

Nancy Keeling, Administrator
Office of Safety and Permanency for Children

Authorized Signature

Number: CW-IM-05-14
Issue Date: 10/24/05

Topic: DHS Criminal Records Unit

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:

This message is to keep you informed of the status of processing criminal history check requests by the DHS Criminal Records Unit.

CRU continues to be current with requests that have no record found or have Oregon history only. However, we are experiencing delays in processing those requests that require a national check.

The Oregon State Police have informed us that they are currently backlogged in processing fingerprint requests in the Regulatory Unit. They have indicated there is approximately a 28 day delay in processing the requests. This does not include time needed by the FBI to complete the check, or the time CRU needs to process and return the results to the field office.

We are currently working with the Oregon State Police to see how we can assist in reducing the backlog. We apologize for the inconvenience this may cause and thank you in advance for your patience.

Georgena Carrow, Manager
DHS Criminal Records Unit

If you have any questions about this information, contact:

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