



VOLUNTEERS

F R E Q U E N T L Y A S K E D Q U E S T I O N S

Who needs clearances?

Adults applying for or holding an unpaid position as a volunteer with a child care service, a school or a program, activity or service responsible for the child's welfare or having direct volunteer contact with children will need clearances.

Examples of unpaid positions as a volunteer responsible for the welfare of a child or having direct contact with children can include but are not limited to:

- Parent/Guardian chaperones for schools
- Girl Scouts/Boy Scouts
- Agency volunteers that help with transportation or other services
- Big Brothers/Big Sisters
- Literacy programs
- Little League
- Coaches
- Church Sunday school teachers, child event coordinators
- Hospital volunteers working with children

NOTE: The above list is NOT inclusive of all volunteers. Please follow the following guidance to

determine if a volunteer is required to obtain clearances:

In order to determine who in your agency or organization is required to obtain clearances a condition of volunteering with children, you must first confirm that the applicant is an adult, as only adult volunteers are required to obtain clearances.

You should then carefully consider whether the volunteer is responsible for the welfare of a child or has direct volunteer contact with children.

When determining whether a volunteer is responsible for the welfare of a child consider whether the volunteer is acting in lieu of or on behalf of a parent. If they are acting in lieu of or on behalf of a parent, they will need clearances. If a determination is made that the volunteer is not responsible for the welfare of a child, you then move on to the second avenue for consideration; whether they have direct volunteer contact with children.

The second avenue for consideration is whether the volunteer has direct volunteer contact with children because they

provide care, supervision, guidance or control of children and have routine interaction with children. As the terms care, supervision, guidance or control are not defined in the statute we suggest that the common meaning of these terms be used, with child safety serving as the paramount consideration.

With regard to routine interaction with children, consideration should be given to what the volunteer's role is within the agency. Is their contact with children regular and repeated contact that is integral to their volunteer responsibilities?

If you determine they do have direct volunteer contact with children, clearances are required. Please be sure to consult your legal counsel when making these determinations. You should also discuss with your insurers possible insurance coverage implications.

What is the definition of child?

For purposes of clearances, a child is an individual under 18 years of age.



VOLUNTEERS | FREQUENTLY ASKED QUESTIONS

How is direct volunteer contact with children defined?

Direct volunteer contact with children is defined in §6303 (relating to definitions) as the care, supervision, guidance or control of children and routine interaction with children. Routine interaction with children is defined in §6303 as regular and repeated contact that is integral to a person's employment or volunteer responsibilities.

How do I determine who in my agency or organization needs clearances?

In order to determine who in your agency or organization is required to obtain clearances as a condition of volunteering with children, you must first confirm that the applicant is an adult, as only adult volunteers are required to obtain clearances.

You should then carefully consider whether the volunteer is responsible for the welfare of a child and has direct contact with children.

When determining whether a volunteer is responsible for the welfare of a child consider whether the volunteer is acting in lieu of or on behalf of a parent. If they are acting in lieu of or on behalf of a parent, they will need clearances. If a determination is made that the volunteer is not responsible for the welfare of a child, you then move on to the second avenue for consideration; whether they have direct contact with children.

The second avenue for consideration is whether the volunteer has direct contact

with children because they provide care, supervision, guidance or control of children or have routine interaction with children. As the terms are not defined in the statute we suggest that the common meaning of these terms be used, with child safety serving as the paramount consideration. If the answer to this question is that they provide care, guidance, supervision or control of children, they need clearances. If, however, you determine they do not provide care, guidance, supervision or control of children, you then must consider whether they have routine interaction with children.

With regard to routine interaction with children, consideration should be given to what the volunteer's role is within the agency. Is their contact with children regular, ongoing contact that is integral to their volunteer responsibilities?

If you determine they do have direct volunteer contact with children, they need clearances. If, however, you determine that they do not have direct volunteer contact with children, clearances are not required.

