



## 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: <ul style="list-style-type: none"> <li>• Pornography</li> <li>• Lewd conduct</li> <li>• Indecent exposure</li> </ul>	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.

## 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 contributory	12 months	Not allowed to transport others
1 accident where the driver was at fault or contributory + 1 moving violation	12 months	Not allowed to transport others
Any blood alcohol content violation * 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 <ul style="list-style-type: none"> <li>• Operating While Intoxicated</li> <li>• Vehicular homicide</li> <li>• Habitual violations,</li> <li>• Any driving offense punishable as a felony</li> </ul>	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.