



Iowa Department of Natural Resources

Title		Series No.
Unsupervised Volunteers Background Check Policy		
Responsible Office	Related Policies and Procedures	
Volunteer Coordinator		
Revision Date	Creator/Owner of process	
4/25/2017	John Crotty, Legal Services Bureau	

Authority: Iowa Code 455A.4(1) "a"

Contents: This policy describes the background check requirements that apply to unsupervised DNR volunteers who are responsible for the safety and welfare of persons under the age of 18.

Affected Offices: All

Whom to Contact for Policy Questions: Volunteer Coordinator

Intent of Policy: This policy is intended to establish a uniform process for conducting background checks of unsupervised DNR volunteers who are responsible for the safety and welfare of persons under the age of 18. The policy establishes when background checks will be conducted, how they will be conducted, and how results of the background checks will be interpreted for approval/disapproval of the volunteer.

Policy:

The DNR is interested in managing risks for the State, the public, and our volunteers. In order to help provide a safe environment for everyone, the DNR adopts these requirements for its unsupervised volunteers who, on behalf of DNR, are responsible for the welfare and safety of persons under the age of 18. For purposes of this policy, "unsupervised" means without a DNR employee present in the immediate vicinity. This policy shall also apply to campground hosts.

Requirements

Volunteers subject to this policy shall comply with the following requirements:

- A. Must be 18 years of age or older.
- B. Must have the required license or permit to engage in the volunteer activity, if applicable.
- C. Must be capable of managing the safety of minors. This may require the volunteer to possess certain physical and mental capabilities to be able maintain the safety of the activity participants.
- D. Must provide DNR with the proper paperwork to conduct background checks for criminal history. DNR will check criminal history databases maintained by the Iowa Department of Public Safety and the FBI, as well as the national sex offender registry.
- E. Volunteers are responsible for the costs of fingerprinting required for a national background check. Fingerprint-required national background checks will be performed only when an individual first volunteers for DNR. Subsequent background checks will use the Iowa criminal history databases maintained by the Iowa Department of Public Safety and the national sex offender registry.
- F. Background checks must be conducted at least once every five years while volunteering with DNR. DNR reserves

