



DATE: June 29, 2018

PROJECT: CHURCHILL HIGH SCHOOL GIRLS SOFTBALL FIELD

SUBJECT: ADDENDUM# 1

FROM: 4J SCHOOL DISTRICT- FACILITIES
715 W MONROE AVE
EUGENE, OR 97402

<p>The Following is an addition to the Original Project Manual.</p>
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Individuals with whom the District contracts with, or any employee, agent, subcontractor or Provider who will have access to District school facilities shall be required to submit a 4J Volunteer Background check and undergo a state and nationwide fingerprinting and criminal history records check, in accordance with the provisions of ORS 326.603 and ORS 326.607. Individuals or Proposer, and not the District, shall be responsible for the fees associated with fingerprinting and the criminal history records check, not to exceed the actual costs (ODE \$59.00 and outside fingerprinting vendor \$12.50). Independent Contractors are asked to complete the Volunteer Background check upon project award. Once approval from the Volunteer Background check is received you will pay the District the ODE fees and complete the fingerprint process through Field Print.

The forms attached have the necessary information to complete the Background/Fingerprinting process.

Oregon Department of Education and 4J School District Contractor Fingerprint and Background Check Requirements



School District 4J
Eugene Public Schools
200 North Monroe Street
Eugene, OR 97402-4295

Step 1: Eugene School District 4J Background Check Process:

All independent contractors of the district must first go through the volunteer background check process. This allows you to be cleared to start your job while we wait for the ODE fingerprint process to go through. If you have previously been finger printed for a school district in Oregon and have not moved out of the State please completely fill out both sides of the **green form** attached and return it to the HR/Finance Resource Center and complete the rest of Step 1. We will follow up with next steps if necessary.

Please visit <http://www.4j.lane.edu/hr/volunteers/> read through the information that is available and place your application. This gives the district the authority to screen your criminal history. PLEASE ALLOW TIME FOR PROCESSING- If you have a criminal history it can take longer to get you through the process.

When selecting a location that you are interested in please only select 4J-INDEPENDENT CONTRACTORS. Please make a note in the comment section of your company name. If you have students at one of our locations you can select their school as well but will be required to take additional steps for your approval, include your student's names when prompted.

Please provide an email address that you check on regular bases as this will be how you are notified of your approval or denial. Should you get a denial you can enter into the appeal process. Please note however while you are going through this process **you do not have the necessary clearance to start your job.**

Welcome to Eugene School District 4J
Volunteer Application [on español](#)

Yes No Are you an employee of the Eugene 4J School District?

Date of Birth February 18 1993 Drivers License Number 12345678 Issuing State Oregon

Yes No Have you ever been convicted of any drug or child abuse related crimes?

Yes No Have you ever been convicted of any crimes related to violence?

Yes No Have you ever been convicted of a major traffic violation, including DUI?

Yes No Have you ever been convicted of ANY misdemeanor or felony crimes?

Yes No Have you ever been charged with a crime for which there has not yet been an acquittal or dismissal?

Yes No Have you ever had a restraining order filed against you?

Please provide an explanation of any criminal charges checked above

CONCISE EXPLANATION

When answering the questions regarding any criminal history please include things that you believe to have been expunged. If the district locates charges that were not disclosed you will receive an automatic denial. Should you mark yes on any of the questions please provide a concise explanation as to the circumstances that led to the charges for each one on your record. Located on the back of this form are all crimes that will result in an automatic DENIAL from both 4J School District and ODE.
For question please contact Mel Olin 541-790-7669

Once you receive approval please print the email to provide it to Financial Services and move on to Step 2.

Subject individuals who have been convicted of any of the crimes listed in ORS 342.143, (listed below under crimes relating to question 1), or the substantial equivalent of any of those crimes if the conviction occurred in another jurisdiction or in Oregon under a different statutory name or number, shall be refused continued employment or have employment terminated upon notification from the Superintendent of Public Instruction.

CRIMES RELATING TO QUESTION 1 OREGON LAWS

163.095	Aggravated Murder	167.062	Sadomasochistic Abuse or Sexual Conduct in Live Show
163.115	Murder	167.075	Exhibiting an Obscene Performance to a Minor
163.185	Assault 1 in the First Degree	167.080	Displaying Obscene Materials to Minors
163.235	Kidnapping in the First Degree	167.090	Publicly Displaying Nudity or Sex for Advertising Purposes
163.355	Rape in the Third Degree	475.808	Unlawful manufacture of hydrocodone within 1,000 feet of school
163.365	Rape in the Second Degree	475.810	Unlawful delivery of hydrocodone
163.375	Rape in the First Degree	475.812	Unlawful delivery of hydrocodone within 1,000 feet of school
163.385	Sodomy in the Third Degree	475.818	Unlawful manufacture of methadone within 1,000 feet of school
163.395	Sodomy in the Second Degree	475.820	Unlawful delivery of methadone
163.405	Sodomy in the First Degree	475.822	Unlawful delivery of methadone within 1,000 feet of school
163.408	Unlawful Sex Penetration in the Second Degree	475.828	Unlawful manufacture of oxycodone within 1,000 feet of school
163.411	Unlawful Sex Penetration in the First Degree	475.830	Unlawful delivery of oxycodone
163.415	Sexual Abuse in the Third Degree	475.832	Unlawful delivery of oxycodone within 1,000 feet of school
163.425	Sexual Abuse in the Second Degree	475.848	Unlawful Manufacture of Heroin within 1,000 Feet of School
163.427	Sexual Abuse in the First Degree	475.852	Unlawful Delivery of Heroin within 1,000 Feet of School
163.432	Online Sexual Corruption of a Child in the Second Degree	475.868	Unlawful Manufacture of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.433	Online Sexual Corruption of a Child in the First Degree	475.872	Unlawful Delivery of 3, 4-Methylenedioxymethamphetamine within 1,000 Feet of School
163.435	Contributing to the Sexual Delinquency of a Minor	475.878	Unlawful Manufacture of Cocaine within 1,000 Feet of School
163.445	Sexual Misconduct	475.880	Unlawful Delivery of Cocaine
163.465	Public Indecency	475.882	Unlawful Delivery of Cocaine within 1,000 Feet of School
163.515	Bigamy	475.888	Unlawful Manufacture of Methamphetamine within 1,000 Feet of School
163.525	Incest	475.890	Unlawful Delivery of Methamphetamine
163.547	Child Neglect in the First Degree	475.892	Unlawful Delivery of Methamphetamine within 1,000 Feet of School
163.575	Endangering the Welfare of a Minor	475.904	Unlawful Manufacture or Delivery of Controlled Substance within 1,000 Feet of School
163.670	Using Child in Display of Sexually Explicit Conduct	475.906	Penalties for Distribution to Minors
163.675	Sale of Exhibition of Visual Reproduction of Sexual Conduct by Child	161.405	Attempt to Commit Any of the Above-Listed Crimes
163.680	Paying for Viewing Sexual Conduct Involving a Child		
163.684	Encouraging Child Sex Abuse in the First Degree		
163.686	Encouraging Child Sex Abuse in the Second Degree		
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		
166.005	Treason		
166.087	Abuse of Corpse in the First Degree		
167.007	Prostitution		
167.008	Patronizing a Prostitute		
167.012	Promoting Prostitution		
167.017	Compelling Prostitution		
167.057	Luring a Minor		

