



Philomath School District

Background Check Decision Matrix

This guideline is for informational purposes only and is not for the purpose of legal advice.

<i>Type of Offense</i>	<i>Severity of Offense (Felony/Misdemeanor)</i>	<i>Time Frame Since Completing Sentence/Probation/Parole</i>	<i>Recommended Action</i>
Offenses against people (e.g., murder, manslaughter, sexual assault, assault and battery)	Felony	Anytime	<u>Decline</u>
	Misdemeanor	Anytime	<u>Decline</u>
Offenses against property (e.g., theft, forgery, criminal trespassing, worthless checks, credit card fraud, shoplifting, gun possession)	Felony	Within 5 years	<u>Decline</u>
	Felony	Over 5 years	Evaluate evidence of rehabilitation (e.g., successfully holding other jobs) and relationship of offense to the position. Consider <u>approval</u> .
Offenses against property (e.g., theft, forgery, criminal trespassing, worthless checks, credit card fraud, shoplifting, gun possession)	Misdemeanor	Anytime	Evaluate evidence of rehabilitation and relationship of offense to the position. Consider <u>approval</u> .
Drug offenses	Distribution, sale, trafficking, manufacture of drugs	Anytime	<u>Decline</u>
		2 years	<u>Decline</u>
	All other drug offenses	2-4 years	Evaluate evidence of rehabilitation and consider <u>approval</u> .
		Over 4 years	<u>Approve</u>
Driving offenses Note: Only relevant to assignments which require driving Note: Any instance of a suspended license must be evaluated on a case-by-case basis, regardless of time frame		Less than 2 years	<ul style="list-style-type: none"> • Any offense of DUI: <u>decline</u> • Multiple offenses of speeding, reckless driving, etc.: <u>decline</u> • Non-moving violations: <u>approve</u> • Evaluate all other offenses on case-by-case basis
		2-4 years	<ul style="list-style-type: none"> • Single offense of speeding: <u>approve</u> • Multiple offenses of speeding or single offense of DUI: <u>decline</u> • Multiple offenses of DUI: <u>decline</u> • Motor vehicle homicide: <u>decline</u>
		Over 4 years	Any offenses except multiple DUI: <u>approve</u>
Non-verifiable background information	Cannot obtain 5 years of verifiable background information through reasonable means	N/A	<u>Decline</u>

Important: Do not approve any applicant who is dishonest on an application.