

# Springfield School District 19

Code: **GCDA/GDDA**  
Adopted: 1/13/03  
Readopted: 4/23/07  
Orig. Code(s): GCDAGDDA

## Criminal Records Checks/Fingerprinting

In compliance with OAR 581-22-1730 all individuals offered conditional employment including those individuals contracting with the District and their employees who have direct unsupervised contact with students shall be required to undergo a fingerprinting and nationwide criminal records check. The district may require fingerprinting and/or criminal records checks for other individuals employed by the district, who have direct, unsupervised contact with students.

Employment of individuals and contracts with other persons subject to this policy will be on a probationary basis, pending the satisfactory results of criminal history checks. Upon notification by the superintendent of Public Instruction or State Board of Education that an individual has been convicted, or has made a false statement as to conviction of any crimes prohibiting employment or contract status with the district, the district will withdraw the offer of employment or contract immediately.

Any individual released from employment may appeal the action taken by the district as a result of criminal history records check in accordance with the procedures established by law or by Board policy. The district will provide applicable appeal rights immediately.

Individuals or contractors shall be responsible for all fees associated with criminal history records and/or fingerprinting, not to exceed the actual costs. Individuals or contractors required by the district to submit to fingerprinting and criminal history verification will have the amount of the fees (except fees required by the authorized fingerprinter) withheld from their first district payroll check or contract payment, in accordance with Oregon Administrative Rules.

The superintendent or designee will develop administrative procedures in support of this policy.

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](#)