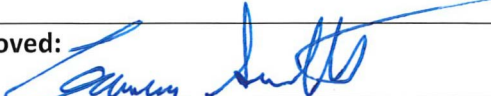




# OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

<b>Title: Access to Criminal Background and Driving Records Checks</b>	<b>VP_08</b>
<b>Effective Date: 04/17/2017</b>	<b>Approved:</b> 

## 1) PURPOSE

To ensure that a volunteer's information contained in a Criminal Background Check, Wildlife Violation or a Driving Record is protected.

## 2) POLICY

It is the policy of the Department that all Criminal Background Checks, Wildlife Violation and Driving Records checks conducted on volunteers will be treated as sensitive information with limited staff access.

ODFW Volunteer Coordinator and LEADS (Law Enforcement Data Systems) certified staff will conduct criminal history checks, including fish and wildlife violation checks, on individuals who are considered for volunteer positions that are sensitive in nature, work closely with minors or drive state vehicles.

## 3) PROCEDURE

A volunteer will complete necessary forms and submit the following forms to the Volunteer Coordinator:

- a) [ODFW Driving Certification form](#)
- b) [Oregon Department of Fish and Wildlife Criminal History Check Form](#)

Only employees with proper authorization will be given information regarding the results of any criminal background checks, driving record or fish and wildlife violation checks.