## POLICY STATEMENT
## CRIMINAL BACKGROUND CHECKS AND CREDIT REPORTS

Unless specifically requested by you, our client, we generally do neither a criminal background check nor a credit check.  If through interview or application process, we find there may be a criminal history, we will ask the applicant for details.

If we conduct a criminal background check on our own initiative, this check will be limited to obtaining criminal information from the State of Oregon only and limited in scope to the information available on the Oregon Judicial Information Network as accessed through Open Online formerly known as Commercial Information Systems, Inc.

If we discover a criminal history which we determine is material to the applicant's performance or to your job order, we will give you this information.

At your request, and for a negotiated fee depending on the type of report and locations you wish searched, we will obtain a criminal history or a credit report on any job candidate you name.  All requests should be in writing with the specific type of report and locations you wished searched.

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