Please be sure to consult your legal counsel when making these determinations. You should also discuss with your insurers possible insurance coverage implications.

Which clearances are needed?

All prospective volunteers must obtain the following clearances:

1. Report of criminal history from the Pennsylvania State Police (PSP); and
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse).

Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years.

Volunteers who are not required to obtain the FBI Clearance because;

1. They are applying for an unpaid position and
2. have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

When are clearances needed?

All prospective volunteers must submit clearances prior to the commencement of service.

What is the renewal requirement for clearances?

All volunteers will be required to obtain clearances every 60 months. Timeframes for renewed clearances are based upon the date of each individual clearance. If an individual or agency elected to renew all clearances at the same time, the date of the oldest clearance rather than the most recent would be used.



VOLUNTEERS | FREQUENTLY ASKED QUESTIONS

How do I obtain my clearances?

The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

Is the use of a third-party vendor to process clearances acceptable?

Third-party vendors may be used to process Child Abuse, PSP and FBI clearances using the steps established above. They are not permitted to conduct background checks or clearances through other databases in lieu of the steps outlined above. In addition, persons responsible for the selection of volunteers remain responsible for selection decision based upon the information obtained.

How much do the clearances cost?

- The PSP clearance costs \$0
- The Child Abuse clearance costs \$0
- The FBI clearance costs \$23.00 through the Department of Human Services
- The FBI clearance costs \$24.45 through the Department of Education

Who pays for clearances?

The volunteer is responsible for paying the cost of the required clearances.

However, some agencies choose to pay for clearances for their volunteers and are able to establish business accounts to pay for clearances. The only time an agency is required to bear the cost of the clearance is when there is reasonable belief that the volunteer was arrested or convicted of an offense that would deny participation or named as a perpetrator in an indicated or founded report. In these situations, the agency must immediately require the volunteer to obtain their clearances.

Can an agency or organization pay for clearances?

Child Abuse clearances:

Yes, agencies and businesses can pay for child abuse history clearances by registering for a Business Partner User account using the “Organization Account Access” link on the Child Welfare Portal, <https://www.compass.state.pa.us/cwis/public/home>. The business account will allow organizations to purchase Child Abuse clearance payment codes to be distributed to applicants or employees. Individual applicants or employees will then go onto the Child Welfare Portal to apply for the clearance using the code. The pre-purchased codes can only be used once and allows the organization to have access to the applicant’s Child Abuse clearance results once those results are processed.

FBI clearances:

An agency pay agreement/business

account can also be created between an organization and the FBI, or its authorized agent, for payment of FBI clearances. Information on creating an agency pay agreement for FBI clearances through the Department of Human Services can be found at <https://pacogentid.3m.com/index.htm>.

PSP clearances:

An agency business account can be requested from the Pennsylvania State Police to pay for clearances in bulk by calling 1-888-783-7972 and selecting option 3. Organizations are, also able to pay an for applicant’s PSP clearance on an individual basis by using a credit card if applying online or submitting a paper check if applying by mail.

Do I still need to submit a copy of my PSP or FBI clearance results when applying for my child abuse clearance?

Beginning December 31, 2014, volunteers are no longer required to submit a copy of their PSP or FBI clearances with their Child Abuse application. If the department receives copies attached to the child abuse application we will not return those copies and they will be shredded due to the confidential nature of the information contained on the clearances.

Are there any other requirements?

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in



VOLUNTEERS | FREQUENTLY ASKED QUESTIONS

a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee 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 commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position.

What is the provisional clearance requirement for volunteers?

Individuals who reside in another state or country may serve as a volunteer for no more than 30 days as long as they provide clearances from their state or country of residence. If the individual will be volunteering for more than 30 days, they must obtain clearances as outlined above under “Which clearances are needed.” Volunteers who reside in Pennsylvania do not have a provisional period and must obtain clearances as outlined above under “Which clearances

are needed.”

Is the person responsible for acceptance of volunteers required to keep a copy of my clearances?

