



## Contractor Background Checks

Rev 3 (3/16/18)

**Background:** In an effort to ensure the safety of children at Beaverton Schools, ALL Contractors, including, but not limited to, trade contractors, material vendors, professional service providers, architects or engineers, subcontractors or sub-consultants, retained by the District shall complete a criminal background check prior to beginning work. Furthermore, Contractors shall adhere to the following rules while on BSD campuses. The District may remove any Contractors as defined above, from any BSD property, for not complying with these requirements.

### Background Checking Procedure:

1. Contractor shall complete a Confidential Criminal Background Check Certification Form (copy attached) on each employee and provide the information to a third-party background checking company (see list of possible companies on Page 3).
  - a. Background checks need to cover the past 7 years and include offenses registered in the federal, county, sex offender and the Department of Corrections lists.
  - b. Fingerprinting is left up to the discretion of the District, however not required in most instances.
  - c. An existing background check may qualify an employee for badging if:
    - i. The background check was conducted within the last year
    - ii. The background check was conducted in accordance with work for another public or private school district within the State of Oregon
    - iii. The background check covered the list of crimes rendering ineligibility as outlined on Page 2 of the Confidential Criminal Background Check Certification Form
    - iv. The employee has not taken up residency outside the State of Oregon since the time the background check was conducted
2. Once an employee of the Contractor passes the Criminal Background Check, Contractor will provide to the District a letter on company letterhead with a listing of these names.
 

**NOTE: The District will not collect the background check certifications. However, the District reserves the right to request the background check certifications at any time.**
3. After passing background checks, all Contractors and their employees are to be badged when onsite. Badges are to be prepared by the Contractor (template attached). Badges must include individual's legal name (not a nick-name), company name that they work for, location(s) that the Contractor will be working, and a recent (within the last 4 years) photo of the individual. Background checks are valid for one year.

### Building Security Rules:

1. The Contractor shall enforce strict discipline and good order among the Contractor's employees, subcontractors and other persons carrying out the contract while on District property. The District may require that the Contractor's employee or other person carrying out the contract be immediately removed from the project site and District property if the District finds them to be objectionable.
2. If onsite during school hours/during school session, Contractor will check-in with the main office. Anytime a visit of this nature is planned it should be scheduled with the District Project Manager at least 24 hours in advance. If system shut downs are required notice of at least 48 hours is required.

3. A District representative must be present onsite when a Contractor is performing work within an existing school facility. This representative will deactivate the security system upon arrival and re-activate it upon leaving. This process **cannot** be performed by a Contractor or anyone other than a District representative.
4. Contractor will provide badges for each employee and person carrying out the contract. These badges are to be visible and worn at all time when onsite.
5. The Contractor shall have a Responsible Party (i.e., superintendent, foreman, supervisor) onsite at all times during any work being performed by either their own forces or that of their subcontractors.
6. The Responsible Party shall check-in with the District representative upon arrival. They will check-out with the District representative when all work is complete, Contractor personnel has left, and the area is secure.
7. The Responsible Party shall be accountable for the security in area where work is being performed as well as ingress and egress to that area.
8. A District representative will be issued a building key to allow access to any areas where work is being performed.
9. The Contractor shall maintain a daily log defining what areas within the building were accessed by Contractor and Subcontractor personnel.
10. Each of the Contractor's employees, subcontractors' employees and principals/owner involved at site may, at the option of the District, be subject to a security check, at any time, through the District Security Department, Beaverton Police Department, Washington County Sheriff's Department or other venue.

**Note: All personnel onsite must have a background check and be badged (see Background Checking Procedure).**



## Background Checking Company Information

\*Please note the below vendors are only suggestions and may change with future revisions of this document. Any background check vendors are acceptable so long as the criteria of the background check matches that outlined in the "Background Checking Procedure" section on Page 1.

1. Advanced Reporting (<https://advrep.com/orschools/>)  
PO Box 12398  
Salem, OR 97309  
503-375-0451
2. Criminal Information Services (<http://www.criminalinfo.com/index.php>)  
PO Box 7235  
Beaverton, OR 97007  
503-591-1355



**Facilities Development**  
16550 SW Merlo Road  
Beaverton, OR 97003  
Fax 503-356-4475

## Confidential Criminal Background Check Certification Form

Project Name: \_\_\_\_\_ Project Manager: \_\_\_\_\_ Location: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
(Legal First) (Full Middle) (Legal Last)

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(mm/dd/yyyy)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last four digits of your Social Security Number: \_\_\_\_\_ Gender: M / F

Have you ever been convicted of any of the crimes listed below? No \_\_\_\_\_ Yes \_\_\_\_\_

