August 13, 2013

To: ISU Extension and Outreach Staff  
    County Extension Council Members

From: Sherry Teachout Glenn,  
      Assistant Vice President for County Services and Outreach

Re: Staff and Volunteer background screening

Iowa State University Extension and Outreach works with many audiences in a variety of formats. Our goal has always been to offer a safe and healthy environment for all staff and clients. To ensure such an environment, ISU Extension and Outreach is adopting a system-wide background screening process for current and prospective employees and volunteers.

The 2014 – 2017 Memorandum of Understanding between ISU Extension and Outreach and each Extension District took effect on July 1, 2013. It set policy on background screening for both Iowa State staff and volunteers and county extension staff and volunteers.

A committee was formed to define the county background screening process for county extension staff and volunteers. Attached are the two documents explaining the county process and introducing the service provider. The process has been vetted with the Iowa Association of County Extension Councils (IACEC) leadership, ISU Extension and Outreach state program directors, 4-H Youth program specialists, and regional directors, and aligned with university policy for compatibility. The new process has been piloted in four counties (Boone, Johnson, Polk, and Washington counties).

The county provider for background screenings is First Advantage Background Screening Service (FABSS - formerly LexisNexis); they offer a state and national search. FABSS will provide training over the next several weeks for county staff responsible for inputting data.

It is important to remember that the background screening process defined is only one part of the staff/volunteer application process. Counties and program areas may request additional data.

This information can be found at this website: http://www.extension.iastate.edu/content/countyCouncils. We also encourage you to read the Iowa State policy and procedures on ISU volunteers at: http://policy.iastate.edu/policy/volunteers#polstmt

Committee Members

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<tr>
<th>Sherry Glenn</th>
<th>Terry Maloy</th>
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<tr>
<td>Craig Hertel</td>
<td>Gene Mohling</td>
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<td>Mitch Hoyer</td>
<td>Denny Schrock</td>
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<td>Emily Ladewig</td>
<td>Rich Wrage</td>
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Attachment:

- County Extension and Outreach Staff and Volunteer Background Screening Process