



# Applying First Advantage Background Screening Reports to Selection Process

## Frequently Asked Questions

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### Green Flags

**Q: What are the guidelines for decision making when background results have all green flags?**

A: If the background report comes back with all green flags move forward with the approval process.

### Yellow Flags

**Q: What are the guidelines for decision making when background results include a yellow flag?**

A: Additional information and research maybe required to ensure that the correct information has been

entered.

**Q: How do I proceed when the results indicate a yellow flag and state that the social security number cannot be verified?**

A: The Social Security Verification Guide (located on the [Background Screening Resources](#) page) outlines various reasons for a yellow flag on the Social Security Verification screen. Use this to help understand the reason for the verification error in the report.

If you have large numbers of new citizens in your population, you will see this notice more often. You may see this notice for candidates who recently had a name change. Additionally, the government began randomization of social security numbers in 2011 so the verification will become more difficult as we get more applicants born/naturalized after 2011.

Counties should clarify with the candidate that the social security number they provided on the form is accurate and that it matches the SSN entered in the system. If the numbers match, you could ask if they received a SSN after 2011 or had a name change. If yes, that would explain the report finding. If the candidate is a new citizen you should let the criminal background check run and then complete the search. If the other segments of the screening report provide no adverse information, it is okay to put forth the candidate for approval.

## Reg Flags

**Q: What are the guidelines for decision making when background results include red flags?**

A: If at least one red flag appears on the applicant's background report additional research by the council and/or personnel committee is required to determine if the cause of the red flag is serious enough to disqualify the applicant for employment or as a volunteer. Depending on the reason of the red flag (e.g. speeding citations) the applicant may be approved with restrictions in their role as a volunteer (ex. not 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 germane. A series of tickets, however, may imply a lack of judgment or maturity needed for some positions.

## 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 Background Screening Decision Making 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. Felony 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 is 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.

## 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.**