

LOWER MACUNGIE FIRE DEPARTMENT CRIMINAL AND CHILD ABUSE HISTORY CLEARANCE POLICY

Background

Pursuant to the Pennsylvania Child Protective Services Law, all employees, volunteers, contractors and subcontractors engaged by the Lower Macungie Fire Department ("Department"), and who are anticipated in their service to have responsibility for the welfare of children or direct contact with children, including routine interaction, care, control, guidance, supervision or training, (collectively, "Covered Individuals") are required to submit:

1. A Pennsylvania State Police Criminal History Report (PSP).
2. A Child Abuse Clearance Report (Child Abuse).
3. Either:
 - a. A Federal Criminal History Report (FBI).
(For individuals who **have not** been a continuous resident of Pennsylvania for the past 10 years.)

OR

 - b. A signed affidavit that they are not disqualified from service based upon a conviction of any disqualifying offense in any other jurisdiction.
(For individuals who **have** been a continuous resident of Pennsylvania for the past 10 years.)

This policy refers to these required records/reports as "Clearances".

Only original Clearances are acceptable. After the original Clearance has been verified and accepted, copies of the Clearance will be made for the Individual's file. The originals will be returned to the Individual.

All clearances can be applied for electronically. The FBI clearance requires fingerprint submission.

Affected Individuals

All members of the Department are deemed to be Covered Individuals.

Prospective contractors and/or subcontractors who would be Covered Individuals under this policy must obtain and present Clearances prior to engaging in any business with the Department. Clearances must remain current (less than 60 months old) at all times.

Volunteer Clearances

Beginning January 1st, 2016, all individuals seeking to join the Department as a member must obtain and submit Clearances prior to the commencement of service.

Current members who started service prior to January 1st, 2016 will have until July 1st, 2016 to obtain and present Clearances.

All members will be required to obtain and renew Clearances at least every 60 months.

Fees for Clearances

There is no fee for the PSP Criminal Record Check and the Pennsylvania Child Abuse History Clearance for volunteers.

The Department will maintain an account such that FBI clearances can be obtained at no cost to Department members and employees.

The Department will reimburse employees for the cost of any Clearances required as a condition of their employment with the Department.

Any contractors and subcontractors who are required to obtain clearances must do so at their own expense.

Transfer of Clearances

Volunteers may transfer Clearances obtained for service with another organization provided the Clearances were obtained within the last 60 months and the volunteer presents the original Clearances for verification.

Reporting Requirements

If a Covered Individual is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the Department President and Fire Chief with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

A volunteer who willfully fails to disclose information as required above shall be subject to immediate dismissal from the Department.

Approved On: _____

Name: _____

Signature: _____

Position: _____

Name: _____

Signature: _____

Position: _____