Children and youth participating in University of Nevada Cooperative Extension (UNCE) programs will have a positive, safe, learning experience.

Pursuant to Chapter 239B.010 of Nevada Revised Statutes, information will be obtained on the background and personal history of all newly hired, transferred, demoted and promoted permanent classified employees, county employees, and faculty. This information will also be obtained for LOAs and volunteers of UNCE who meet the criterion listed in the next section. Additionally, each LOA or temporary position working less than six months, and not meeting the criteria below, should be individually evaluated in conjunction with the Area Director/Department Chair or Assistant Director for employees in the Dean’s office to determine if that individual should be fingerprinted.

All LOA, temporary and non-paid (volunteers) employees of UNCE (19 yrs. & older); will be fingerprinted who:

- have regular access to personal records of children and youth;
- regularly participate directly with children and youth;
- are involved as the sole adult with children and youth.

Paid and non-paid employees will hereafter be referred to as employees.

1. The criminal check will include a check by the Nevada Highway Patrol Criminal Information Repository (NHP) and the Federal Bureau of Investigation (FBI).

2. Until the report of the fingerprinting check has been received from the FBI and NHP no employee will be allowed to:

- Supervise children and/or youth;
- Have unsupervised access to or contact with children and/or youth served by University of Nevada Cooperative Extension; or
• Have access to information or records maintained by University of Nevada Cooperative Extension relating to identifiable children and/or youth served by University of Nevada Cooperative Extension.

3. If a break in service of at least one year occurs, employees will be re-screened.

4. If the FBI is unable to read the prints on a fingerprint card, a search of the database by name may be substituted.

5. The Area Director / Department Chair is responsible for these guidelines being carried out in their respective area or department.

**Procedures**

1. The prospective employee must complete the top section of the applicant fingerprint card for the State of Nevada as well as the top section of the fingerprint card for the FBI and have their fingerprints recorded on both cards. This may be done at any local law enforcement agency offering such services (they may require proper photo identification at the time the fingerprints are taken) or by an individual with proper training. When completing the applicant fingerprint cards, the following applicable department/area file numbers must be inserted in the "Your Account No. ACT" box for the State cards and the same number in the "Your NO. MNU" box for the FBI cards. This will identify who the Department of Public Safety is to send the response to. On both the State card and the FBI card in the box identified as "Reason Fingerprinting" insert the following language "NRS 239B.010.1A", if the person being fingerprinted is a volunteer, clearly write or type or stamp “volunteer” in red.

88009K Northeast/Central Area(Central)

88009L Northeast/Central Area(Northeast)

88009M Southern Area

88009N Western Area

88009B Resource Economics

88009E Biochemistry

88009I Natural Resource and Environmental Science

88009J Animal Biotechnology
2. The prospective employee or volunteer must complete and sign the Authorization for Release of Information located on the back of the applicant fingerprint card for the State of Nevada. The applicant’s complete mailing address must also appear on the fingerprint card, if the address is missing the Nevada Highway Patrol will return the fingerprint check request unprocessed.

3. The Area Director/Department Chair will mail the completed applicant fingerprint cards (both State and FBI) to the following:

   Department of Public Safety
   Records and Technology Division
   808 West Nye Lane
   Carson City, NV 89703

4. At the same time you mail the fingerprint cards to the Records Bureau, you need to send documentation to the Statewide Administration Office requesting an invoice to the County or indicating the account number you want charged or send a check made payable to the Board of Regents to cover the fingerprinting charge. For an employee the charge is $51.25 ($21.00 for state, $30.25 for FBI), for a volunteer who does not work children under 16 the charge is $36.25 ($21.00 for state, $15.25 for FBI). If a check is not sent, either an account number to charge or a request to bill the appropriate county should be sent. If you wish to use county funds or other outside funding which requires an invoice, please indicate the name(s) of the individuals and dollar amount you wish invoiced and request an invoice. An invoice will be prepared and mailed to the appropriate Extension Educator to be processed on a county voucher or submitted to the outside agency. This information should be mailed to:

   University of Nevada Cooperative Extension
   University of Nevada, Reno
   Statewide Administration Office
   8050 South Maryland Parkway, Suite 105
   Las Vegas, NV 89123-0855

The Department of Public Safety Records and Technology Division will provide one consolidated bill to University of Nevada Cooperative Extension on a monthly basis for all fingerprint checks performed. If you wish to pay the State of Nevada directly, you may do so by sending a cashier’s check or money order for either $51.25 (if employee) or $36.25 (if volunteer) made out to the State of Nevada along with the two fingerprint cards.
5. The hiring packets for permanent classified new hires, transfers, demotions or promotions must include the Classified Hiring Checklist, with initials in the last column (Background Check Required) of the individual certifying that fingerprints have been taken and a background check has been requested for the employee.

6. Within 30 days after receipt by the Department of Public Safety Records and Technology Division, they should send the Area Director/Department Chair a written notice of the results of the search by the State of Nevada. Within 90 days, they should send a written notice of the results of the search by the FBI. It is the responsibility of the Area Director/Department Chair to maintain the confidentiality of these reports.

7. For classified employees, when the result of the background check is received, the Area Human Resources office will make sure an e-mail is sent to Freida Avlendia, Personnel Technician II, at alvendia@unr.edu communicating the result of the background check. We will indicate the results were positive (meaning there was a conviction not just an arrest) or negative only. We will not send a copy of the actual correspondence received from the FBI and Highway Patrol or include any details of the results. Any problem with the background check will be immediately brought to the attention of the Area Director/Department Chair or Assistant Director if working in the Dean’s office. The results of the background checks will be maintained in the Statewide Administrative Office in Las Vegas.

8. The staff member who submitted the prints to the Area Director/Department Chair or Assistant Director, will receive verification of clearance while the actual report will remain in the Statewide Administrative Office in Las Vegas in a secure file cabinet.

9. The Area Director/Department Chair or Assistant Director will notify the applicant that a negative report has been received and notify the staff member who submitted the application. If the employee wants a copy of the report, they must contact the respective law enforcement agency that issued the report. It is unlawful for UNCE to provide a copy of the report to the employee.

Information received as part of a fingerprint check cannot be shared with individuals or agencies outside of UNCE.