Iowa Extension Council Association

IOWA STATE UNIVERSITY
Extension and Outreach

# Background Check Decision Matrix

## Criminal Records

| Type of Offense | Time Frame | Recommended Action |
|---|---|---|
| Felony involving an element of violence or of a sexual nature | Any timeframe | Decline |
| Non-violent felony | 5 years | Decline |
| Lesser crime involving force or threat of force against a person | 10 years | Decline |
| Lesser crime in with sexual relations is an element including, but not limited to:<br>• Pornography<br>• Lewd conduct<br>• Indecent exposure | Any timeframe | Decline |
| Lesser crime involving controlled substances (not paraphernalia or alcohol) | 5 years | Decline |
| Lesser crime involving cruelty to animals | 10 years | Decline |
| Offense which causes harm to a child | Any timeframe | Decline |
| Sex offender registrant | Any timeframe | Decline |
| Child abuse charges | Any timeframe | Decline |
| Convictions involving mishandling of money (i.e., embezzlement, forgery, fraud, etc.) | Any timeframe | Evaluate based upon the position. If regularly handling money, decline. If money handling is possible (fundraisers or similar occasional situations) approval with restrictions may be appropriate. |

## Social Security Verification Issues

If the SSN verification turns up any kind of issue, the easiest path forward is to first verify that the SSN was entered correctly. If it was, then ask the candidate to bring their social security card and driver's license/photo ID to the extension office for in-person verification of their identity.

January 8, 2025

## Driving Records

| Type of Offense | Time Frame | Recommended Action |
|---|---|---|
| 2 or more moving violations | 12 months | Not allowed to transport others |
| 2 or more accidents where the driver was at fault or contributary | 12 months | Not allowed to transport others |
| 1 accident where the driver was at fault or contributary + 1 moving violation | 12 months | Not allowed to transport others |
| Any blood alcohol content violation<br>* Cases not yet resolved in courts shall be grounds for temporary prohibition of driving others | 12 months | Not allowed to transport others |
| Licensing requirement for specialized motor vehicle insurance (i.e. SR) to operate a vehicle. | Any | Not allowed to transport others |
| Reckless driving | Any | Not allowed to transport others |
| Driving with suspended license | Any | Not allowed to transport others |
| Hit and run | Any | Not allowed to transport others |
| Leaving the scene of an accident | Any | Not allowed to transport others |
| License suspension or any crime leading to license suspension | Any | Not allowed to transport others |
| 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<br>• Operating While Intoxicated Vehicular homicide<br>• Habitual violations,<br>• Any driving offense punishable as a felony | Any | Not allowed to transport others |
| Driving history that demonstrates an ongoing pattern of poor judgment | 7 years | May need to decline, depending on the position. |