

IZAAK WALTON LEAGUE OF AMERICA, YORK CHAPTER #67
VOLUNTEER CLEARANCE PROCEDURES - Pg. 1 of 3

POLICY, Volunteer certifications, December 2015

In accordance with Pa Act 153 of 2015 and its revisions, all volunteers who will be responsible for the welfare of children or who will have direct contact with children are required to submit a PA State Police Criminal Record Check, a PA Child Abuse History Record Check and, a Federal (FBI) Criminal History Report (or verification of PA residency as described below). The clearances/record checks must be no more than five (5) years old at any time while the volunteer is providing services.

A prospective volunteer may be excused from providing the Federal (FBI) Criminal History Report only if s/he submits a signed affidavit affirming that the volunteer is not disqualified from service and can demonstrate that s/he has been a resident of Pennsylvania for all of the past ten (10) years. We reserve the right to require a FBI report even if the volunteer submits the waiver request form.

COST:

Currently, the PA State Police Criminal and PA Child Abuse History checks are free for volunteers. There is a fee for the FBI History Report. Reimbursement of this fee may be made available, if requested in advance, of the IWLA York Chapter #67 Board, and will be approved on a case by case basis.

PROCEDURE

Prior to providing volunteer services, the volunteer must submit the following:

1. The completed APPLICATION FORM FOR VOLUNTEERS (Attachment 1)
2. Provide PA CHILD ABUSE HISTORY RECORD CHECK (<https://www.compass.state.pa.us/CWIS>)
3. Provide PA STATE POLICE CRIMINAL RECORD CHECK (<https://epatch.state.pa.us/Home.jsp>)
4. FEDERAL (FBI) CRIMINAL HISTORY REPORT (https://www.pa.cogentid.com//index_dpw.htm); **OR**
VOLUNTEER DISCLOSURE STATEMENT (Attachment 2)

For privacy, the reports and all necessary forms may be submitted in person or mailed to:

Chairman of the Board, IWLA York Chapter #67
P.O. Box 21426
York Pa 17402

All reports may also be emailed to the coordinator of the volunteer activity, for submission to the Chairman of the Board. Volunteer approval will be communicated after review of the submitted materials. Once approved, the volunteer may begin their volunteer assignment.

ADDITIONAL INFORMATION

Noncompliance with the provisions of PA ACT153 as set forth herein, subjects the volunteer and IWLA York Chapter #67 to certain civil and criminal penalties, as defined in PA ACT 153 of 2014.

For more information on PA ACT 153, the origins of this procedure and its documents, and other supporting information, please visit <http://keepkidssafe.pa.gov/>.

Tips for obtaining certifications online:

CWIS Child Abuse History Record Check:

- Go to the above website and create an individual account.
- Check Volunteer to have fee waived, Category "other", Organization "IWLA York Chapter #67".
- It will ask for previous addresses and cohabitants until 1975, according to the folks at CWIS, 5 years is sufficient, and must contain at least one parent.

PASP Criminal Record Check:

- Go to the above website and request a new check for volunteer, then check the new volunteer box in red and accept, to get fee waived.
- Organization is "IWLA York Chapter #67", Phone number is 717-428-2000

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ATTACHMENT 1

APPLICATION FORM FOR VOLUNTEER

Name: _____ Date: _____
Address: _____
Home Phone: _____ Work Phone: _____
Email Address: _____ Birth Date: _____

Address history for the past 10 years: (use back of form if necessary for more history)

I am seeking an unpaid, volunteer position with IWLA York Chapter #67, 7131 Iron Stone Hill Rd, Dallastown Pa 17313.

I understand that I shall not be approved for service if I have been convicted of crimes listed under the Child Protective Services Law, or named as a perpetrator of a founded report of child abuse within the last five (5) years.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or am named as perpetrator in a founded or indicated report, I must provide the Chair of the IWLA York Chapter #67 Board with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for the administration of a program, activity or service of IWLA York Chapter #67 has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, I shall immediately be required to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by IWLA York Chapter #67.

I understand that as a volunteer, I am a "mandated reporter", as defined by the Child Protective Services Law. I understand that I am required to report instances of suspected child abuse. I also understand that free online training is available from the Child Welfare Resource Center at: (https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1). I understand that IWLA York Chapter #67 strongly encourages me to complete this training.

I understand that if I willfully fail to disclose information required by this procedure and its attachments, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position, and if a member of IWLA York Chapter #67, discipline up to and including forfeiture of membership.

I understand that the IWLA York Chapter #67 Board, or its designee is required to maintain a copy of my clearances, as a condition of my volunteer status.

I hereby swear/affirm that the information as set forth above, including address history, is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code

Name: _____ Signature: _____ Date: _____
Witness: _____ Signature: _____ Date: _____

***DO NOT WRITE BELOW THIS LINE, FOR ADMINISTRATIVE USE ONLY**

_____ PA CHILD ABUSE HISTORY CLEARANCE is on file

_____ PA STATE POLICE RESPONSE FOR CRIMINAL RECORD CHECK is on file

_____ FEDERAL (FBI) CRIMINAL HISTORY REPORT **or,**

PA RESIDENT VERIFICATION AND VOLUNTEER SELF REPORTING COMMITMENT FORM

Applicant Approved (init) _____ Not Approved (init) _____ Date: _____

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ATTACHMENT 2

VOLUNTEER DISCLOSURE STATEMENT

For exemption from FBI Federal Criminal Background Check
As required by the Child Protective Services Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

Name: _____ Date: _____

I swear/affirm that I am seeking an unpaid volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that:

1. I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.
2. I swear/affirm that I have not been convicted of any of the following offences under the Pennsylvania Crimes Code or of an equivalent crime under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth, as follows:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709 (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)
- Section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that have not been convicted of the attempt, solicitation or conspiracy to commit any of the offences above, or a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Name: _____ Signature: _____ Date: _____

Witness: _____ Signature: _____ Date: _____