

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.45
		Issue Date: 08/29/16
		Revision Date:
CHAPTER: Human Resources	Related Policy: G.O. 3.18 Sheriff's Office Volunteer Programs; G.O. 6.45 Background Investigations; G.O. 12.11 PREA	
SUBJECT: Volunteer Background Checks	Related Laws:	

POLICY: A background check will be completed on any person prior to them performing volunteer duties with the Sheriff's Office. A proper background check is necessary to ensure the Sheriff's Office hires only those demonstrating the highest degree of integrity and professionalism.

RULE: A thorough background check will be conducted on volunteer applicants prior to being offered a volunteer position. This will include, at a minimum, a CCH run in LEDS, DMV history, and inquiry into other electronic databases that may provide relevant information (records management system and jail management system, for example). Applicants must be fingerprinted and be able to obtain CJIS clearance if their position requires. Additional investigation may be conducted, which may include checking of references.

PROCEDURE:

- I. Failure to pass the background portion of the hiring/appointment process may be the result of a combination of factors discovered during the investigation, all of which may not be listed here.
- II. The Sheriff or designee, reserves the right to approve or deny applications that fall outside of the below listed standards and qualifications based on aggravating or mitigating factors. Reason for acceptance or denial does not have to be provided to the applicant.
- III. Disqualifiers.
 - A. The below list contains criminal and non-criminal disqualifiers for volunteer positions within the Sheriff's Office. Qualifications and disqualifiers may vary based on position. This list is not all inclusive, but provides examples of what may disqualify an applicant from being eligible for a volunteer position. Applications that are inaccurate, incomplete, illegible, or omit pertinent information will not be considered.
 - 1. Conviction of a felony crime

2. Conviction of some misdemeanor crimes, specifically DUII, may be cause for rejection.
3. Any conviction, misdemeanor or felony, involving domestic violence.
4. Multiple traffic crashes or violations (for example: multiple recent moving violations may cause rejection).
5. Multiple bankruptcies or repeated failure to pay debts.
6. History of drug sales or habitual use of alcohol or drugs without indication of satisfactory rehabilitation.
7. History indicating a propensity for violence, assault, or inability to control emotions.
8. History of inappropriate behavior towards others.
9. Lack of veracity and sound character.
10. Current association with or history of associating with known persons with extensive criminal history other than family members.
11. Any statement written or spoken that is verified to be untruthful.
12. Termination for cause or termination during probationary period from previous employment.
13. History of any conduct that could reasonably be concluded would adversely affect the veracity, credibility, and/or ability to reach sound decisions and use good judgment in performance of duties.
14. A personal history that would bring disrepute, embarrassment, or lack of public trust to the Lane County Sheriff's Office.
15. Violation of past or current employer's policies and/or procedures, rules and regulations after appointment to a position.
16. Record over the past three years of excessive absenteeism or tardiness during employment or volunteer position.
17. Dishonorable discharge from military service for any disqualifying conduct related to this policy.

- IV. Any applicant who is disqualified during our background process will not be considered for any position within the Lane County Sheriff's Office for a period of time to be determined by the Sheriff or designee.
- V. Volunteers who have passed a background check and have been successfully employed as a volunteer with the Sheriff's Office prior to the effective date of the General Order may be "grandfathered" in and maintain their volunteer status. Should a volunteer be terminated or resign from service, eligibility for future volunteer positions will be subject to current background standards.
- VI. After a background is completed, the background shall be reviewed by a supervisor.