

Policy Title:	Background Checks				
Policy Number:	DHS-060-010	Version:	4.0	Effective Date:	Upon Approval

Approved: DHS Chief Administrative Officer: Signature on File **Date:** 01/26/10

Overview

Description: Guidelines for conducting background checks on subject individuals pursuant to OARs 407-007-0000 through 407-007-0100 and OARs 407-007-0400 through 407-007-0460. The reporting of any criminal activity by subject individuals pursuant to OAR 407-007-0010(4). The reporting as being identified as an alleged perpetrator, reported perpetrator, or accused person in an abuse investigation pursuant to OAR 407-007-0420(2).

Purpose/Rationale: To provide screening of Department of Human Services' employees, volunteers, contractors and institution applicants to determine if they have a history of criminal or abusive behavior such that they should not be allowed to work, volunteer, be employed, or otherwise perform in positions covered by these rules.

Applicability: This policy applies to subject individuals as defined in OAR 407-007-0010(19) and OAR 407-007-0410(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 background checks as directed by Oregon Administrative Rules 407-007-0000 through 407-007-0100 and 407-007-0400 through 407-007-0460.

OAR 407-007-0020(5) All subject individuals shall notify the Department's Office of Human Resources within five days of being arrested, charged, or convicted of any crime.

OAR 407-007-0420(2) A subject individual shall notify the Department's Office of Human Resources within five calendar days of being notified that he or she has been identified as an alleged perpetrator, reported perpetrator, or accused person in an abuse investigation.

Procedures that apply

- [DHS-060-010-01](#), Background Checks on Non-Institution DHS Employees
- [DHS-060-010-02](#), Background Checks on Institution DHS Employees
- [DHS-060-010-03](#), Reporting of New Criminal or Abuse Activity
- [DHS-060-010-04](#), Background Checks on Volunteers

Forms that apply

- [DHS 0299HR, Hearing Request](#)
- [DHS 0300HRE](#) (employee), Notice of Final Fitness Determination
- [DHS 300HRV](#) (volunteer), Notice of Final Fitness Determination
- [DHS 300HRC](#) (contractor), Notice of Final Fitness Determination
- MSC 301 HR Background Request [WORD](#) [PDF](#)
- MSC 301 HRC Background Request - Contractor only [WORD](#) [PDF](#)
- Fingerprint Card (MSC 0258)

References

- [ORS 181.534, 181.537](#), 409.027 and 409.050
- [OAR 407-007-0000 to 407-007-0100](#) and 407-007-0400 through 407-007-0460

Definitions

- See [Common Terms](#) for DHS Office of Human Resources policies
- See [Common Terms](#) for all department-wide support services policies

Contacts

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Policy History

- **Version 4.0:**

6/30/2012 – Links updated to revised forms: MSC 301 HR Background Request and MSC 301 HRC Background Request - Contractor only

2/1/2012 – Contact information updated.

1/1/2010 – Revision incorporates new OARs pertaining to Abuse Checks and the reporting requirement on abuse activity.

- **Version 3.0:**

12/1/2008 – 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)