

# WSU Process | Background Checks | Work with Minors

Applies to applicants, students, employees, and volunteers who work or will work with minors on campus.

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## **For Students/Volunteers:**

**\*Contact Athletics for the process unique to Athletics students and volunteers\***

- A. The WSU Department Leader will identify those that need to have a background check as a result of working with minors. Consultation will take place with Security as needed for questions on which events require background checks.
- B. Department Leader will ask those that need a background check if they have lived outside of the State of Minnesota within the last 10 years.

**HAS THE STUDENT/VOLUNTEER LIVED OUTSIDE OF MINNESOTA IN THE PAST 10 YEARS???**

**IF NO (Resident of MN for last 10 years=NO Fingerprints Required):**

- 1. Department Leader emails student/volunteer asking them to complete the [Working with Minors Consent Form and](#) return it to Department Leader.
- 2. Department Leader forwards the consent form to Director of Security, Christopher Cichosz, and Associate Director of Security, Keith Fratzke, via email at [ccichosz@winona.edu](mailto:ccichosz@winona.edu) and [keith.fratzke@winona.edu](mailto:keith.fratzke@winona.edu) and includes the following information:
  - A. First, Middle, and Last Name of student/volunteer
  - B. Tech ID Number of student/volunteer (if available)
  - C. Star ID Number of student/volunteer (if available)
  - D. Student/Volunteer's Email Address
  - E. Department Requesting Check
  - F. Event Organizer
  - G. Event Organizer's email and/or cell phone number
  - H. Name of the Event with Minors
  - I. Role for the Event (i.e. Student or volunteer)
  - J. Event Start and End Dates
- 3. Security maintains University tracking spreadsheet with necessary information and mails the consent form, along with the cover letter to the Bureau of Criminal Apprehension (BCA).
- 4. Once results are received, Security will notify Department Leader whether student/volunteer is eligible or ineligible to work with minors.
- 5. Department Leader maintains their own tracking spreadsheet with the date the results are received, and eligible/ineligible status.
- 6. Department Leader notifies student/volunteer of ability to work, or inability to work with minors.

- If ineligible Department Leader works with Security on proper notification.

**IF YES (Resident of another State last 10 years=Fingerprints Required):**

1. Department Leader emails student/volunteer asking them to complete the [Working with Minors Consent Form](#) and copies the Director of Security, Christopher Cichosz, at [ccichosz@winona.edu](mailto:ccichosz@winona.edu), and Associate Director of Security, Keith Fratzke, at [keith.fratzke@winona.edu](mailto:keith.fratzke@winona.edu). Department Leader includes the following information in the email to Security:
  - A. First, Middle and Last Name of student/volunteer
  - B. Tech ID Number of student/volunteer (if applicable)
  - C. Star ID Number of student/volunteer (if applicable)
  - D. Student/Volunteer's Email Address
  - E. Department Requesting Check
  - F. Event Organizer
  - G. Event Organizer's email and/or cell phone number
  - H. Name of the Event
  - I. Role for the Event (i.e. Student or volunteer)
  - J. Event Start and End Dates
2. Security maintains University tracking spreadsheet with the above information.
3. Security reaches out to student/volunteer and sets up a time for them to come in and get fingerprinted.
4. Student/Volunteer reports to Security at appointed time and brings with their completed consent form, and photo identification to get fingerprinted.
5. Security instructs Student/Volunteer on how to complete fingerprinting card and takes fingerprints.
6. Security mails fingerprinting card, consent form and cover letter to the Bureau of Criminal Apprehension (BCA)
7. Once results are received, Security will notify Department Leader whether student/volunteer is eligible or ineligible to work with minors. Note: If ineligible, Security will provide guidance on communication to Department Leader.
8. Department Leader maintains their own tracking spreadsheet with the date the results are received, and eligible/ineligible status.
9. Department Leader notifies student/volunteer of ability to work, or inability to work with minors.
  - If ineligible Department Leader works with Security on proper notification.

## For Employees/Applicants:

- A. The Hiring Supervisor will identify those that need to have a background check because of working with minors. Consultation will take place with Human Resources as needed for questions on which events require background checks.
- B. Once the Recommendation for Hire is submitted to Human Resources (HR), the Hiring Supervisor will notify HR that an applicant needs a background check. HR will reach out to the applicant to ask if they have lived outside of the State of Minnesota within the last 10 years.

### **HAS THE APPLICANT LIVED OUTSIDE OF MINNESOTA IN THE PAST 10 YEARS???**

#### **IF NO (Resident of MN for last 10 years=NO Fingerprints Required):**

- 1. HR will contact applicant and ask them to complete the [Working with Minors Consent Form](#) and return it to HR.
- 2. HR maintains a tracking spreadsheet with necessary information and mails the consent form, along with the cover letter to the Bureau of Criminal Apprehension (BCA).
- 3. Once results are received, HR will notify Hiring Supervisor whether the applicant is eligible or ineligible to work with minors. Note: If ineligible, HR will notify applicant directly.

#### **IF YES (Resident of another State last 10 years=Fingerprints Required):**

- 4. HR will contact Security to get a list of possible dates to conduct fingerprinting.
- 5. HR will contact applicant and arrange a time for them to come in and complete the [Working with Minors Consent Form](#) and the fingerprinting card. HR will ask applicants to bring in photo identification.
- 6. HR will go through the Consent form and fingerprinting card with applicant and take them over to Security to get fingerprinted.
- 7. Security will verify applicant's identity and take fingerprints.
- 8. HR mails off consent form, fingerprinting card, and cover letter to the Bureau of Criminal Apprehension (BCA).
- 9. HR maintains a tracking spreadsheet with necessary information.
- 10. Once results are received, HR will notify Hiring Supervisor whether the applicant is eligible or ineligible to work with minors. Note: If ineligible, HR will notify applicant directly.