



Volunteer Clearance Policy

Purpose

Library volunteers support and enhance the work of West View Hub, enriching its programs and services.

The purpose of the West View Hub Volunteer Clearances Policy is to protect the rights and safety of library patrons, staff and volunteers as well as to preserve and protect the materials, facilities and property of Northland.

Based on updates to the Pennsylvania Code effective December 31, 2014, recommendations by the Pennsylvania Department of Human Services, the Allegheny County Library Association, and the West View Hub Board, all West View Hub adult (18 yrs. of age and older – verified by state I.D.) volunteers who volunteer regularly shall be required to obtain and maintain certain clearances and background checks.

Definition

A West View Hub Library volunteer is defined as an individual who assists with work done at the Hub without promise, expectation or receipt of compensation for services rendered.

Required Clearances

- Report of criminal history from the Pennsylvania State Police (PSP);
- Child Abuse History Clearance from the Department of Human Services (Child Abuse); and
- If volunteer has not resided in Pennsylvania for at least the past 10 years: Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

When clearances are needed

- Clearances must be submitted to the West View Hub within 90 days of the start of volunteering.

- All clearances must be updated every 60 months.
- Costs are paid by the volunteer.
- Volunteers are required to produce the original documents and copies of all clearances will be kept on file by the West View Hub in a manner that maintains confidentiality of the records and ensures compliance with the 60 month required updates.
- Volunteers who have resided in Pennsylvania consistently over the past 10 years will be asked to sign the *West View Hub Pennsylvania Resident Volunteer Verification*. They will not have to obtain the FBI clearance.
- The application of any court-mandated volunteer will be reviewed by the Executive Director to determine if the hours needed take less than a week to complete and if clearances will be waived or required.

In addition

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying employment or participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the Executive Director 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.

How to obtain clearances

Volunteers for the West View Hub should apply for their clearances through the Pennsylvania Department of Human Services. Forms will be available at the Hub. The Child Abuse, PSP and FBI clearances can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. Necessary instructions and links to apply for these clearances can be found at <https://www.identogo.com/locations/pennsylvania>.

Provisional clearance requirement for volunteers

Individuals who reside in another state or country may serve as a volunteer for no more than 90 days as long as they provide clearances from their state or country of residence. If the individual will be volunteering for more than 90 days, they must obtain clearances within that 90 day period as outlined above under “When clearances are needed.”

Approved _____ By _____