**Signature:** \_\_\_\_\_

*None of this information will be used for immigration status checks. Any warrants for arrest discovered in the process will be reported to the appropriate law enforcement agency. Falsifying or not disclosing information may result in disqualification of your application or termination of your ability to work on BSD job sites.*

# Crimes Rendering Ineligibility

163.095 Aggravated murder	166.005 Treason	475.864 Unlawful possession of marijuana within 1,000 feet of school
163.115 Murder	166.087 Abuse of corpse in the first degree	475.866 Unlawful manufacture of 3,4 methylenedioxyamphetamine
163.185 Assault in the first degree	167.007 Prostitution	475.868 Unlawful manufacture of 3,4 methylenedioxyamphetamine within 1,000 feet of school
163.235 Kidnapping in the first degree	167.008 Patronizing a prostitute	475.870 Unlawful delivery of 3,4 methylenedioxyamphetamine
163.355 Rape in the third degree	167.012 Promoting prostitution	475.872 Unlawful delivery of 3,4 methylenedioxyamphetamine within 1,000 feet of school
163.365 Rape in the second degree	167.017 Compelling prostitution	475.874 Unlawful possession of 3,4 methylenedioxyamphetamine
163.375 Rape in the first degree	167.057 Luring a minor	475.876 Unlawful manufacture of cocaine within 1,000 feet of school
163.385 Sodomy in the third degree	167.062 Sadoomasochistic abuse or sexual conduct in live show	475.878 Unlawful manufacture of cocaine within 1,000 feet of school
163.395 Sodomy in the second degree	167.075 Exhibiting an obscene performance to minor.	475.880 Unlawful delivery of cocaine
163.405 Sodomy in the first degree	167.080 Displaying obscene materials to minors	475.882 Unlawful delivery of cocaine within 1,000 feet of school
163.408 Unlawful sexual penetration in the second degree	167.090 Publicly displaying nudity or sex for advertising purposes	475.884 Unlawful possession of cocaine
163.411 Unlawful sexual penetration in the first degree	475.808 Unlawful manufacture of hydrocodone within 1,000 feet of school	475.886 Unlawful manufacture of methamphetamine
163.415 Sexual abuse in the third degree	475.810 Unlawful delivery of hydrocodone within 1,000 feet of school	475.888 Unlawful manufacture of methamphetamine within 1,000 feet of school
163.425 Sexual abuse in the second degree	475.812 Unlawful delivery of hydrocodone within 1,000 feet of school	475.890 Unlawful delivery of methamphetamine
163.427 Sexual abuse in the first degree	475.818 Unlawful manufacture of methadone within 1,000 feet of school	475.892 Unlawful delivery of methamphetamine within 1,000 feet of school
163.432 Online sexual corruption of a child in the second degree	475.820 Unlawful delivery of methadone within 1,000 feet of school	475.894 Unlawful possession of methamphetamine
163.433 Online sexual corruption of a child in the first degree	475.822 Unlawful delivery of methadone within 1,000 feet of school	475.904 Unlawful manufacture or delivery of controlled substance within 1,000 feet of school
163.435 Contributing to the sexual delinquency of a minor	475.828 Unlawful manufacture of oxycodone within 1,000 feet of school	475.906 Penalties for distribution to minors
163.445 Sexual misconduct	475.830 Unlawful delivery of oxycodone within 1,000 feet of school	475.992 Unlawful possession, manufacture or delivery of a controlled substance
163.465 Public indecency	475.832 Unlawful delivery of oxycodone within 1,000 feet of school	161.405 Attempt to commit any of the above listed crimes.
163.515 Bigamy	475.846 Unlawful manufacture of heroin within 1,000 feet of school	
163.525 Incest	475.848 Unlawful manufacture of heroin within 1,000 feet of school	
163.547 Child neglect in the first degree	475.850 Unlawful delivery of heroin within 1,000 feet of school	
163.575 Endangering the welfare of a minor	475.852 Unlawful delivery of heroin within 1,000 feet of school	
163.670 Using child in display of sexually explicit conduct	475.854 Unlawful possession of heroin	
163.675 Sale of exhibition of visual reproduction of sexual conduct by child	475.856 Unlawful manufacture of marijuana within 1,000 feet of school	
163.680 Paying for viewing sexual conduct involving a child	475.858 Unlawful manufacture of marijuana within 1,000 feet of school	
163.684 Encouraging child sex abuse in the first degree	475.860 Unlawful delivery of marijuana within 1,000 feet of school	
163.686 Encouraging child sex abuse in the second degree	475.862 Unlawful delivery of marijuana within 1,000 feet of school	
163.687 Encouraging child sex abuse in the third degree		
163.688 Possession of materials depicting sexually explicit conduct of a child in the first degree		
163.689 Possession of materials depicting sexually explicit conduct of a child in the second degree		
164.325 Arson in the first degree		
164.415 Robbery in the first degree		