Yes, pursuant to § 6344 (b.1), the employer, administrator, supervisor or other person responsible for employment decisions or acceptance of the individual to serve in any capacity requiring clearances, shall maintain copies of the required information.

An employer, administrator, supervisor or other person responsible for selection of volunteers that intentionally fails to require an applicant to submit the required clearance before the applicant’s hiring commits a misdemeanor of the third degree.

Agencies are reminded that the Child Abuse clearance information is confidential and may not be released to other individuals.

Can an agency or organization institute additional standards?

Yes, nothing prohibits the employer or person responsible for a program, activity or service from making employment, discipline or termination decisions or establishing additional

standards as part of the hiring or selection process for employees or volunteers.

Can my clearances be transferred?

Yes, any person who obtained their clearances within the previous 60 months may serve in a volunteer capacity for any program, activity or service. Clearances obtained for volunteer purposes may not be used for employment.

As a volunteer, do I obtain my Federal Bureau of Investigation Criminal History check through the Department of Education or the Department of Human Services?

The agency under which an applicant should submit their FBI clearance application is based on the agency or organization for which they intend to volunteer. If the applicant intends to volunteer in a school or at a school related function, they would apply for their FBI clearance through the Department of Education. If the applicant intends to volunteer with children in any other capacity outside of a school setting or function, such as a group home for children, in a church, as a Little League or soccer coach, etc., they would apply for their FBI clearance through the Department of Human Services.

LCYIC Volunteer Application Instructions

Before you can enter the Youth Intervention Center as a volunteer, you must complete this packet and submit to a Criminal History background check, and a Child Abuse History Clearance. You must also get a FBI clearance if you have not lived in Pennsylvania for the last 10 consecutive years or if you have lived in Pennsylvania for 10 consecutive years you will need to sign an affidavit stating such. The following forms will give us as much information as you need to complete proper background checks. With that in mind, please be careful in filling out the forms and include **ALL** information as it is asked.

Name

When filling out the name field, make sure that you fill in your entire name. Do not use nicknames. If your birth name is William, do not put Bill or Billy. Enter any and all former names including aliases. If you were adopted, enter your birth name and your adopted name please include any and all former married names.

Signature of County Employee Witness

This signature is important. The County Employee Witness must also enter the date it was signed. The witness shall also print his/her name ***legibly*** beneath the witness' signature. This will most likely be signed after you return all the forms to the Youth Intervention Center.

PA Residency Form

If you have been a PA resident for the previous 10 consecutive years you can sign the PA Residency form. On the top half of the form complete # 2 and sign and date the bottom half, and you do **NOT** have to complete the FBI criminal History (saving you \$24.50), if you have not been a PA resident for 10 consecutive years then you need to sign the form on the top section # 1 stating this **AND** complete the FBI Criminal History Clearance (link given below).

PA Access to Criminal History, Child Abuse & FBI Criminal History Clearance

These can be completed online at:

PA Access to Criminal History – <https://epatch.state.pa.us>

Child Abuse Clearance – <https://www.compass.state.pa.us/cwis/public/home>

FBI Criminal History Clearance – <https://uenroll.identogo.com> Use Service Code **1KG6ZJ**

Complete step by step instruction packets for each of these can be downloaded separately from www.lcyic.com.

Completion of All Forms

When all forms are completed and ready for return to the Youth Intervention Center please place all of the forms together and send it to:

Lancaster County Youth Intervention Center
Attn: Program Coordinator
235 Circle Ave.
Lancaster, Pa 17602

If you are part of a large group please give the forms directly to your group leader to hand in all at once.

LCYIC Volunteer Application

Full Name: _____ Date: _____

Volunteer Program/Group Name: _____

Age: _____ Date of Birth: _____ Gender (*circle one*): M F

Address: _____

E-Mail Address: _____

Phone Number: _____

What are your hobbies, interests and special skills?

What are your previous volunteer experiences?

