

Nancy Keeling, Administrator
Office of Safety and Permanency for Children

Authorized Signature

Number: CW-IM-05-013

Issue Date: 9/30/05

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:

The Criminal Records Unit has filled the vacant Record Research position, replacing Diana Buckley, designated to run criminal history checks for Child Welfare. Deborah Doner will be joining us from the Hillsboro Child Welfare Office on October 10th. Deborah has knowledge of the Criminal History process for Child Welfare. We are excited to have Deborah join our team. Please continue to contact Dorothy Richards with any questions between now and then.

Currently, we are still a week behind and trying to stay on top of the emergencies. Your patience is appreciated as we get through this workload.

If you have any questions about this information, contact:

Contact(s):	Wendy Heckman, Operations Manager, DHS Criminal Records Unit		
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