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| Policy Title: | Criminal History Checks | | | | |
| Policy Number: | DHS-060-010 | Version: | 3.0 | Effective Date: | 12/1/08 |

Approved: DHS Chief Administrative Officer **Date:** _____
Signature on file in the office of the Chief Administrative Officer 2/17/09

Overview

Description: Guidelines for conducting criminal history checks on subject individuals pursuant to OARs 407-007-0000 through 407-007-0100.

Purpose/Rationale: To provide screening of Department of Human Services' employees, volunteers, and contractors to determine if they have a history of criminal behavior such that they should not be allowed to work, volunteer, or be employed by the Department of Human Services

Applicability: This policy applies to subject individuals as defined in OAR 407-007-0010 (14).

Failure to Comply: Failure to comply with this policy may result in disciplinary action, up to and including dismissal from state service.

Policy

The Department shall conduct criminal history checks as directed by Oregon Administrative Rules 407-007-0000 through 407-007-0100.

Pursuant to OAR 407-007-0020(4), all subject individuals shall notify the Department's Office of Human Resources within five days of being arrested, charged, or convicted of any crime.

Procedures that apply

- [DHS-060-010-01, Criminal History Checks on DHS Employees including; Blue Mountain Recovery Center, Eastern Oregon Training Center and Secure Residential Treatment Facilities](#)
- [DHS-060-010-02, Criminal History Checks on DHS Employees for the State Operated Community Programs and Oregon State Hospital](#)
- [DHS-060-010-03, Reporting of New Criminal History](#)

Forms that apply

- [DHS 0299HR, Hearing Request](#)
- DHS 0300HR, Notice of Final Fitness Determination [WORD](#) [PDF](#)
- [DHS 0301HR, Criminal History Request](#)
- Fingerprint Card (DHS 0258), available through the Distribution Services department

References

- [ORS 181.534 and 181.537](#)
- [OAR 407-007-0000 to 407-007-0100](#)

Definitions

- See [Common Terms](#) for DHS Human Resource policies
- See [Common Terms](#) for all department-wide support services policies.

Contacts

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Policy History

- **Version 3.0:**
 - 12/01/2008 – Revision incorporates new OAR pertaining specifically to DHS employees, volunteers and contractors and the reporting requirement on new criminal activity.
- **Version 2.0:**
 - 10/18/2007 - Administrative correction to update administrative rule numbers.
 - 07/01/2005 - Revision incorporates procedure to clarify the CHC process and outline roles and responsibilities. Introduces the DHS 0301HR form that better meets the needs of hiring managers and potential employees.
- **Version 1.0:**
 - 02/25/2003 - Initial Release (supersedes HR Policy 50.000.03A)