

Clackamas Education Service District

Code: **GCDA/GDDA**
Adopted: 05/20/09
Readopted: 9/18/13; 5/21/14

Criminal Records Checks/Fingerprinting

All newly hired CESD employees shall be required to submit to a nationwide criminal records check and fingerprinting. Individuals and employees of organizations contracting with CESD, who have direct, unsupervised contact with students, shall also be required to submit to a nationwide criminal records check and fingerprinting.

“Direct, unsupervised contact” means contact with students that provides the person opportunity and probability for personal communication or physical contact.

CESD may begin the employment of an individual or terms of a CESD contractor on a temporary or probationary basis pending the return and disposition of the preliminary criminal history check.

CESD shall require an Oregon criminal history check for other individuals considered for use as volunteers for CESD who have direct, unsupervised contact with students. This includes any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early education program.

An individual who has failed to disclose the presence of criminal convictions will not be employed or contracted with CESD, or may be discharged immediately if employed.

CESD’s use of criminal history must be relevant to the specific requirements of the position, services or employment, and consistent with business necessity.

The superintendent is directed to develop administrative regulations to meet the requirements of applicable Oregon Revised Statutes and Oregon Administrative Rules.

END OF POLICY

Legal Reference(s):

[ORS 181.525](#)
[ORS 181.555](#)
[ORS 183.413 - 183.470](#)
[ORS 326.603](#)
[ORS 326.607](#)

[ORS 336.631](#)
[ORS 338.115](#)
[ORS 342.127](#)
[ORS 342.223 to-342.232](#)
[ORS 342.143](#)

[OAR 414-061-0010](#)
[OAR 581-021-0500](#)
[OAR 581-022-1730](#)
[OAR 584-036-0062](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).