



Re: Criminal Background Checks for Volunteers

The district requires criminal background checks on any volunteers (including parents) who meet the following criteria:

- the volunteer will have unsupervised contact with students;
- the volunteer has a regular and ongoing assignment at the school;
- the volunteer will be off campus with students in an unsupervised situation, including driving students on field trips;
- the volunteer is a mentor to a student or students;
- the volunteer is a coach or activity director; or
- the volunteer is unknown to the school or department staff.

Risk Management is responsible for coordinating criminal background checks for volunteers and maintaining the district-wide online volunteer/visitor database. You can reach background checks at **541-790-7669**. The staff are responsible for:

- conducting the criminal records check in a confidential manner;
- adding cleared volunteers to the online database, or talking with the principal if the records check shows cause for possible concern;
- maintaining the list of volunteers cleared this year and in previous years;
- supplying schools with copies of the 4J volunteer guidelines upon request;
- training schools on database use;
- providing schools with user accounts;
- conducting background checks on volunteer coaches; and
- assisting schools with setting up a volunteer computer station.

Please remember, a volunteer may not begin until they have been cleared.

To ensure that the criminal background checks are completed, please follow this process.

- Community and parent volunteers new to your school need to complete the online volunteer application at: www.helpcounter.net/eugene

Criminal Check for Volunteers

Page 2

All information on the application is sensitive and will be maintained in a confidential manner. Parents who have concerns about confidentiality may complete and return a paper copy of the volunteer background check form.

- Staff will conduct the criminal records search, and when a volunteer is cleared their name will appear on the database list under your school.
- Staff will inform the principal of any individual whose criminal records check or Criminal Background Check application contains questionable information. The principal will determine whether the offense relates directly to the capability or suitability of the volunteer to work in the school. The principal will consult with Risk Management as needed in making this decision.
- An individual who disagrees with any decisions regarding their status as a volunteer that results from the criminal background check may appeal that decision to Cydney Vandercar, Director of Human Resources.
- Volunteers must complete the Criminal Background Check form once every two years. Schools should look at their listings in the volunteer database to confirm whether a check has been done.

This requirement to conduct a criminal background check for volunteers is covered by District Administrative Rule I9600, Placement of Volunteers. A sample letter to parents, which you may choose to use and sign, is also attached.