

**UMATILLA-MORROW
HEAD START, INC.**

CRIMINAL HISTORY RECORDS CHECKS/FINGERPRINTING

All newly hired employees of Umatilla-Morrow Head Start, Inc. shall be required to submit to Oregon criminal offender information records check. In addition, FBI criminal offender information records will be checked on subject individuals whose Oregon records checks indicate a multi-state offender status or on subject individuals who have lived in Oregon less than 18 months. (fingerprint-based). Individuals hired as an agency contractor into such positions that they will have direct, unsupervised contact with children shall also be required to submit to such checks. Temporary or substitute employees shall also be required to submit to such checks.

Umatilla-Morrow Head Start, Inc. may require Oregon criminal history checks for other individuals employed or authorized as volunteers for the agency as deemed appropriate by the Executive Director.

The agency cannot begin the employment of an individual or terms of a contractor until the Oregon criminal record check and finger print has been completed. Resultant action taken by the agency may be appealed to the Board of Directors. Individuals refusing consent for a criminal history records checks or fingerprinting shall not be offered employment or shall be terminated from employment or contract status immediately.

The Associate Director of Administrative Services or designee is authorized to notify individuals in writing as to conviction of a crime or have been convicted of crimes prohibiting employment in the agency. Notification should include a statement of termination.

Oregon criminal history records check fees and finger print FBI check fees as required by the Child Care Division Oregon Employment Department shall not be paid by the agency.

Legal References:

Enrolled Senate Bill 1078 (1993 Session Chapter 674)

Oregon law (ORS 181.537, ORS 657A.050 & ORS 657A.060)

**EMPLOYEE NOTIFICATION OF CRIMINAL HISTORY
RECORDS CHECKS AND FINGERPRINTING
REQUIREMENT**

I understand that criminal history records checks and/or fingerprinting are required by law. Employment shall be offered prior to fingerprint collection. Upon notification by the Child Care Division of the Employment Department that an individual has been convicted of any crimes prohibiting employment or contract status with the agency, the Executive Director shall terminate that employment or contract status immediately.

I understand that an individual so terminated may appeal action taken by the agency as a result of such checks in accordance with procedures established by law (Rights for Review and Contested Case Hearings ORS 183.413 to 183.470). Applicable appeal rights will be provided by the agency upon such termination from agency employment or contract status.

Any fees associated with criminal history records checks shall be paid by the individual.

Signature of Employee

Date