

## **Criminal Records Checks/Fingerprinting**

All employees, as required by law, including those individuals contracting with the district and their employees, who have direct, unsupervised contact with students shall be required to submit to a nationwide criminal records check and fingerprinting.

The Board may require an Oregon criminal history check for screening applicants for employment or other individuals considered for use as volunteers for the district who have direct, unsupervised contact with students.

All volunteers authorized and assigned by the district to have direct contact with students shall be required to submit to an Oregon criminal records check at no cost to the individual. Volunteers who may have direct, unsupervised contact with students may be required to submit to a nationwide criminal records check and fingerprinting, as designated by regulation, at no cost to the individual.

The district shall begin the employment of an individual or terms of a district contractor on a probationary basis pending the return and disposition of such checks.

An individual who has failed to disclose the presence of criminal convictions that would not otherwise prevent his/her employment with the district as provided by law will not be allowed to re-certify with the Oregon Department of Education as an Oregon City School district employee or with the district as an authorized volunteer.

Criminal records checks and fingerprinting fees as required by the Teacher Standards and Practices Commission shall be paid by the individual. Fees as required by the Oregon Department of Education for individuals currently employed by the district and not requiring licensure shall be paid by the individual, unless exempted by regulation. Fees as required by the Oregon Department of Education for all other individuals subject to such checks and/or fingerprinting shall be paid by the individual, unless exempted by regulation.

Employees not requiring licensure may request that the required fees be withheld from the employee's paycheck. Such fees may be deducted only upon the approval of the individual.

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

END OF POLICY

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**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 342.143](#)  
[ORS 342.223 - 342.232](#)

HB 2047 (2007)

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