Why would you like to volunteer with the Lancaster County Youth Intervention Center?

What type of program commitment are you interested in? Check all that apply.

Once a Month
 Once a Week
 Religious
 Clergy Visitation

 Educational
 Internship/Service Learning Hours

 Other (Please specify): _____

Please indicate your availability with an "X" in the appropriate boxes:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00am-12:00pm	<i>School</i>	<i>School</i>	<i>School</i>	<i>School</i>	<i>School</i>		
12:00pm-2:00pm	<i>School</i>	<i>School</i>	<i>School</i>	<i>School</i>	<i>School</i>		
3:30pm-4:30pm							
6:00pm-8:00pm							

Please list an emergency contact person:

Name: _____ Relation: _____
 Daytime Phone Number: _____ Evening Phone Number: _____



Lancaster County Youth Intervention Center



Liability Release Form

WHEREAS the undersigned has requested permission from Lancaster County Youth Intervention Center to enter areas of County of Lancaster property not open to the general public in order to participate in a Volunteer/Clergy Program at the Youth Intervention Center;

AND WHEREAS the undersigned is aware that by entering areas of Youth Intervention Center not open to the general public, that they subject themselves to possible bodily injury and life threatening situations that may result from the actions and activities of certain Youth Intervention Center residents; in that it is impossible at all times and places to see that the undersigned is sufficiently protected by employees of Youth Intervention Center from potentially dangerous actions and activities of such residents;

AND WHEREAS the undersigned recognizes that the Youth Intervention Center houses, at all times, some potentially dangerous residents;

NOW, THEREFORE for and in consideration of the permission granted to me by the County of Lancaster to enter areas of Youth Intervention Center not open to the general public and to participate in a Volunteer/Clergy Program of the Youth Intervention Center, I hereby release Lancaster County Youth Intervention Center, Lancaster, Pennsylvania, and their agents and employees of and from any and all claims, causes of actions, damages or demands that may arise from any bodily injury to my person inflicted by a resident at the Youth Intervention Center while I am present in areas of the Youth Intervention Center not open to the general public.

I have read and I understand the terms of this release and I sign it voluntarily and with full knowledge of its significance and legal meaning and effect.

Name: _____
(Please Print Full Name)

Signature: _____
(If under 18 must be signed by parent of legal guardian)

Date: _____

Witness Signature: _____

PA Residency

Please check the appropriate line

1. _____ I have not lived in PA for 10 years. **I understand that, in addition to obtaining a Pennsylvania State Police Criminal History Record and a Pennsylvania Department of Human Services Child Abuse History Clearance, I must obtain an FBI Criminal History Clearance (you do not need to complete the section on the bottom half of this page)**

Date moved to PA _____

Signature: _____ Date: _____

Printed Name: _____

2. _____ I have lived in PA for at least the past 10 consecutive years **(please also read and sign the section on the bottom half of this page)**

Date moved to PA _____

Signature: _____ Date: _____

Printed Name: _____

If you have lived in PA for the past 10 consecutive years or more, please read and sign the following:

I swear or affirm the following:

- i. I have not been convicted of *any* of the following offenses, or of an offense similar in nature to those listed below 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, at *any time* in the past:
 - a. Criminal homicide; aggravated assault; stalking; kidnapping; unlawful restraint; rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; concealing death of a child; endangering welfare of children; dealing in infant children; prostitution and related offenses; obscene and other sexual materials and performances; corruption of minors; sexual abuse of children; or the attempt, solicitation or conspiracy to commit any of the above offenses
- ii. I have not been convicted of a felony offense under Pennsylvania's Controlled Substance, Drug Device and Cosmetic Act committed at any time within the past five years.

I understand that I am required to obtain a Pennsylvania State Police Criminal History Record and a Pennsylvania Department of Human Services Child Abuse History Clearance.

