Employee Youth Protection Screening, and Criminal History Disclosure and Record Check Processes

New Extension youth protection screening, and criminal record disclosure and record check processes were implemented Sept. 18, 2013 to be compliant with NDSU policy. See Chris Boerboom’s Sept. 18 email to all Extension employees, the responses to the frequently asked questions below, and a flow chart of the processes for information. Contact the Extension Director’s Office for additional help, if needed.

Q. Does the new process pertain only to employees and volunteers who work with 4-H programs?
A. No. Youth audiences are directly or indirectly a part of many of Extension’s programming efforts including, but not limited to, Gearing Up for Kindergarten, Parent Resource Center programming, Junior Master Gardeners, EFNEP, FNP, horsemanship, and yes, 4-H club, camping and after-school activities.

Q. Is criminal record disclosure and record check necessary for volunteers who work with Extension programs that involve youth?
A. Since volunteers are not employees/paid staff, criminal record disclosure and record check isn’t necessary. Volunteers who work with Extension programs involving youth do, however, need to be screened according to our Youth Protection Policy. The instructions and forms are in the Prospective Volunteers section of the Youth Protection Policy.

Q. Do I have to do criminal record disclosure and check in the hiring process of a county-paid clerical position?
A. You do if the person will be working directly with youth on a regular basis (more than a one-time interaction) or chaperoning an overnight activity.

Q. We’re currently advertising for a county-paid clerical position. Should I have the candidates fill out the Adult Behavioral Expectations, SFN 433 and NDSU Criminal Record Disclosure forms, and contact Shelly Lura in HR/Payroll to initiate a national criminal history record check for the finalist on the day of the interviews?
A. You certainly could; doing so will speed up the process since screening needs to be completed prior to extending the person an official offer of employment. You can omit the criminal history record check if the person will not work directly with youth on a regular basis.

Q. A new employee in our office will be working with paperwork involved in the youth protection screening process. At what point do I have him sign the Confidentiality Agreement?
A. His/her first day of work or before having access to the paperwork.

Q. Someone came into our office today who is interested in becoming a 4-H leader. Where can I find out how to enroll him?
A. You would follow the Youth Protection Policy procedure for prospective volunteers. You should also attend a Basic 4-H training which covers this and more. Contact the Center for 4-H Youth Development for details.