

Chief Administrative Officer
Signature on File at ASD Central

Authorized Signature

Number: AS-PT-09-002
Issue Date: 02/20/2009

Topic: Agency-wide Policy

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify): _____

Policy/Rule Title:	Criminal History Checks		
Policy/Rule Number(s):	DHS-060-010	Release No:	3.0
Effective Date:	12/1/08	Expiration:	
Reference:	ORS 181.534 and 181.537, OAR 407-007-0000 to 407-007-0100		
Web Address:	http://www.dhs.state.or.us/policy/admin/hr/060_010.pdf		

Discussion/Interpretation: Review Procedure step changes

Implementation/Transition Instructions: Discard any old Criminal History Check documents.

Training/Communication Plan: *This policy transmittal provides formal announcement of the policy. No formal training is planned or required at this time.*

Local/Branch Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as necessary.

Central Office Action Required: Respond to questions or concerns, annually review the policy and any associated procedures or other documents and update as

necessary.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions: No paper copies are distributed for filing. DHS Agency-wide policies are located on the DHS web site at <http://www.dhs.state.or.us/policy/admin/>

If you have any questions about this policy, contact:

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