Background Checklist

This checklist meets the requirements found in OAR 259-008-0015.

This checklist is available for hiring agencies to use to document completion of the background investigation standards pursuant to OAR 259-008-0015. Documentation must include a description of the findings of the investigation, a description of how the information was investigated, or any combination of the two.

Do not submit this form to DPSST. Pursuant to OAR 259-008-0015(5), background investigations must be retained by the hiring agency in accordance with the Secretary of State's Record Retention Schedule and must be made available for review if requested by DPSST.

Applicant Name: (Last, First, Middle)	DPSST Number (leave blank if new)
Agency/Institution:	
Position Applied for:	

Initial next to each item, showing the item was completed.	Initials
1. **Applicant Personal History Questionnaire**. The applicant completed a personal history questionnaire pursuant to OAR 259-008-0015.	
2. **Signed Declaration**. The applicant signed a declaration acknowledging under penalty of perjury that the information provided by the applicant for the background investigation and the personal history questionnaire is true and correct to the best of the applicant's knowledge.	
3. **Signed release**. The applicant signed a release that allows the applicant's background investigation information to be shared with other public or private safety agencies the applicant may become affiliated with.	
4. **Interview.** An interview of the applicant conducted in conjunction with the background investigation.	

Investigation	*Initial next to each item showing the item was investigated. Space is provided below for the agency to provide a description of the investigation or to indicate the location of the description. Additional pages may be attached as needed.*	Initials
	Criminal History and Arrests.	
	DPSST Regulatory Records Check. Email the applicant's full name, DPSST Number (found in CJ IRIS) and date of birth along with the background investigator's name and agency they represent to Certification.Scheduling@dpsst.oregon.gov.	
	Drug and Alcohol Use.	
	Education.	
	Employment History. When an applicant's employment history includes prior public safety or private security employment, the investigation must include review of complaints, personnel investigations, and disciplinary actions against the public safety officer or private security provider.	

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Investigation (continued)	Finances.	
	Memberships and Associations. This includes but is not limited to the applicant's membership or participation in hate groups, racial supremacist organizations, or militant groups, or the applicant's display of symbols of racism or racial supremacy.	
	Military History.	
	Motor Vehicle Records.	
	References. This must include three or more personal or professional references provided by the applicant that were interviewed by the hiring agency.	
	Residential History.	
	Work Eligibility.	
	Other records as needed. Which may include but are not limited to: ☐ Out of State Records ☐ Police Records ☐ District Attorney Records ☐ Court Records ☐ Open Sources ☐ Social Media (as permitted by law)	

Psych Eval	☐ A psychological evaluation is not required for this applicant under OAR 259-008-0010 or OAR 259-008-011. If checked, explain why.		
	Evaluator Name:	Evaluator License Number:	Date Evaluation Completed:
	Employing agency: Initial to indicate the psychiatric or psychological evaluation includes an assessment of the applicant's tendencies, feelings and opinions toward diverse cultures, races, and ethnicities and differing social, political, economic and life statuses.		Initials

Background Investigator:	Date Background Completed:

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