



PETERS TOWNSHIP PARK & RECREATION DEPARTMENT BACKGROUND & CHILD ABUSE HISTORY CLEARANCE PROGRAM



Peters Township sponsored and/or co-sponsored youth athletic associations or groups using Township-owned or approved recreation facilities for functions participated in by children that have coaches, assistant coaches, employees, individuals receiving compensation for their services or volunteers actively involved and/or having direct contact with the children on a routine basis and/or similar positions including all board members must comply with the State required background screenings. The association or group utilizing these volunteers, individuals receiving compensation for their services or employees that interacts with children on a routine basis must retain copies (either electronic or paper) of the required screenings. All positions within an association or group are to be included in its by-laws.

All individuals volunteering ages 18 and over will be required to obtain appropriate clearances. No one under the age of 18 will be permitted to volunteer or coach without an approved adult. All individuals receiving compensation ages 14 and over will be required to obtain appropriate clearances.

PURPOSE

Background checks are intended for all Peters Township children to have a safe and positive experience in Peters Township sponsored or co-sponsored youth athletic associations or groups, programs or events.

No screening process can offer absolute assurances; yet, knowing a volunteer's background can provide more certainty that people with a history of inappropriate behavior will not have access to children.

REQUIRED BACKGROUND SCREENING

To be in compliance with the State of Pennsylvania the following background screenings are required

Individuals, age 14 and over receiving financial compensation for their services must complete all three background screenings including the FBI finger print screening

Individuals, ages 18 and over wishing to volunteer must complete and pass the following background screenings (depending on the length of residency in the State of Pennsylvania)

- The Pennsylvania State Police Criminal History Check
- The Pennsylvania Child Abuse History Clearance
- If the individual is receiving compensation or a volunteer that has lived in the state of Pennsylvania less than 10 years they MUST also have the FBI finger print screening

OR

If the individual wishing to volunteer has lived in the State of Pennsylvania for 10 or more years the required affidavit must be completed

Individuals **must** submit the required clearances and documents to the sports association or group prior to any routine involvement in any capacity.

The process may take some time, so sports associations and the individual wishing to work/volunteer must plan appropriately.

BACKGROUND SCREENING PROCESS

Pennsylvania State Police Criminal History Check

1. A request may be submitted online or by mailing a completed form SP4-164. If you submit the request by mail, be advised it may take four or more weeks to receive a response. In either case, begin at the website <http://www.psp.state.pa.us>
2. Under "PSP Services." (Left bottom of the page). Select "Request a Criminal History Record."
3. If submitting an online request, select "Pennsylvania Access to Criminal History (PATCH) WebSite". If submitting a request by mail, select "Download the Criminal History Request Form SP4-164" and follow the instructions.
4. Under "Credit Card Users ", select "Submit a New Record Check". Read and accept the Terms and Conditions.
5. Complete the personal information section. Select "Employment Screening" as the Reason for Request. If asked, do not select "Access & Review."
6. Complete the Record Check Request Form with your information. Include as many details as possible. List your maiden name or any aliases in the bottom section. Select "Enter this Request" On the next screen, select "Finished".
7. Select "Submit".
8. You will need to enter credit card information for the applicable \$10 fee.
9. If you submit the request online, you may receive a "No record" response. **Click on the wording (hyperlink) "Certification Form" to print the response, it will have the PA State seal.**
10. If you receive a "Request for Review" response online, this means only that the record is manually reviewed. If you receive such a response, you will have to check the website periodically for an updated status of your request. Please print out this page as proof you have requested this clearance.
11. Finally, if a "Record" response is made you will receive that information by mail. Please print out this page as proof you have requested this clearance.
12. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.

Pennsylvania Child Abuse History Clearance

1. The Department of Public Welfare has established a web-based computer application called the Child Welfare Portal which allows an individual to apply for their PA Child Abuse Background Clearance online.
2. Before you start, you should have the following information readily available to help you complete your application:
 - a. Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
 - b. Names of all individuals with whom you have lived with to include parents, guardians, siblings, spouses, etc. everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.
 - c. Any previous names you have used or have been known by.
 - d. Credit/Debit Card information for a \$10 application fee.
3. Begin the online application process at the following secure website:
<https://www.compass.state.pa.us/cwis/public/home>
4. Click "Create a New Account" to access the Child Welfare Portal.
5. Read the general information and click "Next" to create a Keystone ID.

