

### **Pre-Employment Fingerprinting**

The superintendent shall develop administrative procedures to implement the Oregon Fingerprint-Based Criminal Records Law. The procedures will include the following requirements:

1. Any individual offered employment for a position that does not require Teacher Standards and Practices Commission (TSPC) licensure shall be required to submit fingerprints and to undergo a state and nationwide criminal records check. TSPC provides this service for individuals applying for initial licensure;
2. Individuals with whom the district contracts, or any employees of a district contractor who will have direct, unsupervised contact with students, shall be required to submit fingerprints and to undergo a state and nationwide criminal history records check;
3. Employment of, and contracts with, individuals subject to this policy shall be on a probationary basis, pending the satisfactory results of a criminal records check by the Oregon Department of Education;
4. The district shall comply with the directives of the Oregon Department of Education to terminate an employee or contractor as a result of the criminal check. Such termination will be a matter between the individual and the Oregon Department of Education;
5. The fingerprints submitted by prospective employees or contractors shall be taken by a district authorized fingerprinter;
6. Individuals or contractors shall be responsible for the fees associated with fingerprinting and the criminal records check, not to exceed the actual costs. An employee may request that the fees charged by the Oregon Department of Education for the criminal check be paid through a payroll deduction.

END OF POLICY

---

Legal Reference(s):

[ORS 181.525](#)  
[ORS 181.539](#)  
(5)(d)(D)(E)(F)(H)(I)  
[ORS 181.555](#)

[ORS 183.413 - 183.470](#)  
[ORS 326.603](#)  
[ORS 342.143](#)  
[ORS 342.223 - 342.232](#)

[OAR 581-022-1730](#)  
[OAR 584-036-0062](#)

