Q. Why does UNCE require that staff and volunteers be fingerprinted?
A. UNCE, pursuant to Chapter 239B.010 of the Nevada Revised Statute, has adopted the policy in order to prevent convicted child sexual offenders or criminal records from becoming involved with UNCE’s children and youth programs.

Q. Do I need to fingerprint every adult volunteer in my program?
A. Volunteers, 19 and older, who will work with youth ages 0-18 without the assistance of another fingerprinted volunteer, regularly participate directly with children and youth, and/or have regular access to personal records of children and youth must be fingerprinted prior to beginning their volunteer service.

Q. Why do I need to use two fingerprint cards?
A. Fingerprinting cards are submitted to both the Nevada Highway Patrol and the Federal Bureau of Investigation.

Q. What does the criminal check look for?
A. For the purposes of UNCE programming, fingerprints are screened to obtain the background and personal history of potential employees and volunteers (NRS 239B.101).

Q. When can a volunteer begin working directly with youth?
A. UNCE staff or volunteers may not begin working alone and directly with youth participants until the results of both the NHP and FBI reports have been received.
Q. What if the report lists criminal offenses? Can I allow the volunteer to remain active with my program?

A. If the volunteer has previously disclosed all criminal behavior on the UNCE Adult Volunteer Working with Youth Background Information and Application form, and UNCE has determined the volunteer is acceptable, prior to the report being received from the NHP/FBI then the volunteer can remain in the program. Please note that prospective volunteers are asked to disclose any and all prior history of criminal convictions other than minor traffic violations. A criminal record will not necessarily bar an applicant but all offenses will be considered by UNCE as they relate to an indication of a lack of trustworthiness and/or fitness to the specific UNCE program.

Q. What if I find out that a volunteer has been arrested and/or convicted for criminal behaviors that would bar him/her from becoming a volunteer after the initial fingerprinting?

A. Volunteers, who are currently working with youth, are obligated to disclose any and all arrests and/or convictions immediately after the occurrence. Each incident will be assessed for volunteer involvement in UNCE youth programs by the faculty member and area director and may include the Dean and UNR legal council.

Q. What should I do if I hear that a volunteer has been arrested and/or convicted?

A. Document the concern. Volunteers must immediately disclose any arrests/convictions. If the volunteer does not come to you, then you should approach him/her and say that information was presented to you regarding them and ask if it is true. If he/she denies the allegation, document the conversation and pass the information on to your supervisor, extension educator and area director. Further investigation may occur. If the person confirms the allegation, then further acceptance as a volunteer will be dependent upon discussions with your supervisor, extension educator and area director and may involve the Dean and UNCE legal council. The volunteer may be placed on inactive status pending the outcome.

Q. If the prospective volunteer has been previously fingerprinted for another agency, can I just access those results?

A. No, most agencies cannot share information obtained about individuals with other agencies. UNCE may not share confidential information with other agencies.
Q. What is the cost of fingerprinting?

A. The current cost is $51.25 ($21.00 for state, $30.25 for FBI) for UNCE employees and for a volunteer the charge is $36.25. The reduced rate of $36.25 for volunteers is made possible through a cost offset fund available through the State Treasurer’s office. Be sure to write “volunteer” in red directly on the fingerprint card to ensure that you are charged the correct rate.

Q. Why does the cost of fingerprinting have to come from my operating budget?

A. Not all programs are volunteer-driven; therefore, individual programs that depend on volunteers in order to deliver program objectives must incur costs associated with the program. You would not expect to defer the costs of classroom materials needed to deliver your program to another source, so essentially, one must think of the volunteers as part of programming. Counties may fund fingerprinting in whichever manner is appropriate for the county and area. In some cases, leaders councils help to support fingerprinting costs.

Q. Do I need to fingerprint volunteers who want to help out with short term projects?

A. You will need to ask yourself, will the volunteer:

1. have regular access to personal records of children and youth?
2. regularly participate directly with children and youth?
3. be involved as the sole adult with the children and youth?

Some examples to consider:

A volunteer judge for a horse show would not have access to personal records, would not regularly participate directly with the children and would not serve as the sole adult with the children, so he/she could serve as a horse judge without being fingerprinted.

A volunteer for summer camp could potentially have access to personal records, may not regularly participate directly with the children and may or may not serve as the sole adult with the children; since the potential for personal records disclosure and the possibility that the adult may inadvertently be alone with children, this volunteer must be fingerprinted.

Please note: When in doubt, fingerprint!