6. Enter in requested information including email address and create security questions. Then click finish. NOTE: You will need to immediately access your email for temporary password.
7. You will receive this message on the screen: *"You have successfully created a Keystone ID and a temporary password has been e-mailed to you...."* You will receive two emails: the first contains your Keystone ID, the second your temporary password. Click "Close Window."
8. If you are not immediately taken to the login page, return to <https://www.compass.state.pa.us/cwis/Public/home>, click "Login," then "Access My Clearances," scroll to the bottom of the page and click "Continue." On the Keystone Key login page, enter your username (Keystone ID) and temporary password you retrieved via email.
9. You will be taken to login screen to reset your password. Create a NEW password and click "Submit".
10. Click "Close Window". You will be taken back to login screen. Enter in your username and NEW password you just created.
11. Read *"My Child Welfare Account Terms and Conditions"*. Then "Click" the statement acknowledging *"I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions"*. Then click "Next".
12. Scroll to bottom of page and click "Continue".
13. Then click *"Create Clearance Application"*. Scroll to the bottom of the next page and click *"Begin."*
14. Under *"Application Purpose"* select *"School Employment"*. Then click "Next".
15. Continue through the online application pages and provide the requested information.
16. Once you have completed the online application, review the *"Application Summary"*. If your information is not correct or needs to be updated, please click the edit button in the heading of the section and modify it as necessary.
17. Click "Next" for your eSignature.
18. To complete your application please eSign by checking the acknowledgement and entering your first and last name as it appears on the *"Application Information"* screen.
19. Proceed to the *"Application Payment"* screen.
20. Select "No" to the question *"Did an organization provide a payment code for your application?"*.
21. Click *"Make a Payment"* button at the bottom. You will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Payment Completed page. Click *"Finalize and Submit Application."*
22. Your clearance certificate may be available immediately. If not you MUST print the Submission Confirmation page as receipt to show you have requested a clearance.
23. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.

FBI Criminal History Background Check

1. This is a fingerprint based check for which you must first register with Cogent Systems, at https://www.pa.cogentid.com/index_dpw.htm
2. The applicable fee is \$25.75. This may be paid online via credit card, at the time you register, or via money order or cashier's check delivered at the fingerprint site.
3. When registering, select "Register Online" under the "Registration" section to open the online registration form.
4. Do not check the box next to "Fingerprint Card User". Select "Employment with a significant likelihood of regular contact with children" as the Reason Fingerprinted, and then complete all of the required Personal Information before clicking "Next."

5. Enter your credit card and billing information and select "Pay".
6. Print the confirmation page as you will need the confirmation or registration number when you go to get fingerprinted. The confirmation page will also serve as proof you have requested this clearance.
7. Visit one of the designated locations to get fingerprinted. Fingerprint locations, their hours of operation, and a list of what you'll need to take with you can be found under the "Print Site Locations" section of the Cogent website.
https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html
8. Results will be mailed to you, but could take as long as 4-6 weeks.
9. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.

LENGTH OF APPROVAL

The individual will be approved for a three-year period based on the approval date of the clearance. The approval may be terminated for rule violations, open charges or reasons that the sports association/group or Park and Recreation Board deem unacceptable. If a volunteer or employee is arrested or an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer or employee must provide the administrator or their designee with written notice no later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

DISQUALIFICATION

An individual shall **not** be permitted to work or volunteer in the event that their criminal background screening results reveals any prior convictions (whether by verdict or plea) for crimes or offenses which negatively impact the health, safety and welfare of children. Such offenses shall include, but are not be limited to:

As Defined by the State of Pennsylvania

The person is "named in the statewide database maintained by the Department of Human Services (formerly Department of Public Welfare) as the perpetrator of a founded child abuse report committed within the five-year period immediately preceding verification.

The applicant has been convicted of "one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state":

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

As Defined by Peters Township

The applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

- A. FELONY (Sex Offenses)** all sex offenses regardless of the amount of time since offense, including without limitation:
- Child molestation
 - Child pornography
 - Possession or dissemination of pornography
 - Rape
 - Sexual assault
 - Sexual battery
 - Sodomy
 - Prostitution
 - Solicitation
 - Indecent exposure
- B. FELONY (Violence)** – All felony violence regardless of the amount of time since offense, including without limitation:
- Murder, homicide, manslaughter
 - Domestic violence
 - Aggravated assault
 - Kidnapping
 - Robbery
 - Aggravated burglary
- C. FELONY (Involving Child)** All felony offenses involving a child regardless of the amount of time since offense, including without limitation:
- Child abuse
 - Child neglect
 - kidnapping
 - Contributing to the delinquency of a minor
 - Internet luring of a child
 - Child trafficking
 - Employing a child to commit a crime
 - Endangering the welfare of a child
 - Selling firearms or other weapons to a child
 - Lewdness or obscenity toward a child
- D. FELONY (Other)** – All felony offenses other than already listed within past 10 years
- E. MISDEMEANORS (Violence, Drug and Alcohol, other)** – All Misdemeanor offenses within the past 7 years including without limitation:
- Simple assault
 - Battery
 - Domestic violence
 - DUI or DWAI
 - Simple drug possession

- Drunk and disorderly
- Public intoxication
- Possession of drug paraphernalia

The list of crimes and violations as defined by Peters Township contained in this section is for illustrative purposes only and shall not be construed as a limitation on those criminal activities or violations that would be grounds to disqualify a person from assisting with youth-related activities sponsored by or using Township-owned or approved recreational facilities.

