

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Criminal Background Check PROCEDURE NO: HR 700.11  
REPLACES: PL.11 PAGE(S): 1  
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## **POLICY:**

It is the policy of Mennonite Village to provide a minimal risk work environment. Therefore, employment of any new staff member or a change in position of an existing staff member will be subject to a criminal history background check of that individual. This background check will be conducted in a manner that will ensure compliance with state criminal history check requirements.

## **PROCEDURES:**

1. After a supervisor makes the decision to hire a new staff member, they will provide Human Resources with proper hiring information.
2. Human Resources will contact the employee and set up a time to make a formal job offer and have the candidate sign the offer letter and job description.
3. Once the offer letter has been signed, the HR Officer will ask the new employee to provide their full name and social security # (SS# is voluntary) to see if they already exist on the Long-Term Care Registry (LTCR) and immediately hireable.
4. If the subject individual (SI) already exist in the system, the search will go to the applicant's **Person Summary** page to review/update any of the SI's information.
5. If the SI is not in the system a message will be displayed and a new profile will need to be created.
6. Employer will enter the SI's email address so a request can be sent to the SI to complete the necessary information to run a background report.
7. If the new employee documents that he/she has been outside of the state of Oregon for 60 or more consecutive days in the last 5 years, he/she will be required to complete fingerprint. In most cases, the fee for completion of the fingerprint will be reimbursed to the employee once they have been completed and receipt has been brought to HR by the employee.
8. If they employee fails to complete the fingerprints in the timeframe allowed they will be removed from the schedule pending a decision to either reprocess or end employment.
9. The HR Officer will then email the new employee's supervisor to notify him/her of the employee's probationary status. If probationary status was granted, the new employee will be able to work with residents as long as he/she is supervised by someone who has been determined as "fit" by the State Criminal History Unit.
10. Using the appropriate spreadsheet/database, the HR Officer will document the date that the criminal history form was input in the ORCHARDS system and the status.
11. After the Criminal History Unit completes their review, they will send email notification to the SI and HR Officer of the final determination.
12. The final determination result and date and will be documented in the appropriate spreadsheet/ database.

13. The HR Officer will notify the supervisor of the Criminal History Determination results for that employee. The new employee will then be given a timely, written notice of the final fitness determination by mail and a copy will go to file.
14. If the decision results in denial or a restriction, the notice will be provided to the employee by DHS criminal history unit and will include information regarding how to appeal the decision. Mennonite Village will contact the employee and let them know they are not approved to work at our facility and their employment will be terminated.

**LTCR BACKGROUND RECHECK:**

1. The Oregon Health Authority requires Long Term Care facilities to recheck employee's background every two (2) years. This includes employees, volunteers, and any interns working more than 80 hours in a 12 month period.
2. DHS notifies Human Resources when an individual is up for recheck.
3. Human Resources will notify the employee by mail, and provide them the appropriate form necessary to complete and the timeframe for which they have to complete the form and return to HR.
4. Once the information has been input into the LTCR, HR will be notified if the employee will need to also submit fingerprints.
5. If fingerprints are required, Human Resources will contact the individual and provide the SI the necessary information to complete and submit their fingerprints electronically to DHS.
6. Once completed, the individual will be reimbursed for the cost.
7. If the employee fails to recertify during the allowed time frame, they will be removed from the schedule until they have successfully gone through the process.