

# WASHINGTON STATE PATROL

Identification and Criminal History Section  
PO Box 42633, Olympia WA 98504-2633

## REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845

<b>APPLICANT OF INQUIRY</b> <i>(please provide as much information as possible, name and date of birth are mandatory)</i>			
Applicants Name: (first)		(middle)	(last)
Alias/Maiden Name:		Phone number:	
Date of Birth:	Sex:	Race:	Mailing Address:
Drivers License#/State:		City/State/Zip:	
Purpose for Request:		<b>PUBLIC SCHOOL DISTRICT EMPLOYEE AND/OR VOLUNTEER</b>	
<b>Applicant Signature:</b> _____ <i>Secondary dissemination of this criminal history record information response is prohibited unless in compliance with RCW 10.97.050</i>			

<b>REQUESTING AGENCY:</b>	
Agency:	<b>GOLDENDALE SCHOOL DISTRICT NO. 404</b> <i>(circle one)</i> PRIMARY / MIDDLE / HIGH / DISTRICT / <i>IF ATHLETICS VOLUNTEER, NAME SPORT:</i> _____
Attention:	HUMAN RESOURCES, GOLDENDALE SCHOOL DISTRICT NO. 404
Address:	604 EAST BROOKS STREET, GOLDENDALE WA 98620
<i>I certify this request is made pursuant to and for the purpose indicated.</i>	
Agency Signature:	Date:

### CHILD/ADULT ABUSE RECORD SEARCH GUIDELINES:

Refer to Revised Code of Washington (RCW) 43.43.830-43.43.845 for complete information. Child/Adult Abuse Information Act background checks may be conducted by Washington state businesses, organizations or individuals. All other states must conduct searches under the Criminal Records Privacy Act, RCW 10.97.

1. Searches can be conducted only on prospective employees, volunteers or adoptive parents. Background checks can be conducted on prospective employees, volunteers, or adoptive parents who will or may have unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults. The background check is for initial employment or engagement decisions only. Background checks on current employees or volunteers should be done through the Criminal Records Privacy Act, RCW 10.97.

2. Applicants must be notified an inquiry may be made. A Business or organization shall not make an inquiry to the Washington State Patrol unless the business or organization has notified the applicant, applying for a position as an employee or volunteer that an inquiry may be made.

3. A business or organization must prepare a disclosure statement to be signed by the applicant before a background check may be conducted. A business or organization shall require each applicant to disclose whether the applicant has been: (a) convicted of any crime against children or other persons; (b) convicted of crimes relating to financial exploitation if the victim was a vulnerable adult; (c) convicted of crimes related to drugs as defined in RCW 43.43.830; (d) found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor; (e) found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor; (f) found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult; (g) found by a court in a protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult. The disclosure shall be made in writing and signed by the applicant and sworn under penalty of perjury. The disclosure sheet shall specify all crimes against children or other persons, all crimes relating to drugs, and all crimes relating to financial exploitation as defined in RCW 43.43.830 in which the victim was a vulnerable adult.

4. Applicants must be notified of the response. The requesting agency shall notify the applicant of the Washington State Patrol's response within ten days after receipt. The employer shall provide a copy of the response to the applicant and shall notify the applicant of such availability.

### WASHINGTON STATE PATROL RESPONSE

This identification certificate is the result of a request for criminal conviction record information from the Washington State Patrol Identification and Criminal History section on a prospective applicant by a business or organization. Pursuant to the Child/Adult Abuse Information Act, RCW 43.43.830 through 43.43.845, if the conviction record, disciplinary board final decision, or civil adjudication record shows no evidence of a crime against children or other person, an identification declaring the showing of no evidence shall be issued to the applicant. For further information, contact the Washington State Patrol at (360) 705-5100. Email address: crimihis@wsp.wa.gov  
Washington State Patrol Website: <http://www.wa.gov/wsp/>

In accordance with Federal law, this institution is prohibited from discriminating on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability. To file a complaint of discrimination, write to the Affirmative Action and Non-Discrimination Compliance Officer, Goldendale School District No. 404, 525 Simcoe Drive, Goldendale WA 98620 or call (509) 773-5846. Goldendale School District is an equal opportunity employer, complies with all Federal Rules and Regulations, and does not discriminate for all district employment opportunities.

**GOLDENDALE SCHOOL DISTRICT NO. 404  
VOLUNTEER EXPECTATION AGREEMENT**

Thank you for your interest in volunteering in the Goldendale School District. This information is provided for your safety as well as for the protection of the children you will be working with. Please review it carefully and ask any questions that may arise. We want the time you spend volunteering in our school to be a positive experience for all. After reading each paragraph below, please initial indicating your understanding and willingness to follow these agreements.

\_\_\_\_\_RELATIONSHIPS: For the protection of all, the relationship between you and any student you become acquainted with through volunteering in the Goldendale School District must be kept appropriate at all times. Continuing your volunteer relationship through out-of-school contact, such as phone calls, email, texts, home visits, or invitations to your home, social events, office, vehicle, or activities is not permitted without a specific directive from a teacher and/or prior written parental permission. This prohibition, of course, would not restrict out-of-school contact with students who are family, friends or known to you through other community contacts.

\_\_\_\_\_APPROPRIATE TOUCHING: Handshakes, "high five's", an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcome touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

\_\_\_\_\_COMMUNICATION: You are a role model. Your conversation with students and staff should demonstrate respect for others and avoid language that may be perceived as discriminatory, profane, sexist or offensive. No student or staff person should ever be treated differently, spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin or marital status. In addition, school personnel or volunteers cannot encourage or promote religious beliefs by class activities, comments or invitations to their place of worship.

\_\_\_\_\_CONFIDENTIALITY: As a volunteer, you must respect and maintain confidentiality in regard to personal information obtained regarding a child or his/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

\_\_\_\_\_DISCIPLINE: Any discipline of a student should be left up to a staff member. Physical punishment is never permitted.

\_\_\_\_\_SCHOOL SAFETY PLAN: In the event of an emergency while you are on site (fire, earthquake etc.) you need to be familiar with the Safety Plan of the building you volunteer in.

\_\_\_\_\_CHECK IN/OUT: All visitors, including volunteers, are required to sign in at the main office in the school and wear an identification badge while on campus.

\_\_\_\_\_ COVID-19: All volunteers must provide proof of vaccination for COVID-19 prior to Oct. 18, 2021 or request a medical or religious accommodation. In addition, all volunteers must follow the COVID safety protocols including physical distancing, facial covering, and personal hygiene.

Printed Name: \_\_\_\_\_ School: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_