



---

Date: 12/31/2020      **Updated:** 12/31/2021      **Date To Be Reviewed:** Three Years – 12/31/2023

## Title of Document: 4.1.5 LOPR\_Background Checks Policy

### **Background:**

The City of Lake Oswego Parks & Recreation Department (LOPR) strives to provide a safe recreational experience for all participants and a safe working environment for staff. In a continuing commitment to focus on ensuring the safety and welfare of young participants and staff, the Parks & Recreation Department shall require background checks.

### **Procedure:**

#### **Criminal History Records Check**

All new and re-hire regular and temporary employees are required to complete the City of Lake Oswego Human Resources Criminal Records Check and Degree Verification Consent Form (*PP&P 4.1.5.A LOPR\_Criminal Records Check and Degree Verification Consent Form Including Contractors and Volunteers.*) Background checks are also run for volunteers.

The form is included in the job hiring packet and listed as a checkbox item on the job hiring checklist. At the time the contingent job offer is made, LOPR shall provide notification to new and returning employees (separated for longer than 12 months) that criminal history records and degree verification checks are required by LOPR policy and that employment is contingent on satisfactory results of the records check.

LOPR instructor contractors who interface with minors are also subject to criminal history records check. The following verbiage is contained within each instructor contract.

*“Contractor authorizes City to obtain information about Contractor and Contractor’s history and to conduct a criminal background check. Contractor shall complete and sign City’s Criminal Records Check Consent Form. Contractor also agrees to cause Contractor’s employees and/or subcontractors, if any, to authorize City to conduct such background checks. Such authorization(s) must be received not less than one (1) week prior to Contractor’s or Contractor’s employees’ and/or subcontractors’ performance of any work under this contract.*

*If the Criminal Records Check Consent Form reveals any information that, in the sole discretion of City, would disqualify Contractor or Contractor’s employees and/or subcontractors from performing or continuing to perform this contract or present*



Director Approval - Original Approval Date: _____
Update Approval Date: _____
Signature: _____

---

*unreasonable risk of liability to the City, this shall constitute an additional ground for termination, pursuant to "Termination", Section C."*

**Exceptions to Criminal Records Check:**

There are two groups which are exempt from the criminal background check procedures. Volunteers who engage in one-time events or natural area day projects (which LOPR refers to as "one and done") and youth under the age of 18. Some examples of one and done include stewardship activities, Friends Groups park restorations, and adventure runs.

**Criminal history results:** Information obtained from the criminal history records check confirming that an applicant/employee/instructor contractor has made false statement as to a conviction of a crime or that the applicant/employee has been convicted of a crime or engaged in behavior which could jeopardize the safety of children and other patrons in district programs, shall be deemed disqualifying and the contingent job offer withdrawn. LOPR shall use the criteria established in *PP&P 4.1.5.B LOPR\_Hiring Contractor Exceptions* to make the determination.

**Frequency of checks:** To continuously uphold the high standard of acceptable conduct in the workplace, criminal history records checks shall be conducted annually on all current employees or when the department deems necessary. Former employees who are re-employed following a break in service of twelve months or more from the last criminal background check shall be subject to a criminal history records check as outlined in this policy.

**Forms & References**

- PP&P 4.1.5.B LOPR\_Hiring\_Contractor Exceptions
- PP&P 4.1.5.A LOPR\_Criminal Records Check and Degree Verification Consent Form Including Contractors and Volunteers
- PP&P 9.9.1.A LOPR\_Child Safety Guidelines

**Responsibility/Contacts:** Deputy Director Recreation, Administrative Assistant, Supervisors