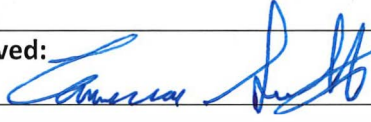




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Criminal History Checks	VP_11
Effective Date: 04/17/2017	Approved: 
Reference: HR Policy 450_17	

1) PURPOSE

To ensure that volunteers in specified volunteer assignments have an acceptable criminal history record.

2) POLICY

ODFW shall designate certain volunteer activities as sensitive and thereby subject to criminal history checks. When appropriate, the Volunteer Program Coordinator or LEDS (Law Enforcement Database Systems) certified staff will conduct criminal history checks, including fish and wildlife violation checks, on individuals in which the person:

- a) Conducts volunteer work or provides services in a sensitive position.
- b) Has direct access to persons under 18 years of age, elderly persons or persons with disabilities.
- c) Involve the use, possession, issuance, transport, purchase, sale or forfeiture of firearms or munitions, access to firearms or munitions or the training of others in the use of handling firearms.
- d) Resides on property managed by the Department.
- e) Has access to information, the disclosure of which is prohibited by state and federal laws, rules or regulations or information that is defined as confidential under state or federal laws, rules or regulations.
- f) Has access to Social Security numbers, dates of birth or criminal history background information of employees, volunteers, or members of the public.
- g) Representing ODFW in an official capacity at an event or project.

When the Department determines that a criminal record check is needed, in addition to checking a volunteer's fish and wildlife violation record, the Department may request or conduct a LEDS (Law Enforcement Data System) Criminal History Check, an Oregon Criminal History Check, a Nationwide Criminal History Check, or any combination thereof.

Managers should assign such duties mentioned above only when it is essential to the volunteer related activities and would occur on a frequent basis. If it is not essential and/or frequent then those activities should not be assigned to the volunteer.

Any individual who knowingly provides false, inaccurate or incomplete information for the criminal history check shall be subject to denial of the ability to volunteer.

Criminal History Check when completed contains **Level 3 Restricted** Information and the Driving Certification form has sensitive information and considered confidential. Only staff that have LEADS (Law Enforcement Database Systems) clearance can view information on the [Criminal History Check](#) & [Driving Certification](#) forms. Never email forms with confidential information. Forms should only be faxed to ODFW Volunteer Program Coordinator @ 503-947-6050 or other LEADS (Law Enforcement Database Systems) certified staff at the appropriate fax number.