

Procedure Title:	Reporting of New Criminal or Abuse Activity			
Procedure Number:	DHS-060-010-03	Version: 2.0	Effective Date:	Upon Approval

Approved: _____ DHS Chief Administrative Officer – Signature on File _____ **Date:** 1/26/10

Procedure

This procedure applies to all DHS employees. Employees shall notify the Department’s Office of Human Resources within five days of being arrested, charged, convicted of any crime or being identified as an alleged perpetrator, reported perpetrator, or accused person in an abuse investigation.

Step	Responsible Party	Action
1.		Reporting Criminal or Abuse Activity
	Employee	Employees will contact the Office of Human Resources to report criminal or abuse activity as indicated above.
2.		New Background Check
	Human Resources Generalist	Contacts the employee to instruct them to complete page 2 of a new 301HR form to include all criminal or abuse activity, old and new. Records check is completed. Note: New criminal history may not be readily available, as the information may not yet be posted on the LEADS or OJIN systems.
3.		Fitness Determination
	Senior HR Manager/HR Generalist	Reviews the employees 301HR. Gathers any additional information needed. Makes personnel decision based on reported and additional information received by the employee to determine action to be taken.

		Final action will be taken by the Senior Human Resources Manager. Hearing rights will be provided to an employee if an adverse action is taken.
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Policy that applies

- [DHS-060-010, Background Checks](#)

Forms that apply

- MSC 301 HR Background Request [WORD](#) [PDF](#)
- [DHS 0300](#) (employee), Notice of Final Fitness Determination
- [DHS 0299HR](#) Hearing Request

Contacts

Name: Jeff Akin; **Phone:** 503-569-3191; **Email:** jeffrey.t.akin@state.or.us

Procedure History

- **Version 2.0:**
 - 6/30/2012 – Link updated to revised form: MSC 301 HR Background Request.
 - 2/1/2012 - Contact information updated.
 - 1/1/2010 – Implements reporting requirement for abuse and neglect.
- **Version 1.0:**
 - 12/1/2008 – Initial release