

Necessary Background Checks for Employees

In order to comply with the FBI background check provisions of Act 73 of 2007 (PA Child Protective Services Law) as well as develop and adopt a Township-wide Criminal Records Report Policy, please review the following:

- Upon hiring, any new employee (full-time, part-time or seasonal), ~~who is 18 and older~~, is required to have a current (no more than 1 year old) **Pennsylvania State Police Criminal Record Check** on file with the Human Resources Department. The criminal record check will be conducted by the Director of Human Resources or his/her appointee through DVIT (Delaware Valley Insurance Trust). Each year, the Director of Human Resources will conduct a criminal background check on new and returning seasonal employees as identified by Department staff. The results of the criminal record check are the property of Upper Dublin Township.
- Upon hiring, any new employee (full-time, part-time or seasonal), ~~who is 18 and older~~, and who's position includes a *significant likelihood of regular contact with children in the form of care, guidance, supervision or training* must have a current (no more than 1 year old) **Pennsylvania Child Abuse History Clearance** on file with the Human Resources Department. Each year, returning seasonal employees are required to submit a current **Pennsylvania Child Abuse History Clearance**. The payment for the Child Abuse History Clearance is the responsibility of the employee.
- Upon hiring, any new employee (full-time, part-time or seasonal), who is 18 and older, who's position includes a *significant likelihood of regular contact with children in the form of care, guidance, supervision or training* must have an **FBI Background Check** on file with the Human Resources Department. The new employee must register through Department of Public Welfare/Cogent, and then participate in a full fingerprint scan conducted by DVIT. Upper Dublin Township will arrange and pay for the scan. Upper Dublin Township will pay for the FBI Background Check and the results of this background check are the property of Upper Dublin Township.

-deletions above made' by Cheryl N. Fong, Library Director, 7/6/11

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