to Pass Security Check:

Applicants who fail the security check shall have offers of employment withdrawn. Applicants hired contingent upon the results of the security check shall have their employment terminated.

Maintenance of Records:

Records pertaining to background checks should be placed in employee personnel files and maintained in accordance with campus records retention schedules.

Changes to Your Criminal Record:

Once an employee has completed background check and employment has commenced, the Department of Residential Life places responsibility on the employee to notify their immediate supervisor within 14 days of any potential changes to their criminal record. Failure to notify your supervisor of any potential changes to your criminal background during your period of employment may result in termination of your employment contract.

Kari Koskinen Manager Background Check Act

Owner or Company: Department of Residential Life
St. Cloud State University
425 1st Avenue South
St. Cloud, MN 56301-4488
Accounts Payables
320.308.2166

_____ We are requesting a federal check on this individual as well.

A search of the Minnesota State Criminal Records Repository and/or the Federal Bureau of Investigation's Criminal Justice Information Criminal Files will be performed on you pursuant to Minnesota Statutes 299C.67 to 299C.71. By signing this form you are allowing the above company/individual to access any criminal data maintained in these files.

I authorize this to be done. Signed: _____

Date: _____

The expiration of this authorization shall be one year from the date of my signature.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias or Former (please print): _____

Sex (M or F): _____

Date of Birth _____
Month/Day/Year

Social Security Number: _____

I understand I have the following rights:

- 1) the right to be informed that the owner will request a background check on the manager to determine whether the manager has been convicted of a crime specified in section 299C.67, subdivision 2,
- 2) the right to be informed by the owner of the superintendents response to the background check and to obtain from the owner a copy of the background check report,
- 3) the right to obtain from the superintendent any record that forms the basis for the report,
- 4) the right to challenge the accuracy and completeness of information contained in the report or record under section 13.04, subdivision 4, and
- 5) the right to be informed by the owner if the manager's application to be employed by the owner or to continue as an employee has been denied because of the result of the background check.