

**Episcopal Diocese of Northwestern Pennsylvania
Requirements for Clergy, Employees and Volunteers Under PA Law and Diocesan Policy**

Volunteer Requirements

Effective July 1, 2015, Pennsylvania law requires that adult volunteers responsible for the welfare of a child, or having direct contact with children, must first submit adequate clearances relating to any potential criminal record or child abuse history. Beginning July 1, 2015, prospective volunteers must submit clearances prior to the commencement of service. Current volunteers approved prior to July 1, 2015, will have until July 1, 2016, to obtain clearances. Clearances and Safeguarding trainings will both need to be renewed every 36 months. Congregations are required to see original documentation and maintain record of their volunteers' compliance with these guidelines. Any administrator or supervisor responsible for employment decisions who intentionally fails to require the submission of the required documentation commits a misdemeanor of the third degree. The chancellor recommends that these records be kept indefinitely.

There are different requirements depending on the volunteers' length of residency in Pennsylvania:

Volunteers (continuous resident of Pennsylvania for the past 10 years)

1. Safeguarding God's Children and Safeguarding God's People Training
2. Report of criminal history from the Pennsylvania State Police (PSP)
3. Child Abuse History Clearance from the Department of Human Services (Child Abuse)
4. A verification that the volunteer is not disqualified from service based upon a conviction of any disqualifying offense in any other jurisdiction (form provided by diocese)

Volunteers (NOT a continuous resident of Pennsylvania for the past 10 years)

1. Safeguarding God's Children and Safeguarding God's People Training
2. Report of criminal history from the Pennsylvania State Police (PSP)
3. Child Abuse History Clearance from the Department of Human Services (Child Abuse)
4. A fingerprint based federal criminal history (FBI) clearance

Clergy and Employee Requirements

Effective July 1, 2015, all clergy and paid employees must submit adequate clearances relating to any potential criminal record or child abuse history before employment commences. We are asking that clergy and current employees who do not have up-to-date clearances and trainings update both by December 31, 2015. Clearances and Safeguarding trainings will both need to be renewed every 36 months. The Diocese will maintain record of clergy compliance with these guidelines. Congregations are required to see original documentation and maintain record of their lay employees' compliance with these guidelines. Any administrator or supervisor responsible for employment decisions who intentionally fails to require the submission of the required documentation commits a misdemeanor of the third degree. The chancellor recommends that these records be kept indefinitely.

There are different requirements depending on the length of time someone will be employed:

Clergy and Permanent Employees (ages 14 and up)

1. Safeguarding God's Children and Safeguarding God's People Training
2. Report of criminal history from the Pennsylvania State Police (PSP)
3. Child Abuse History Clearance from the Department of Human Services (Child Abuse)
4. A fingerprint based federal criminal history (FBI) clearance

Provisional Employees (less than 90 days)

1. Safeguarding God's Children and Safeguarding God's People Training
2. Report of criminal history from the Pennsylvania State Police (PSP)
3. Child Abuse History Clearance from the Department of Human Services (Child Abuse)
4. A verification that the provisional employee is not disqualified from service based upon a conviction of any disqualifying offense in any other jurisdiction (form provided by diocese)

Obtaining Clearances and Training

The Child Abuse, PSP and FBI clearances can all be applied for and paid for online. Beginning July 25, Child Abuse and PSP clearances for volunteers working with children will be provided at no cost by the state. Employees' clearances will cost \$8.00 rather than \$10.00.

The FBI clearance, which costs \$27.50, also requires a fingerprint submission. Applicants are encouraged to apply for clearances electronically to avoid delays.

Clearances obtained within the last 36 months will be accepted provided the volunteer or employee presents the original clearances for verification.

PA Child Abuse History Clearance Instructions

Electronic Submission - Go to <https://www.compass.state.pa.us/CWIS> to apply online. Creating an account and submitting your clearance application online will give immediate access to your results or the status of your results if your results cannot be processed immediately, OR

Paper Submission – Paper submissions of the Child Abuse History Clearance application are still accepted for anyone who may not have access to the internet. Mail to: ChildLine and Abuse Registry, Pennsylvania Department of Human Services, PO Box 8170, Harrisburg, PA 17105-8170

For questions related to the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

PA State Police Criminal Record Check Instructions

Electronic Submission - Applicants can go to the Pennsylvania Access to Criminal History website and apply for their criminal record check online with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>

Paper Submission - Below is the link to the Pennsylvania Criminal Record Check form (SP4-164): http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001769.pdf

If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

FBI Criminal Background Check Instructions

The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to www.pa.cogentid.com//index_dpw.htm. Registration is required before going for fingerprinting.

