

Procedure Title:	Background Checks on DHS Volunteers		
Procedure Number:	DHS-060-010-04	Version: 1.0	Effective Date: Upon Approval

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

Procedure

This procedure applies to all DHS volunteers who are being placed in a DHS facility.

Step	Responsible Party	Action
1.		At the Time of the Final Interview
	Volunteer Coordinator	<p>Initiates the Background Check process:</p> <ul style="list-style-type: none"> • Completes section 1 on each final volunteer candidate's 301HR form • Verifies the identification of each candidate • Signs the form where indicated, end of Section 1 • Obtains the volunteer candidate's signature on page 2, line 25 • Instructs the volunteer candidate to complete Section 2, seal the 301HR request in the envelope provided and print their name on the front. • Collects the sealed envelope before the final candidate leaves the site. <p>NOTE: To prevent delays in processing, the Volunteer Coordinator should ask the candidate if they have lived out of state for 60 or more consecutive days in the last five years, have an out-of-state driver's license or disclosed criminal history in another state other than Oregon. If the answer is yes to any of the questions, the Volunteer Coordinator should give the candidate a set of fingerprints cards to be returned within 21 days.</p>
	Volunteer Coordinator	Secures the final volunteer candidate(s) sealed envelopes until the

		selection process has been completed.
2.		Offer of Volunteer Position to the Selected Candidate
	Volunteer Coordinator Note: The Volunteer Coordinator acts as the "hiring manager" even if other managers do the interviewing	Makes the offer of Volunteer position to the selected candidate without setting a start date. Once the selected volunteer candidate accepts the offer, the Volunteer Coordinator advises the selected volunteer candidate that the start date is contingent upon the outcome of an abuse check and the preliminary review of criminal history.
3.		Submitting the Selected Candidate's 301HR Request
	Volunteer Coordinator Note: Managers are not allowed to review any of the candidate's 301HR information	Opens the selected volunteer candidate's sealed envelope only and faxes the completed 301HR request form to the Background Check Unit: <ul style="list-style-type: none"> • (fax) 503 378-6314 Secures the selected volunteer candidate's original 301HR request with the other final interview candidates' sealed envelopes. Note: Only the selected volunteer candidate's 301HR is sent in. All other final volunteer candidates' completed 301HR requests should remain sealed and only sent in if the selected volunteer candidate's background check is not approved and an offer is presented to the next finalist.
4.		Preliminary Review of Submitted 301HR and Abuse Check
	Background Check Unit	Reviews the selected volunteer candidate's 301HR request form for completeness. Performs abuse check. If no potentially disqualifying abuse is found, proceeds to run records. If potentially disqualifying abuse is found, gathers all potentially disqualifying abuse reports. Sends copy of 301HR and abuse reports to HRA for Abuse Fitness Determination.
5.		Abuse Fitness Determination
	Senior HR Manager/HR Analyst	Reviews the selected volunteer candidate's 301HR, any abuse reports

		<p>Gathers any additional information needed to conduct the abuse fitness determination.</p> <p>Conducts the final fitness determination, including weighing test, in consultation with BCU and/or specific program staff with expertise in abuse/neglect investigations (Adult Protective Services, Child Protective Services or Office of Investigations and Training) if necessary, to determine if the request is "approved", "closed" or "denied".</p> <p>For "denied" or "closed" send the subject individual the notice of fitness determination. No hearing rights. Communicates the outcome to the Volunteer Coordinator, the selected volunteer and BCU.</p> <p>For "approved" notify BCU staff to continue with criminal records check. NOTE: the volunteer candidate has not yet been approved to work or to have a start date.</p>
6.		Preliminary Criminal Records Check Review
	Background Check Unit	<p>If criminal records or driving records are found, BCU will forward to Office of Human Resources to determine if the person can work on a preliminary basis. Office of Human Resources will notify the volunteer coordinator via e-mail the outcome.</p> <p>Note: If the volunteer candidate begins work while waiting for the results of the background check, active supervision is required under OAR 410-007-0310(3) and the volunteer candidate is not authorized to drive on state business.</p>
7.		Final Criminal Records Check Fitness Determination
	Background Check Unit	<p>Informs the Volunteer Coordinator via email that:</p> <ul style="list-style-type: none"> • The selected volunteer is "approved", or; • The results have been forwarded on to the Office of Human Resources to conduct the final fitness determination, or; that • A national check is required and to obtain fingerprints from the selected volunteer candidate. Fingerprints must be submitted within 21 days. <p>Processes the fingerprint card (MSC 0258) when received.</p> <p>Reviews national criminal history results.</p> <p>Informs the Volunteer Coordinator via email that:</p> <ul style="list-style-type: none"> • The selected volunteer candidate's request is "approved", or;

		<ul style="list-style-type: none"> • The results have been forwarded on to the Office of Human Resources to conduct the final fitness determination. • BCU will send 300 to SI for approval notification.
	Senior HR Manager/HR Generalist	<p>Reviews the selected volunteer candidate's 301HR, any criminal history</p> <p>Gathers any additional information needed to conduct the final fitness determination.</p> <p>Conducts the final fitness determination, including weighing test, in consultation with BCU staff if necessary, to determine if the request is "approved", "closed" or "denied".</p> <ul style="list-style-type: none"> • Communicates the outcome to the Volunteer Coordinator via e-mail. • Sends 300 to the SI. • Sends all information regarding fitness determination to BCU. <p>NOTE: If "denied" based on criminal records check, the volunteer candidate does have contested case hearing rights: send the DHS Hearing Request form along with notice of fitness determination to volunteer candidate.</p>
8.		If the Selected Volunteer Candidate's Request is Denied due to Abuse Check or Criminal Records Check
	Senior HR Manager/HR Generalist	Notifies Volunteer Coordinator and volunteer candidate of decision to deny
	Volunteer Coordinator	Initiates the background check process (step 3) to begin the process for a new selected volunteer candidate.
	Senior HR Manager/HR Generalist	Sends a copy of the entire file to Background Check Unit.
9.		Destruction of Unused 301HR Request Forms
	Volunteer Coordinator	Once the final volunteer's 301HR request has been completed, the Volunteer Coordinator destroys all 301HR forms, including the selected volunteer candidate's, all fingerprint cards and any other related information within 30 days of the approval date of the final selected candidate.

Policy that applies

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

Forms that apply

- MSC 301 HR Background Request [WORD](#) [PDF](#)
- [DHS 0300HR](#) (volunteer),
- [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 1.0:**
 - 6/30/2012 – Link updated to revised form: MSC 301 HR Background Request.
 - 2/1/2012 - Contact information updated.
 - 1/26/2010 – Initial release