

**Instructions for Employee or Volunteer**  
(Potential or Current)

**Read all instructions before completing form.**

Listing your social security number (SSN) is optional. If you do not have a SSN, but have an INS number, write your INS number.

**Disclose all history.** You must accurately and completely disclose **all** history requested. This includes **all** felonies, misdemeanors, probation violations and failures to appear. If you fail to list any part of your history you may be denied the position. Serious traffic offenses, such as “Reckless Driving,” “Driving Under the Influence of Intoxicants” (DUII) and “Driving While Suspended” (DWS) **must** be listed. “Failure to Appear,” even for a minor traffic violation, **must** be listed. If you are not sure if something should be listed, you should list it. Be certain to include the date (approximate if necessary) and location (city and state) of each arrest and conviction.

If you have history that you believe is “expunged” or removed from your record, or a crime for which you have been pardoned, but you do not have documentation that it was removed, you should list it. A crime is not removed from your record until you complete the formal process to have it removed.

**Arrests.** In most cases, arrests alone will not result in denial. If, however, you falsify or provide incomplete information you may be denied.

**Federal crimes.** List **all** arrests and crimes. If the FBI was involved, or if you know that it was a federal crime, you must so indicate.

**Violations.** Minor traffic violations, such as parking tickets, speeding, failing to stop at a stop sign or red light, are **not** required to be listed.

**If you have any criminal history, you should provide the following information in Box C. If your history is “potentially disqualifying” you may be automatically denied if you do not answer these questions in Box C.**

- Tell us what happened when you were arrested and/or convicted.
- What did you have to do because of the arrest or conviction? Serve probation? Pay restitution?
- List any treatment, counseling program, alcohol or drug rehabilitation, education, training.
- List employment demonstrating responsible behavior.
- How is your criminal history relevant to your job or position?
- How has your life changed since the criminal history?
- Why do you believe you are no longer a risk to vulnerable people?
- Explain why you believe your past bad behavior is not likely to recur.
- Attach documentation to support information provided (as needed).

**After completing this form,** place it in the envelope provided, seal it and mail it to the Sherman County Sheriff, PO Box 424, Moro, OR 97039; or return sealed envelope to your supervisor.

<b>OUTCOME</b>	<p><b>Denial.</b> You may be denied if you were convicted of a crime, you falsify or fail to disclose requested information, or you are a registered sex offender. You may be denied if you have a probation violation, outstanding warrant, deferred sentence or unresolved arrest. You may be denied if you are on probation. If you are "denied", your Department Head or supervisor will conduct a conference with you to discuss circumstances and the ultimate outcome as a result of the criminal history check.</p> <p><b>Failure to cooperate.</b> If you do not cooperate with this process your application may be closed without a determination and you will not have a right to appeal this decision.</p>
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More instructions and information on back.

Sherman County Criminal History Request  
**Additional Information and Instructions**

**Results.** Results from this request are returned to the Department Head or Supervising Agency Director listed in Box 1 and the Sherman County Court. The Sherman County Sheriff's Department (SC Sheriff's Dept) will complete the fitness determination without returning LEADS information to the Sherman County Court or the person listed in Box 1. (LEADS is Law Enforcement Data System)

**Sources checked.** In doing this check, SC Sheriff's Dept. may use information from the Driver and Motor Vehicle Division; Dept. of Corrections; Oregon State Police; Federal Bureau of Investigation; and local, state and federal courts. SC Sheriff's Dept. may use information from other criminal justice, corrections, law enforcement agencies, and other state and local government agencies. Fingerprints may be requested. In some cases, we may check current and previous employers.

**Challenging state information.** You may look at the criminal history information (LEADS record) provided by the Oregon State Police. If you want to obtain a copy of your record, or challenge information in the record, you must contact the Oregon State Police, (503)378-3070, extension 330.

**Challenging FBI information.** You may challenge the accuracy and completeness of information in the FBI record, if you believe it is incorrect. To obtain a copy or challenge the FBI record, you must contact the Federal Bureau of Investigation for information, (304)625-3878.

**Civil Rights.** You may have rights under Title VII of the Civil Rights Act of 1964. Discrimination by an employer on the basis of arrests alone may violate federal law. Individuals wishing to obtain information regarding civil rights should contact the Oregon Bureau of Labor and Industries, (503)731-4075, or the U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000.

**Rechecks.** This background check process may be repeated by Sherman County Court at any time while the employee or volunteer works, resides or otherwise continues in this position. It is recommended that rechecks are completed when a person changes positions, because the relevancy of the history to the position is considered in the determination.

**Partial List of Serious Felonies & Misdemeanors.** Below is a partial list of Serious Felonies & Misdemeanors. Conviction of crimes in this list shall disqualify an individual unless the applicant provides sufficient evidence of suitability. In that serious felonies and misdemeanors involving violence or unauthorized sexual conduct, especially with children or otherwise vulnerable persons, is fundamentally inconsistent with any responsibility with unsupervised contact with children and vulnerable persons. If you have been convicted of any one of these, we suggest that you please do **NOT** volunteer or work in such programs.

Abandonment of a Child	Criminally Negligent Homicide	Robbery I, II, III
Abuse of a Corpse I, II	Displaying Obscene Materials to Minors	Rape I, II, III
Adult Using Minor in Commission of Controlled Substance Offense	Disseminating Obscene Material	Sending Obscene Materials to Minors
Aggravated Murder	Endangering the Welfare of a Minor	Sexual Abuse I, II, III
Aggravated Animal Abuse I	Firearm Used in Felony	Sexual Misconduct
Arson I	Furnishing Obscene Materials to Minors	Sexual Penetration I, II
Assault I, II, III	Incest	Sodomy I, II, III
Bigamy	Intimidation I, II	Stalking
Burglary I	Kidnapping I,II	Theft by Extortion
Child Neglect I and II	Manslaughter I, II	Unlawful Manufacture of a Destructive Device
Coercion	Murder	Unlawful Use of a Weapon
Compelling Prostitution	Paying for Viewing Sexual Conduct Involving a Child	Using Child In Display of Sexually Explicit Conduct
Contributing to the Sexual Delinquency of Minor	Possession of a Destructive Device	
Criminal Mistreatment I, II	Racketeering	
Criminal Non-support		