

ACT 153

Requirements for WHITEHALL TOWNSHIP VOLUNTEERS

Pennsylvania Act 153 of 2015, effective July 1, 2015, impacts all unpaid adult volunteers in Pennsylvania who have “direct contact with children” or who are “responsible for the welfare of a child”.

This law mandates a **RENEWED SET OF CLEARANCES EVERY SIXTY (60) MONTHS**, in addition to clearances **prior to the start of service**. The required clearances are as follows:

- 1) Criminal History Record obtained through the Pennsylvania State Police;
- 2) Child Abuse Clearance obtained through the PA Department of Human Services; and
- 3) Federal Criminal History Record Information obtained through the submission of a full set of fingerprints to the PA State Police. This last requirement is waived for those individuals who are unpaid volunteers AND who have lived in Pennsylvania consecutively for the past ten (10) years. In lieu of this requirement for those exempted individuals, a signed Disclosure Statement Application affirming that they are not disqualified from service based upon a conviction is mandated.

To order to protect the confidentiality of our volunteers, ALL VOLUNTEERS ARE REQUIRED TO PROCESS THEIR OWN BACKGROUND CHECKS AND SUBMIT A PAPER COPY OF THE **RESULTS** OF **ALL THREE** OF THE REQUIRED CLEARANCES (LISTED ABOVE) DIRECTLY TO THE HUMAN RESOURCE OFFICE AT WHITEHALL TOWNSHIP (access codes will not be accepted). If you are claiming exemption from the Federal Criminal History Record check (fingerprinting), *you must submit the required Disclosure Statement in lieu of those results.* A report will be provided by Whitehall Township to the volunteer’s supervisor (Playground Associations for parks and playground volunteers and the Fire Chief for Fire Department volunteer staff) informing him/her of each volunteer’s completion of three required clearances. IF A VOLUNTEER’S NAME IS NOT ON THE LIST, THEY CANNOT VOLUNTEER. **It is the supervisor’s responsibility to ensure that each volunteer on their volunteer staff has completed the background check requirement before allowing him or her to serve.**

COMPLETING YOUR BACKGROUND CHECK REQUIREMENT

The PSP Criminal History Clearance and the Child Abuse History Clearance are both available to be done online:

PSP Criminal History Clearance:	https://epatch.state.pa.us/Home.jsp
CA History Clearance:	https://www.compass.state.pa.us/CWIS (Choose the DHS option if required)
Federal Criminal History Record:	For those volunteers who do not meet the Federal Criminal History Record Check exemption requirements and will be required to get fingerprinted, you will find further information at: www.identogo.com . You will need to preregister at this website and print the registration sheet to take with you to get fingerprinted.

If you are exempted from having to get fingerprinted for a Federal Criminal History Record (see #3 on pg. 1), a Disclosure Statement Application for Volunteers must be completed/signed and provided to Human Resources. This form can be found on the Fire and Recreation pages of our website, www.whitehalltownship.org, under Volunteer Info.

Costs* for Volunteers to fulfill these requirements:

PSP Criminal History Clearance:	\$0
CA History Clearance:	\$0
Federal Criminal History Record:	Based on Service Code. Volunteers should use Service Code 1KG6ZJ .

*In order for fees to be waived, you must be a volunteer, clearances may not be used for employment or any other purpose, certifications are only provided free of charge every 57 months. The volunteer will be required to affirm that these conditions are understood and in compliance.

If a volunteer has a current background check on file and is arrested for or convicted of an offense that would constitute grounds for denying further participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer **MUST** provide Whitehall Township's Human Resource office with written notice **NO LATER THAN 72 HOURS** after their arrest, conviction or notification that he/she has been listed as a perpetrator in the statewide database. Failure to do so may result in a third-degree misdemeanor charge against him/her. Any individual who is named in the state database as a perpetrator of a founded report in a child abuse investigation must be disqualified from employment or service.

Act 153 provides that ANY EMPLOYER, ADMINISTRATOR, SUPERVISOR OR OTHER PERSON RESPONSIBLE FOR SELECTION OF VOLUNTEERS INTENTIONALLY FAILING TO REQUIRE AN APPLICANT TO SUBJECT TO A BACKGROUND CHECK COMMITS A MISDEMEANOR OF THE THIRD DEGREE.