

Nancy Keeling, Administrator
Office of Safety and Permanency for Children

Authorized Signature

Number: CW-IM-05-011
Issue Date: 09/29/05

Topic: Foster Care

Subject: Criminal Background Checks

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Message: Diana Buckley in the Criminal Records Unit has retired. She was one of two employees with primary responsibility for running criminal history checks for Child Welfare. We are in the process of filling her position. In the meantime, our resources are very limited and we are about a week behind. Please continue to contact Dorothy Richards with any questions you may have about the status of an application. Emergencies are being processed as quickly as possible.

Some additional information: OSP is currently taking four to six weeks to process fingerprints, as they are also low on resources.

Your patience is appreciated.

If you have any questions about this information, contact:

Contact(s):	Wendy Heckman, Operations Manager, DHS Criminal Records Unit		
Phone:	(503) 378-5629	Fax:	
E-mail:	wheckman@dhs.state.or.us		