

# MAKING A GREAT PLACE



# Volunteer Background Check FAQ

## Answers to common questions

All applicants for ongoing volunteer opportunities with Metro are asked to complete a criminal background check. This fact sheet answers questions that Metro staff frequently receives about the background check process. If your questions are not answered here, please feel free to contact Metro Human Resources at the number below.

**Learn more:**  
[www.oregonmetro.gov](http://www.oregonmetro.gov)

**Get in touch:**  
503-797-1570

### **Why do I have to have a background check to volunteer with Metro?**

Metro performs criminal background checks for all ongoing volunteers in order to protect the well being of other volunteers, employees, and the public, as well as the assets we manage for the public. Criminal background checks are also run on all candidates being offered employment positions at Metro, as well as all interns who are age 18 or older.

### **What type of background check will I be asked to complete?**

If the volunteer opportunity you are applying for *requires you to work directly with children*, you will be asked to register with the Oregon Child Care Division Central Background Registry.

If the volunteer opportunity you are applying for *does not require you to work directly with children*, you will complete a standard criminal background check through Metro's criminal background check provider, currently OPENonline.

### **What type of information will I be asked to give?**

You will be asked to provide your name, address, phone, date of birth, and social security number.

### **Is this system secure?**

Yes. When you enter your information for the criminal background check, it will go either directly to the State of Oregon, or to Metro's current criminal background check provider, OPENonline. Both systems are built to handle and protect this type of highly sensitive, personal information.

### **What information will the criminal background check reveal?**

In most cases, the background check will reveal any criminal convictions that you have had as an adult. It will also reveal Criminal traffic offenses such as DUI, driving with a suspended license, reckless driving, and other offenses that are not minor moving violations. Minor moving violations like speeding, running a red light, and so on will not be revealed on a criminal background check; however, they may be revealed on a drivers license check, which is run for employees, interns, or volunteers who may drive in the course of their service. The frequency and severity of traffic offenses may impact a person's ability to secure a volunteer or other position that requires driving.

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## **Who at Metro will see my criminal background check information?**

All of your background information stays strictly within Metro's Human Resources Department, and on occasion Metro's legal department. No Metro staff with whom you will be volunteering, including volunteer coordinators, will see the information, and Human Resources will not discuss it with them.

## **I have been convicted of \_\_\_\_\_, will I be able to volunteer?**

If a conviction is revealed on your criminal background check, our Human Resources department will review it and determine if the conviction precludes you from volunteering. Human resources will consider all of the following in making their decision:

- Nature, gravity and frequency of the offense
- Duties of the volunteer opportunity that you applied for
- Your age at the time of conviction
- Time that has passed since the conviction
- Rehabilitation and/or other court-ordered treatment completed

## **Can I get a copy of my criminal background check?**

Yes. Once Metro has run the check, you may request a copy of your criminal background check directly from the background check provider, and a copy will be mailed to you. You will also have the opportunity to work with the background check provider to correct any inaccurate information appearing on your check.

## **I don't feel comfortable having Metro run a criminal background check on me. Is there still any way that I can volunteer?**

Yes! You are welcome to volunteer at any of Metro's public volunteer events. Please check [Metro's calendar](#) to see when the next one is coming up.