



Applying Background Screening Reports to Selection Process

Frequently Asked Questions

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No Convictions or Violations

Q: What are the guidelines for decision making when background results indicate no convictions or driving violations?

A: If the background report comes back with no convictions or driving violations, move forward with the approval process if there are no other concerns about the candidate serving as a representative of ISU Extension and Outreach.

Convictions or Violations

Q: What are the guidelines for decision making when background results include criminal convictions or driving violations?

A: If at least one charge or appears on the applicant’s background report, additional research by the extension staff is required to determine if the conviction or violation is serious enough to disqualify the

applicant for employment or as a volunteer. Depending on the conviction or violation (for example, speeding citations) the applicant may be approved with restrictions on their role as a volunteer (for example, they would not be allowed to transport youth).

A conviction should be examined in the light of the requirements of the position for which the applicant is being considered. For example, if the position involves handling money, crimes such as forgery, robbery and embezzlement are pertinent. Also, if the position would not require use of an automobile, speeding tickets may not be relevant. A series of tickets, however, may imply a lack of judgment or maturity needed for some positions.

Use the [Decision-Making Guidelines Matrix](#) and information in the *Charges and Convictions* section below as a guide for which charges and convictions would disqualify an individual from service with ISU Extension and Outreach programs.

Charges and Convictions

Q: Do pending charges or arrests show up on the background reports?

A: No, only convictions. The information will be provided if the candidate has been found guilty or if the candidate has a pending court date. But if a candidate is arrested, but not convicted, that information will not be provided.

Q: Are all criminal convictions grounds for denying employment or volunteer status?

A: The following crimes, and registrations or sanctions, or disclosures for any listed registrations or sanctions, will determine that an applicant **does not meet** the criminal background screening criteria (refer to the [Decision-Making Guidelines Matrix](#)):

- Any felony that includes an element of violence or of a sexual nature regardless of the amount of time since the offense, and any non-violent felony within the past five (5) years, where felony is defined as any crime punishable by confinement greater than one year.
- Any lesser crime involving force or threat of force against a person within the last ten (10) years.
- Any lesser crime in which sexual relations are an element, including "victimless" crimes of a sexual nature (including but not limited to pornography, lewd conduct, and indecent exposure) regardless of the time since the offense.
- Any lesser crime involving controlled substances (not paraphernalia or alcohol) within the last five (5) years.
- Any lesser crime involving cruelty to animals within the last ten (10) years.
- Any criminal offense which causes harm to a child regardless of the amount of time since the offense.
- Any sex offender registrant.
- Any child abuse registry registrant.

Q: Are we required to accept all volunteers who have a “clean” background screening report?

A: No. County personnel are encouraged to use additional criteria in volunteer selection, including interviews, reference checks, known information about the person, fit for the position, and general discernment.

The 4-H Youth Development program encourages the use of the “[Creating a Volunteer Management System using the ISOTURE Model](#)” handbook as a guide for the volunteer selection process.

Driving Records

Q: What guidelines do we have for considering driving records?

A: If a volunteer or staff person will be transporting others, they are required to have a valid and current operator's license. A volunteer and employee shall not be allowed to transport others if the driving history record shows any of the following:

- a. Two citations for a moving violation within the last 12 months.
- b. Two accidents within the last 12 months where the driver was at fault or contributory.
- c. One accident where the driver was at fault or contributory and one moving violation within the last 12 months.
- d. Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered grounds for temporarily denying permission to transport others.
- e. A licensing requirement for specialized motor vehicle insurance (i.e. SR) to operate a vehicle.
- f. Conviction for reckless driving, driving with a suspended license, hit and run, leaving the scene of an accident, license suspension or other crime(s) that result in license suspension.
- g. Conviction or charges pending due to a violation of statutes that affects his/her driver's license, or who has his/her driving privileges suspended, revoked, or barred for violations such statutes, including but not limited to Operating While Intoxicated, vehicular homicide or habitual violations, or any driving offense punishable as a felony.

Sharing Background Screening Reports

Q: Can an individual's background screening report be shared with another county extension district or organization (i.e. school, church, Scouts, etc.)?

A: We have had some counties inquire if they may share a volunteer's background check report with another county if that volunteer also wants also volunteer in another county. We have verified with First Advantage and Whitfield & Eddy Law (Iowa Extension Council Association's law firm) that it is permissible to share a volunteer's background screening report with another county. The volunteer and/or employee must complete and sign the “Volunteer Request for Background Check” form. The original request form should be filed in the county that generated the background check and a copy also needs to be on file in the county receiving a copy of the volunteer's background check report.

Background screening reports **are not** to be shared outside of the ISU Extension and Outreach County Extension Council Organization. Background checks run by counties cannot be used for state level

volunteerism with the State 4-H Office or ISU Extension and Outreach; those entities utilize a different screening vendor for state volunteers per Iowa State University policy.

Finalizing the Background Screening Process

All volunteers are to be formally approved and authorized by the extension council, as reflected in the council minutes.