



Ohio State University Extension
Volunteer Selection Policy & Procedures
Effective – November 1, 2002

Section 1 - Policy

Potential Volunteers Recruited by O.S.U. Extension

- 1.1 Individuals who desire to volunteer their time, energy and talents to Ohio State University Extension on two or more occasions, serving members of a vulnerable population (individuals under the age of 18, elderly, and/or disabled), will complete a comprehensive volunteer selection process.

Individuals who are Volunteering for, or Employed by a Partnering Organization

- 1.2 Individuals, who are otherwise required to successfully complete a comprehensive selection process, including a fingerprint background check, as a precondition to commencing their volunteer service or employment with an entity that is collaborating with O.S.U Extension to deliver specific educational programs, are not required to complete the Ohio State University Extension volunteer selection process; however those individuals must have completed a selection process that utilizes the same, or more stringent standards than O.S.U. Extension.

Section 2 - Procedures

All potential volunteers will:

- 2.10 Receive, at the time of application or change of position, a written position description that is representative of their position responsibilities.
- 2.20 Complete a volunteer application, in its entirety, and submit to the appropriate Ohio State University Extension office.
- 2.30 At minimum, have two references returned that are non-relatives, either in writing, over the telephone, or face-to-face.
- 2.40 Complete an interview with the appropriate OSU Extension representative.
- 2.50 Submit to and successfully pass a criminal history fingerprint background check.*
- 2.60 Read, agree to, and sign the Ohio State University Extension Volunteer Standards of Behavior Form.
- 2.70 Read and agree to (by signature on the Standards of Behavior) the provisions of the Ohio State University Extension's Member/Service Recipient Protection Policy:

- 2.71 Ohio State University Extension staff and volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to, sharing sleeping quarters with non-related members and/or participants.
- 2.72 Ohio State University Extension staff and volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.
- 2.73 Ohio State University Extension staff and volunteers will not, under any circumstances, use physical, verbal, or emotional punishment, or fail to provide the basic necessities of care, such as food or shelter.

* If an individual successfully meets all other selection requirements, however the official report from the Bureau of Criminal Investigation has not been received, they may be accepted on a probationary status. Upon receipt of the official report from the Bureau of Criminal Investigation, the probationary status will be reviewed with a final acceptance/non-acceptance decision made at that time.



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Payment of Criminal History Fingerprint Check & Lifting of Prints

Payment for the Criminal History Fingerprint check will be achieved through any of the following methods: (1) Potential volunteer pays for processing - \$15.00; (2) Appropriate county, district, or state program pays the \$15.00; (3) Appropriate county, district, or state program and the potential volunteer cost-share the \$15.00 charge; (4) Sponsor, secured by Extension professional, pays the \$15.00 charge.

Should the agency that is “lifting” the fingerprint impressions charge a fee, the same options as presented above would apply.

The term “Extension” does not refer to a central location in which the \$15.00 processing fee will be paid. Rather, it refers to the county, district, or state program area securing funds to pay the fee.

Acceptance of Previous Criminal History Fingerprint Check

Individuals who have had a criminal history record check completed in the past 12 months (from date of application submission) are not required to submit to a new fingerprint check at the time of application. Individuals are required to provide a copy of a previous check from the Bureau of Criminal Investigation & Identification and are responsible for charges incurred to secure proof of previous check. Individuals who provide proof of previous check are subject to the same criteria in terms of unacceptable offenses as all other potential volunteers.

Successfully Passing a Criminal History Fingerprint Check

Section 109.572 (A)(1) of the Ohio Revised Code identifies fifty (50) offenses that are disqualifying offenses. Ohio State University Extension may define rehabilitation standards for some offenses.

Completion of Interview

Recognizing the potentially large number of volunteers that an individual county may recruit and select in a given year, Ohio State University Extension will support conducting interviews in any of the following manners: (1) Extension agent conducts interview with potential volunteer; (2) Extension agent and volunteer(s) conduct interview with potential volunteer; (3) Volunteer committee (at least two people) conduct interview with potential volunteer.

The final decision of acceptance or non-acceptance of a potential volunteer is made by the appropriate OSU Extension faculty or staff member. Feedback from volunteers involved in the process will be considered, however no volunteer will make a decision about the acceptance or non-acceptance of potential volunteers. Current volunteer(s) serving on the “interview committee” are required to complete an orientation prior to conducting interviews.