



PORTLAND JR. HAWKS BACKGROUND CHECK POLICY AND PROCEDURES

All volunteers with major titles and responsibilities (Board members, head and assistant coaches, team managers, finance managers, fundraising managers, etc.) must submit to a background check. The background checks are conducted through the Oregon State Police (OSP). Board member background checks will be conducted at the beginning of a term and are good for three years. Background checks will be conducted each season for all other volunteer positions to insure the most updated information for our volunteers.

1. Volunteers must complete the Oregon State Police Request Form required to authorize and perform a background check: *OPEN RECORD – REQUEST FOR OREGON CRIMINAL HISTORY INFORMATION – ORS 181.555 AND ORS 181.560*. The form may be obtained from the PJH Coaching Director or PJH President.
2. Background checks must be processed prior to volunteering services for the PJH. Volunteers may only begin volunteering once the background check is completed and approval is given by the PJH Board.
3. The completed form must be submitted to the PJH Coaching Director or PJH President for processing. The completed form may be placed in the mailboxes of the PJH Coaching Director or PJH President at Valley Ice Arena; or mailed to the PJH P.O. Box address: Portland Jr. Hawks, P.O. Box 1523, Beaverton, OR 97075-1523.
4. The results of the background check will be revealed only to the PJH Coaching Director and/or PJH President. In the event a reportable record is found, the volunteer will be notified by the Oregon State Police of the inquiry. The PJH Coaching Director or PJH President will also contact the volunteer to discuss the matter. Volunteer eligibility will be based upon the results of the background check and the impact it may have on the responsibilities required of the position. However, any record of criminal activity will usually revoke any volunteer eligibility for the PJH in almost all circumstances.
5. All records of the background checks will be held by the PJH Coaching Director or PJH President. Copies of the completed background check forms may be filed by the PJH Secretary for record keeping purposes. However background check results/documentation, if provided, will only be held by the PJH Coaching Director or PJH President. Results will not be shared with any other board members other than the PJH Coaching Director or the PJH President. The results will also not be shared with any other organizations or individuals outside of the PJH.
6. A report of the background checks processed will be provided to OSHA. This report will only consist of the volunteer names that were submitted to the OSP and approved by the PJH to serve without incident to protect the privacy of the individuals that may have had a reportable record and denied volunteer eligibility with the PJH. The report will include only the number of volunteer candidates that were denied eligibility if applicable.