



# West Shore Recreation Commission

## Background Clearance Policy

### Working with Adults Only



#### **PURPOSE**

West Shore Recreation Commission (WSRC) recognizes the importance of providing quality service to the community through offering a wide variety of programs. WSRC employees, volunteers and contracted instructors/services are integral to the provision of safe, fun and enjoyable activities for the community. Due to the high level of public contact, WSRC requires background checks on all volunteers, employees and contractors.

WSRC will cover the cost of the background check for employees and volunteers, however contracted instructors/services will be responsible for the background check. Contracted instructors/services may reimburse WSRC and have the background check completed for them or see #2 under "Process".

#### **WHO MUST HAVE A BACKGROUND CHECK**

- ✓ All volunteers, employees and contracted instructors/services must have a background check completed before their instruction or involvement in a WSRC program.
- ✓ WSRC will accept copies of the PA State Police Clearance and the FBI Fingerprint Clearance provided they have been completed within the last 5 years. Otherwise, WSRC will complete a background screening using a third party service.
- ✓ Anyone providing copies of clearances must affirm in writing that they have not been convicted of a crime within the last 5 years since the clearances were completed.
- ✓ WSRC reserves the right to complete additional background checks as deemed appropriate at any time, to ensure the safety and well-being of our participants.

#### **PROCESS**

1. All volunteers and employees who are not providing copies of previous clearances will be required to complete and sign a written consent form allowing WSRC to submit a request for a background screening. All signed forms must be turned in to WSRC no later than the designated due date. Failure to provide a completed consent form by the deadline will automatically disqualify the volunteer or employee from involvement with a WSRC program.
2. Exception: Companies that have already conducted a comprehensive background check on the individual(s) (PA State Police Criminal Clearance and FBI Fingerprint Clearance) will be required to provide WSRC copies of the appropriate background clearance.
3. Background checks completed through WSRC will include a Social Security Verification, Address Trace, State or County Criminal Record Check, National Criminal History Data Base Search and Sex Offender Registry Check.
4. If the background check includes any of the criteria listed under the "Criteria for Disqualification" section of this policy, the individual will be denied employment or involvement with any WSRC program. If this is the case, the individual will receive a letter from WSRC stating the disqualification and the method for disputing the results of the background check and his/her right to appeal.
5. If the background check indicates that the individual has pending criminal charges that fit the description of charges in the "Criteria for Disqualification" section, the individual may be disqualified until there is a resolution of the charges.
6. Should an approved individual subsequently have any criminal charges brought against him/her that are listed in the "Criteria for Disqualification" section, he/she is required to disclose the nature of the charges to WSRC. The individual may be disqualified from involvement with WSRC until there is a resolution of the charges.

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## **CRITERIA FOR DISQUALIFICATION**

A person will be disqualified and prohibited from any involvement with a WSRC program if the person has been found guilty of the crimes detailed below:

Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This does not apply if criminal charges resulted in acquittal or dismissal.

### **SEX OFFENSES**

- **All Sex Offenses:** regardless of the amount of time since offense.  
**Examples include:** child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

### **FELONIES**

- **All Felony Violence:** regardless of the amount of time since offense.  
**Examples include:** murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- **All Felony offenses:** other than **violence** or **sex** within the past 10 years.  
**Examples include:** drug offenses, theft, embezzlement, fraud, child endangerment, etc.

### **MISDEMEANORS**

- **All misdemeanor violence:** offenses within the past 7 years  
**Examples include:** simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses:** within past 5 years or multiple offenses in past 10 years.  
**Examples include:** driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor:** within the past 5 years that would be considered a potential danger to WSRC participants or is directly related to the functions of that individual with WSRC.  
**Examples include:** contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

## **CONFIDENTIALITY**

The background screening consent forms will be kept confidential and in a secure location at the WSRC office. In addition, the screening results shall be kept in a secure location by the third party contractor for a period as required by applicable law. Information received by WSRC during the screening process will not be disclosed outside of WSRC's authorized personnel.

*This policy follows the recommended guidelines for comprehensive background screenings as set forth by the National Recreation & Park Association.*