For questions about your FBI Clearance, please contact the FBI/Adam Walsh Unit at 717-783-6211 or 1-877-371-5422. For assistance accessing the online form, please contact the diocesan office at 814.456.4203.

Scroll to the bottom to see samples of each completed clearance

Safeguarding Training

Training for the prevention of Child Abuse and the Sexual Exploitation and Harassment of Adults is offered through the Safeguarding program of the Church Pension Group. At no charge to the individual or congregation, employees and volunteers can complete the training through diocesan provided trainings. For initial training, the diocese requires each individual to attend an in-person training. To renew Safeguarding training, which needs to happen every 36 months, online training is available. Special circumstances do allow for initial training to be completed online, but requires the authorization of the bishop. Contact Julien Goulet in the diocesan office to sign up for training or renewal at jgoulet@dionwpa.org or 814.456.4203.

How to Report Suspected Child Abuse

All employees and volunteers are now considered mandated reporters and must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313. Anyone can call ChildLine if they are wondering whether they should make a report.

There is also a non-required course for Mandated Reporters in Pennsylvania available at www.reportabusepa.pitt.edu that could be helpful for those who train or supervise employees or volunteers who work with children and youth.

**SEE BELOW FOR VOLUNTEER VERIFICATION FORM AND FOR PROVISIONAL
EMPLOYEE VERIFICATION FORM**

THE EPISCOPAL CHURCH IN THE DIOCESE OF
NORTHWESTERN PENNSYLVANIA

VOLUNTEER VERIFICATION FORM

The undersigned individual hereby verifies that he or she is applying for an unpaid volunteer position in which she or he will have contact with children at _____ Episcopal Church, located in _____, Pennsylvania.

The undersigned hereby swears or affirms that he or she has been a resident of the Commonwealth of Pennsylvania during the entirety of the last 10 years and does hereby swear or affirm that he or she is not disqualified from service as a volunteer pursuant to section 6344 (c) or has not been convicted of an offense similar in nature to those crimes listed in section 6344 (c.), a copy of which is attached, 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.

I hereby verify that the statements made in this Volunteer Verification Form are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Signature of proposed volunteer

Printed name of proposed volunteer

Address of proposed volunteer

Phone: _____ Cell: _____

Email: _____

THE EPISCOPAL CHURCH IN THE DIOCESE OF
NORTHWESTERN PENNSYLVANIA

PROVISIONAL EMPLOYEE VERIFICATION FORM

The undersigned individual hereby verifies that he or she is applying for employment in which she or he will have contact with children at _____ Episcopal Church, located in _____, Pennsylvania.

The undersigned hereby swears or affirms that he or she has been a resident of the Commonwealth of Pennsylvania during the entirety of the last 10 years and does hereby swear or affirm that he or she is not disqualified from service pursuant to section 6344 (c) or has not been convicted of an offense similar in nature to those crimes listed in section 6344 (c.), a copy of which is attached, 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.

I hereby verify that the statements made in this Provisional Employee Verification Form are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Signature of provisional employee

Printed name of provisional employee

Address of provisional employee

Phone: _____ Cell: _____

Email: _____



pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

00197118900010101

CERTIFICATION ID:
CERTIFICATION PURPOSE: EMPLOYMENT
VERIFICATION DATE: 12/23/2015
SOCIAL SECURITY #:
DATE OF BIRTH:

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. **NO RECORDS EXIST** in the Pennsylvania Department of Human Services' Statewide database listing the applicant as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TELEPHONE:

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:
Date of Birth:
Social Security #:
Sex: F
Race: White
Date of Request: 01/28/2016 10:44 AM
Purpose of Request: Employment

Maiden Name and/or Alias (1)

(2)

(3)

(4)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS. REFER TO CONTROL #R15666799 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS. THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972)

Certified by:



Lieutenant Kevin J. Deskiewicz, Director
Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED BY: SYSTEM

01/28/2016 10:45 AM



pennsylvania
DEPARTMENT OF HUMAN SERVICES

SSN:
TCN:

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). **The following is the result of your federal criminal history background check as of 12/21/2015.**

NO RECORD EXISTS

RECORD EXISTS but conviction(s) **does not prohibit hire** in a childcare position according to the Child Protective Services Law.

RECORD EXISTS but no conviction(s) is shown. This **does not prohibit hire** in a childcare position according to the Child Protective Services Law.

DISQUALIFICATION - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Cindi E. Horshaw, Acting Bureau Director
Bureau of Policy, Programs and Operations