FINGERPRINT-BASED CRIMINAL HISTORY VERIFICATION FOR EMPLOYEES

Please make copy for your own records.

Return the original to:
 Pupil Transportation and Fingerprinting Unit
 Oregon Department of Education
 255 Capitol Street NE
 Salem, OR 97310

ODE USE ONLY

The person whose name appears below is an employee, has been offered employment, or has been assigned to a contractor for the school district or a private career school. All employees and contractors are subject by law to fingerprinting and criminal record checks. (ref. OAR 581-021-0500, 581-045-0586 and 715-045-0003)

Fingerprints are the means used to access records maintained by the Federal Bureau of Investigation. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. The applicant may appeal a determination prohibiting employment as a contested case under ORS 183.413 to 183.470.

Information is subject to the Privacy Act of 1974 (PL 93-579).

Employee of:			
<input type="checkbox"/> District	<input type="checkbox"/> Contractor	<input type="checkbox"/> Charter School	<input type="checkbox"/> Private School
<input type="checkbox"/> Private Career School	<input type="checkbox"/> Private Alternative Ed		
School District/Private School/Private Career School		Position Held or Applied For	
Lane County School District 4J			
Address		City	State
200 N. Monroe		Eugene	OR
		Zip	97402
Signature of Authorized School Official		Name of Authorized School Official (Print or type)	
Name (Last)		(First)	(Full Middle)
Date of Birth		Sex	
		<input type="checkbox"/> M <input type="checkbox"/> F	
Mailing Address		City	State
			Zip
List Other Names Previously Used		Home Phone	

WARNING: Knowingly falsifying statements to any question below may result in your termination of employment without regard to school district policy, collective bargaining agreements or fair dismissal appeals law. It is not a defense that you did not intend to make a false statement regarding criminal history. The following are included as criminal convictions:

- judgments entered by a court;
- guilty pleas;
- "no contest" pleas;
- situations regarding suspended sentences, delayed entry of judgment or any equivalent according to the laws of any jurisdiction.

Convictions of misdemeanor or felony crimes DO NOT automatically drop off your record after a period of time. If you believe a crime has been removed from your record and you are mistaken, it will result in a finding that you knowingly made a false statement.

I have read and understand the above warning. _____ (initials)

1. Have you EVER been convicted of ANY crimes listed under 1 on the reverse side of this form? Yes No If yes, was the crime in Oregon or a similar crime in another state? _____
2. A crime includes a felony or misdemeanor. Have you EVER been convicted of ANY other crime **NOT** included in the list under question 1, this includes major traffic violations (including DUII, etc)? Yes No

Applicant's Signature	Date

OREGON DEPARTMENT OF EDUCATION USE ONLY

	Yes	No	Date	Initials
Final approval	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

- | | |
|---|---|
| <input type="checkbox"/> Not a subject individual to be fingerprinted | <input type="checkbox"/> FBI processed by name and date of birth |
| <input type="checkbox"/> Did not complete fingerprinting process | <input type="checkbox"/> No longer employed by the school or district |

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**Oregon Department of Education and 4J School District Contractor
Fingerprint and Background Check Requirements**



School District 4J
Eugene Public Schools
200 North Monroe Street
Eugene, OR 97402-4295

If you completed the green form please bring it to the HR/Finance Resource Center at 200 North Monroe. You will be notified if next steps are necessary.

If you require fingerprinting please continue onto step 2.

Step 2: Payment of ODE Fee

To complete the requirements of the Oregon Department of Education (ODE), the contractor must go to the District Financial Services located at the Education Center Building, at 200 North Monroe, Eugene, Oregon 97402. Upon entering the front entrance, please check in with the HR/Finance resource center. The ODE processing fee is \$59.00 per background check. We can only accept exact change or checks. Please make checks out to 4J School District.

Please bring this completed form for each person with you to expedite this process.

Full legal Name: _____
Company name: _____
Company Contact number: _____
Company Contact Email: _____
4J Contact _____

Once this is completed you will move onto Step 3 which you will receive from Financial Services.