OTHER DISQUALIFYING FACTORS

Pending Charges if an individual has criminal charges of any nature pending he/she shall be prohibited from coaching or volunteering until the active case is brought to final resolution or until the charges are dropped.

Subsequent Charges Should an approved individual subsequently have any criminal charges brought against him/her during their term of approval they will be required to disclose the nature of the charges to the association or group and voluntarily terminate their duties until a determination is made by the association or group regarding the effect of the pending charges on the coach/ volunteer functions within the program. If a volunteer or employee is arrested or an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer or employee must provide the administrator or their designee with written notice no later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

Failure to consent to the clearance process failure to consent to the required background screening procedures shall automatically disqualify an individual from working or otherwise volunteering.

APPEALS

There will be NO appeals in regards to the state disqualifiers

Child Abuse History No appeals will be permitted for offenses including child abuse history

Criminal Background Check In the case that a sports association or group denies an individual the opportunity to work or volunteer based on Township only disqualifiers from his/her background check they may ask for an appeal with the Peters Township Manger. The Manager will make a recommendation to the sports association or group regarding any Criminal Background Checks that come back with an offense history. The Peters Township Manager shall determine whether or not an individual's prior criminal history will prevent him or her from being involved with a children's group or association sponsored by the Township's Park and Recreation Department. In making such determination, the Manager shall determine whether there has been an act or violation that impacts the health, safety and welfare of children, including, but not limited to, those Township disqualifiers listed above. The Township Manager will notify an individual of his recommendation to the sports association or group. The Township Manager will offer the individual an opportunity to explain if he/she feels there is any reason he/she should be considered for approval (i.e. rehabilitation) and provide clear and convincing evidence. Individuals who have been denied approval have the right to appeal.

If the individual wishes to appeal the Township Manager's decision he/she must request to address the Park and Recreation Board. The individual will need to contact the Park and Recreation Director and request to be put on a meeting agenda and provide the explanation along with clear and convincing evidence why he/she feels that he/she should be considered for approval.

The individual's personal information (i.e. name, address, phone number, etc.) will not be included in any documentation that can and/or will be made public (i.e. letters, emails, faxes, etc.). The Park and

Recreation Director will inform the individual the time, date and location of the meeting and brief him/her to provide in advance or bring documentation to the meeting proving rehabilitation, counseling or any other (clear and convincing) evidence that they would like to present as to why the Board should decide to recommend the decision for non-approval be changed. The Board may request that the Township Manger attend the meeting.

The Board will be given documentation (minus personal information) of the individual's record that led to non-approval and any advanced documentation that the individual may have provided. The Board may recess into executive session during the meeting to discuss the issue (no decisions may be made during executive session). The Board may request that individual be a part of some or all the executive session. The Board will then make a decision once they reconvene from executive session into the public forum.

Decisions may include:

- Recommend the decision for non-approval be changed
- Uphold the decision for non-approval
- Request more information and forward to a future meeting agenda

There is no appeal beyond this measure. Denial for Child Abuse History Clearances and State disqualifiers cannot be appealed.

CONFIDENTIALITY

Even though adult criminal records are public information, information received during the background process will only be shared on a "need to know" basis.

COST OF BACKGROUND CHECK

The fees are the responsibility of the individual unless the affiliated sports association wishes to cover such costs.

DISCIPLINARY MEASURES

Youth athletic associations that knowingly violate Peters Township's policies or this background check program are subject to disciplinary measures that may include, but are not limited to:

- Restrictions on facility and/or field usage
- Suspension of coaches and/or officers
- Township fines as defined by ordinance

Audits

Each sports association will be required to submit to the Parks and Recreation Director prior to the start of the season a list of volunteers, individuals receiving compensation for their services and/or employees with the background screening approved dates. The Township reserves the right to audit the associations or groups at any time to check for compliance. All forms for employees and/or volunteers must be valid and on file for review at any given time.

The Parks and Recreation Department has a zero tolerance for bending of the rules for any reason.