

PHILADELPHIA PARKS & RECREATION

Policy on Required Background Clearances for Volunteers and Persons having Direct or Indirect Contact with Youth at Philadelphia Parks and Recreation Facilities

Objective:

To ensure that all individuals serving at Philadelphia Parks & Recreation ("PPR") facilities in any of the capacities set forth below have the current and appropriate Criminal Background check, Child Abuse Clearance, and FBI Clearance prior to, and throughout the duration, of their service.

This policy applies to all persons serving in any capacity of any program or activity having direct or indirect contact with youth, age 18 years or younger, on a regular, recurring, or intermittent basis. This includes anyone 14 years of age or older who is a volunteer or fee-paid coach, administrator, instructor, manager, service provider, league official, and persons with adjunct responsibilities to the program or activity. Organizations that recruit and manage such volunteers and fee-paid instructors include, but are not limited to, schools, churches, athletic associations, advisory councils, performing arts groups, Scouting groups, etc.

The requirements of the appropriate Criminal Background check, Child Abuse Clearance, and FBI Clearance are mandated by Title 23, Chapter 63 of the Commonwealth of Pennsylvania General Assembly, referred to as the Child Protective Services Law.

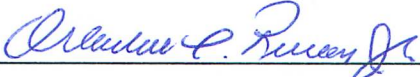
Guidelines:

Any individual or organization with stated or implied permission to use any PPR indoor or outdoor facility, site, area, or amenity for a youth program or activity is responsible for ensuring that all volunteers and fee instructors involved in that program have the correct clearances.

Evidence of the required clearances must be acquired and retained by the individual or organization and be available for inspection at any time by any designated PPR representative with responsibility for the PPR facility.

The renewals, expirations, and re-applications for the appropriate clearances are mandated by the requirements of each clearance. Individuals requiring assistance in obtaining the correct clearances should refer to the Volunteers Guide to Obtaining Background Clearances appendix to this policy.

Failure of an individual or organization to provide the required evidence of clearances when requested will result in the revocation of existing permits and/or privileges, and the possible suspension of future permit and/or privilege opportunities.

Issued By: 

Date: 6/26/17



VOLUNTEERS GUIDE TO OBTAINING BACKGROUND CLEARANCES

All volunteers **MUST** turn in the following clearances at each facility they wish to volunteer:

1.) Criminal Background Check (**FREE for Volunteers**) Pennsylvania Access to Criminal History

Go to: <http://epatch.pa.gov/home>

1. Click on: NEW RECORD CHECK (Volunteers Only)
2. Complete form online
3. Print certificate
4. Bring original (to show Parks & Recreation staff) and a copy (to leave on file) to facility/facilities in which you would like to volunteer

2.) Volunteers who have NOT lived in Pennsylvania for 10 consecutive years **MUST** also turn in FBI Clearance – FBI Clearance (\$23.85)

Pre-register online at <https://uenroll.identogo.com>

1. Use code **1KG6ZJ** in the box specified
2. Click “Schedule or Manage Appointment” (there is not authorization code for payment)
3. Complete each required information tab (Essential Info, Employer, Additional Info, Citizenship, Personal Questions, Personal Questions, Personal Info, Address, And Documents)
 - a. On the employer information page:
 - i. If student indicate Student and fill in your address
 - ii. If retired/unemployed indicate retired/unemployed and fill in your address
4. When an applicant is on the Location tab, they must enter Philadelphia, PA in the box provided
5. Once a location is entered a list of fingerprinting centers will populate along with appointment availability (If a fingerprinting center shows no available appointments, please verify by selecting that center and confirming on the next page when directed)
6. Please select a fingerprinting location with the earliest availability as selecting a later date/time can affect the time in which results are received
7. Once a time is selected and scheduled, applicants will be directed to a “Service Summary” page that summarizes the price (\$23.85) and appointment date and time
8. Please select “DONE” once applicant confirms all information is accurate on the “Service Summary” page, email confirmation should be received

*Please be sure to bring with you the same type of identification that you selected on the Documents page

*Walk-ins are accepted but there is no guarantee that you will be able to complete the fingerprinting on that day. It is best to Pre-Register

FBI reports must be submitted to Parks & Recreation Human Resources Unit within 30 days of your fingerprinting appointment.



3.) Child Abuse Clearance (**FREE for Volunteers**) – PA Department of Public Welfare

Go to: <https://www.compass.state.pa.us/CWIS>

1. Click on: “Create Individual Account”
2. Read through general information, click next
3. Enter Keystone ID – this is a user name/ID that you select
4. Complete Form
 - a. First Name, Last Name, Date of Birth (MM/DD/YYYY, Current Email, Confirm Email, Security Questions 1, 2, and 3 + Answers, Authentication Question and Answer
5. Click Finish
6. Check your email for (2) emails from the state – one will contain confirmation of Keystone ID (username/ID), second will contain state issued password (highlight & copy or write down)
7. Return to: <https://www.compass.state.pa.us/CWIS>
8. Click on “Individual Login” and then “Access My Clearances”
9. Keystone Key – Enter state confirmed Keystone ID (username/ID) and paste or insert state issued password
10. Follow steps to set new password – personal to you
 - a. New password – must be at least 8 characters, contain at least one upper case letter, at least one lower case letter, at least one number, and at least one special character (such as @\$%^&*), do not include user name, first name, or last name
 - b. Click submit
11. Return to “Individual Login”
12. Read through “My Child Welfare Account Terms & Conditions” – click Next
13. Read through “Learn More” – click continue
14. Click “Create Clearance Application”
15. Read through “Getting Started” – click begin
16. Complete form & submit
17. Wait a few days, check email for notification of clearance
18. Print certificate
19. Bring original (to show Parks & Recreation staff) and a copy (to leave on file) to facility/facilities in which you would like to volunteer