Signature: _____ Date: _____

Printed Name: _____

Guidelines for Volunteers

Prior to Volunteering

1. All volunteers must have completed the Volunteer Application Packet and completed clearances and return them to the Program Coordinator.
2. Scheduled appointments should be kept, and promptness is a necessity due to the highly structured environment of the facility. Aim to get here early so that you can sign in, get through security and get back to the programming area to set up so you are ready to go as soon as the group arrives. If you are unable to come or will be late for any reason, please call (717) 299-7821 and let a Detention or Shelter Supervisor know why.
3. You must maintain a neat appearance. Dress relatively conservatively, but neatly. Very often, your physical appearance will help establish a good working relationship with the residents. Shorts, not above mid-thigh, are permitted during the summer months. Short shorts, see-through apparel, hooded sweatshirts, tank shirts, halter-tops, and tee shirts with inappropriate writings or logos are not permitted. Closed toe shoes must also be worn- no open toed sandals.
4. Do not bring anything into the institution for a resident, no matter how harmless or trivial it may seem at the time. Many things appear harmless, but could also be considered as contraband for a particular reason. Contraband means anything that residents should not have, such as food, chewing gum, candy, cell phones, etc. If in doubt, ASK. It is advisable for you to adopt a policy of saying 'NO' to any request such as this. Items such as cigarettes, magazines, newspapers, books, etc. are NOT permitted to be brought into the facility by you. Mail may not be taken out of or brought into the facility for any resident.
5. INDIVIDUALS AND THEIR PROPERTY MAY BE SUBJECT TO SEARCH UPON ENTERING AND/OR LEAVING THE FACILITY, AS WELL AS WITHIN THE FACILITY. Refusal to submit to this search will result in an immediate termination of the visit, as well as jeopardize future access to the institution.
6. ALL individuals working with residents may be subjected to legal implications. Illegal acts, such as bringing in contraband, may result in criminal charges. All individuals are open to potential civil lawsuits, as well.
7. ALL VOLUNTEERS are responsible for signing in and out at the Security Desk, located at the right side of the lobby.
8. Nobody that is under the age of eighteen will be permitted into the facility unless prior arrangements have been made with the administration. All those who have been detained here before are prohibited from entering our facility unless otherwise approved by an administrator.
9. No individual will be allowed access to the institution if he or she appears to be under the influence of any drug or alcoholic beverages.
10. All keys, purses, wallets, cameras, personal items, and money etc., are not permitted within the facility, and may be secured in lockers provided in the lobby area. The Youth Intervention Center assumes no liability for any personal property. However, it is strongly urged that all visitors come to the Center with only the minimum amount of items. ANY ITEMS LEFT IN THE YOUTH INTERVENTION CENTER LOCKERS, ON THE COAT RACKS, OR ELSEWHERE ARE LEFT AT THE VISITOR'S OWN RISK.
11. When coming in to conduct a program, bring only the necessities; i.e. Bible, a plastic pen, paper, etc. (*example: when bringing in a guitar, it may be in a case, but no extra strings*). If giving handouts, DO NOT use paper clips or staples. Musical instruments, food and beverage and other accessories of this nature must be pre-approved by the Program Coordinator or Chaplain before admittance.

While Volunteering

ALL VISITORS ARE REQUIRED TO FOLLOW ALL DIRECTIONS AND REQUESTS OF THE LANCASTER COUNTY YOUTH INTERVENTION CENTER STAFF WHILE ON THE YOUTH INTERVENTION CENTER PROPERTY. Failure to do so may result in a termination of visiting privileges and/or more serious consequences. This regulation is to be strictly observed, as it exists for the orderly operation of the facility and the safety of all visitors, residents, and staff.

