

230. LICENSING BACKGROUND INVESTIGATIONS



RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The licensing of some businesses requires background investigations of persons. The purpose of this Policy is to establish guidelines for conducting background investigations for reasons other than the selection of Departmental personnel.

II. POLICY

It is the policy of the Richfield Police Department to conduct background investigations, as necessary, to aid in licensing activities.

III. PROCEDURE

RESPONSIBILITY FOR CONDUCTING BACKGROUND INVESTIGATIONS

The Investigative Section Lieutenant is responsible for the licensing background investigative process. He/she will assign these backgrounds to the appropriate personnel for completion. Completed licensing backgrounds will be submitted to the Chief or his designee for final review.

Background investigations may be conducted and information released pursuant to Minnesota Statute 15.17, entitled "Official Records." Requests for background investigations of persons for non-police reasons require the prior approval of the Chief of Police or the Deputy Chief.

PURPOSES FOR BACKGROUND INVESTIGATIONS

Certain businesses must apply for a license to operate in Richfield. The following businesses require a license per city ordinance:

- Firearms manufacturer or dealer
- Tattoo artist
- Second hand goods dealer
- Pawnbroker
- Massage therapist
- Liquor sales
- Taxi cab operators

The purpose of a licensing background investigation is to provide the decision-makings with information to assist them in determining if a person(s) are able to hold a license per city ordinance.

USE OF INFORMATION

Information obtained during a licensing background investigation should be forwarded to the proper authorities for approval or denial.

Information obtained in a background investigation should be controlled and maintained through the Chief of Police. The information obtained should be secured separately from other Patrol Operations

Division records and investigative cases. Access to this information should be on a need-to-know basis and only with the approval of the Chief of Police.

The information obtained in background investigations should be periodically updated as circumstances dictate. Information should be purged at the discretion of the Chief of Police.

RELEASE OF DEPARTMENT BACKGROUND INFORMATION

The Chief or his designee is responsible for the release of Department Background records. The Records Supervisor is responsible for the release of other Department records. The only information that may be released is that which pertains to this Department. The Records Supervisor may only release a person's arrest record from the Richfield Police Department.

By Order Of:



Chief of Police

