

## CENTRAL BLAIR RECREATION & PARK COMMISSION

### SCREENING POLICIES FOR VOLUNTEERS

As of July 2, 2015 all volunteers MUST adhere to guidelines described below. **IT IS VERY IMPORTANT TO NOTE THAT YOU CANNOT BEGIN YOUR VOLUNTEER SERVICE UNTIL ALL OF THE REQUIREMENTS HAVE BEEN COMPLETED.** \*Please note that the records will be maintained in a secured area at our main office.\*

The following are the forms that need to be completed:

1. **Acknowledgment and Release:**
2. **Volunteer Affidavit:** Volunteers must obtain all necessary signatures and return the document to the League Director or the Office.

There are three qualifying factors for the Volunteer Affidavit form:

- A. You understand that the service you provide is volunteered and is unpaid.
  - B. You have been a resident of the Commonwealth of PA for the entirety of the previous ten (10) years; and
  - C. You have never been convicted of a Reportable Offense in PA or any other state or jurisdiction, including foreign jurisdictions.
3. **Reportable Offense Obligations:** Complete and sign the form and return to the League Director or the Office.
  4. **Pennsylvania Child Abuse History Clearance:**
  5. **Pennsylvania Criminal History Clearance:**
  6. **Federal Criminal History and Fingerprinting:**
    - a. If you do not qualify to fill out the Volunteer Affidavit form, then you must complete the FBI Fingerprint clearance.

### **Description**

The primary purpose of this Volunteer Background Screening Policy is to protect the safety and well-being of participants in CBRC's youth athletic programs and events, however, this policy also is intended to apply to any CBRC program or event in which youth participate.

Each volunteer will be required to complete a Pennsylvania Child Abuse History Clearance, Pennsylvania Criminal History Clearance, Volunteer Affidavit or Federal Criminal History and Fingerprinting, Acknowledgment and Release Form, and a Reportable Offense Obligation Form. No volunteer will be permitted to participate in any CBRC program, activity, etc. which involves youth, until the results of the background check are received by CBRC.

This Policy shall apply to all volunteers who wish to be named a coach or instructor or who, in the course of volunteer service, may have the opportunity to be alone with children during activities schedule for any CBRC sponsored youth athletic program or any other CBRC program in which youth are involved.

Absent an order of court or administrative order, or unless there is a compelling reason for doing so, all information received as a result of the screening will be kept confidential and not disclosed to anyone outside the CBRC organization. All authorization forms, records, or reports will be maintained in a confidential manner, and kept for a fixed period of seven years

If any background check reveals any information which CBRC believes to be of a significant criminal nature, said information will be reviewed by the CBRC solicitor to render a decision as to whether the nature of the offense warrants precluding the potential candidate from volunteering with CBRC. To the extent that CBRC obtains any credible information which indicates that a potential candidate may pose a danger to youth, CBRC will report this information to its solicitor, and then take appropriate action after consulting with its solicitor.

### **Frequency of Background Investigations**

Background investigations will be conducted every five years for all volunteer youth coaches and other volunteers for certain programs and events as deemed necessary. Absent compelling circumstances, only one background check is necessary per five years regardless of the number of different sensitive positions a volunteer may fill during this time.

### **Criteria for Exclusion**

#### **Disqualifying Factors**

A person will be disqualified and prohibited from serving as a volunteer if the person has been found guilty of or pleaded guilty or nolo contendere to any of the following crimes or has pending charges as identified below:

(Note: the term “guilty” means that a person was found guilty following a trial, entered a guilty plea, or entered a no contest plea, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. The term “guilty” does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal. **DISQUALIFICATION BASED ON OFFENSE:**

#### **SEX OFFENSES**

**All Sex Offenses** – Regardless of the amount of time since offense.

*Examples include:* child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

#### **FELONIES**

**All Felony Violence** – Regardless of the amount of time since offense.

*Examples include:* murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, child endangerment etc.

**All Felony offenses** other than **violence** or **sex** within the past 10 years.

*Examples include:* drug offenses, theft, embezzlement, fraud, etc.

### **MISDEMEANORS**

All misdemeanor violence involving a minor (unless the volunteer was a Minor when the offense occurred) – regardless of the amount of time since the offense.  
All misdemeanor drug & alcohol offenses involving a minor (unless the employee was a minor when the offense occurred) – regardless of the amount of time since the offense.

**All other misdemeanor violence** offenses within the past 7 years

*Examples include:* simple assault, battery, domestic violence, hit and run, etc.

**All misdemeanor drug & alcohol offenses** within the past 5 years or more than one offense in the past 10 years regardless of whether the offense involved a minor.

*Examples include:* simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.

**\*Special Note:** An offense related to driving under the influence of alcohol or controlled substance graded as a misdemeanor of the first degree: if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.

**Any other felony or misdemeanor** within the past 5 years that would be considered a potential danger to vulnerable populations (for example children).

**Any felony or misdemeanor** convictions for which individual accepted through plea bargaining or other legal action a lesser plea conviction than that original charge that involved any of the above listed offenses.

**Any felony or misdemeanor conviction or pending charges** which involve a crime against a member of the vulnerable population or pending charges of felonies or misdemeanors as listed within this procedure.

### **PENDING CASES**

Any volunteer who has been charged with any of the disqualifying offenses will not be allowed to work until disposition of the charge. A volunteer who has been charged with any of the disqualifying offenses will not be permitted to render volunteer service until disposition of the charge.

A volunteer must immediately inform the CBRC of any charge(s) that has been filed against the volunteer and which, if convicted of the same, would cause him to be disqualified as a volunteer

as stated in this policy. Failure to do so may result in further penalties including permanent disqualification.

The Background Check Process is an ongoing process and is subject to review and changes as determined necessary by the CBRC.

*IT IS INTENDED THAT THIS POLICY BE INTERPRETED BROADLY AND EXPANSIVELY IN FAVOR OF CBRC, AS ONE OF THE PURPOSES OF THIS POLICY IS TO PROVIDE PROTECTION TO CHILDREN. THE EXECUTIVE DIRECTOR MAY SUGGEST CHANGES TO THIS POLICY TO THE BOARD WHICH SHALL APPROVE OR DENY THE PROPOSED CHANGES.*