1. When being escorted to and from the designated program area, stay close to your escort, stay together as a group, do not wander around. Stay alert to what is happening around you.
2. Schedules must be adhered to, both beginning and ending times. PROMPTNESS IS A NECESSITY. If a service starts late, regardless of the reason, does not mean it can run later than the time scheduled (*Detention Only*).
3. The Supervisor On-Duty is responsible for the facility and you are expected to abide by his or her decisions. You may discuss issues with higher authorities later. Do not argue in front of the residents.
4. Do not do anything that would compromise the security of the facility. Any unusual situation or information received or overheard, which could threaten the security of the facility or may constitute danger to the residents or staff members, must be reported immediately.
5. No resident is permitted in any office or classroom unsupervised.
6. Role model appropriate behavior through your words and actions.
7. Do not assume everything a resident tells you is true. Occasionally residents will attempt to manipulate you into a compromising situation.
8. All information concerning the affairs of the facility and residents is confidential and can be released only by the Supervisory or Administrative Staff. Do not discuss the resident's charges, circumstances, or any other personal information with anyone outside of the institution.
9. Keep personal information to yourself. It is in your best interest not to share home addresses, phone numbers, etc., with residents.
10. All church programs must complete a Church Service Evaluation Form prior to leaving the facility. These forms are located at the Main Lobby Security desk.

Leaving the Facility

1. DO NOT TAKE ANYTHING OUT OF THE FACILITY FOR RESIDENTS, no matter how trivial or innocent it may seem at the time. For instance, letters must be mailed from the facility, not from outside of the facility.
2. REMEMBER: A visitation is a privilege, not a right, and may be revoked when the privilege is abused. The residents look forward to your visits. Do not disappoint them by acting in a foolish manner, whereby your visiting privileges may be revoked.

I, _____ agree to abide by the above guidelines while volunteering at the
(Printed Name)
Lancaster County Youth Intervention Center.

Volunteer's Signature

Program Coordinator's Signature

Lancaster County Youth Intervention Center

Volunteer PREA Acknowledgement

The County of Lancaster has zero tolerance toward all forms of sexual abuse and sexual harassment of all residents at the Lancaster County Youth Intervention Center. Residents of the Youth Intervention Center cannot give consent to engage in any sexual activity, regardless of age. Accordingly, it is the Youth Intervention Center's policy to ensure that any form of sexual activity between residents or between residents and staff, volunteers, or contract employees, regardless of consent, is strictly prohibited. Such conduct is subject to administrative disciplinary sanctions and may result in criminal prosecution.

Definitions: Sexual abuse includes sexually abusive contact, sexually abusive penetration, indecent exposure, voyeurism and sexual harassment.

- Sexually Abusive Contact: Touching without penetration of the genitalia, anus, groin, breast, inner thigh, or buttocks, either directly or through the clothing, of another person.
- Sexually Abusive Penetration: Contact between the penis and vagina or the penis and anus; contact between the mouth and the penis, vagina, or anus; or penetration of the anal or genital opening of another person by hand, finger, or other object.
- Indecent Exposure: The display by a person of his/her genitalia, buttocks, or breast in the presence of a resident.
- Voyeurism: An invasion of a resident's privacy by a person unrelated to official duties, such as watching a resident who is showering or undressing in his or her room or requiring a resident to expose himself or herself for reasons unrelated to official duties.
- Sexual Harassment: Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures or actions of a derogatory or offensive sexual nature by another individual.

Third Party Reporting: Third party reports of sexual abuse and sexual harassment can be made to the Supervisor On-Duty or the facility's Director, Drew Fredericks (717-299-7821, frederid@co.lancaster.pa.us) Third party reports can also be made to the following entities:

- Lancaster County Detectives or the Lancaster City Police;
- PrimeCare Medical staff;
- YWCA of Lancaster – 24-Hour Sexual Assault Hotline (717-392-7273).

I have reviewed the above guidelines and understand my reporting responsibilities. I have also viewed the National Institute of Corrections video "Keeping Our Kids Safe" which can be found here <https://www.youtube.com/watch?v=bH1J4M7QnYg> and have received the "PREA Brochure for Volunteers".

Volunteer's Printed Name

Volunteer's Signature

Date

Program Coordinator's Signature

Date