

**CROSSROADS CHURCH**  
**CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS**  
**APPENDIX A**

**BACKGROUND CHECKS / CLEARANCES / TRAININGS REQUIRED**

<b>VOLUNTEERS</b> Renew every <b>5</b> years Working with Protected Persons		Resides in			
		Pennsylvania	West Virginia	Ohio	Other
Serving in	Pennsylvania or Mission Trip	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance OR <a href="#">Disclosure Statement</a> *  *FBI Fingerprinting is needed if the volunteer has lived outside of PA in the last 10 years. If he or she has lived within PA for the entire previous 10 years, a volunteer disclosure statement simply needs to be signed.	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  Note: If serving in PA less than 30 days in a calendar year, do not need additional clearances if the person has already been cleared by the standards of where they live.	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  Note: If serving in PA less than 30 days in a calendar year, do not need additional clearances if the person has already been cleared by the standards of where they live.	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  Note: If serving in PA less than 30 days in a calendar year, do not need additional clearances if the person has already been cleared by the standards of where they live.
	Hancock County, Weirton, West Virginia	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance OR <a href="#">Disclosure Statement</a> *  *FBI Fingerprinting is needed if the volunteer has lived outside of PA in the last 10 years. If he or she has lived within PA for the entire previous 10 years, a volunteer disclosure statement simply needs to be signed.	<input type="checkbox"/> MinistrySafe GMC Unlimited Level	<input type="checkbox"/> MinistrySafe GMC Unlimited Level	<input type="checkbox"/> MinistrySafe GMC Unlimited Level

☐ Every Servant (ages 18 and older), takes the MinistrySafe Sexual Abuse Awareness Course every two years. Student Servants are NOT required to take this course.

<b>EMPLOYEES</b> Renew every <b>5</b> years Required for all		Resides in			
		Pennsylvania	West Virginia	Ohio	Other
Serving in	Pennsylvania or Mission Trip	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training
	Hancock County, Weirton, West Virginia	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> MinistrySafe GMC Unlimited Level  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> MinistrySafe GMC Unlimited Level  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training	<input type="checkbox"/> PA Criminal Record <input type="checkbox"/> PA Child Abuse <input type="checkbox"/> PA FBI Fingerprint Clearance  <input type="checkbox"/> MinistrySafe GMC Unlimited Level  <input type="checkbox"/> In positions working with children/youth: Mandated Reporter Training

\_\_\_ Every employee (ages 18 and older) takes the MinistrySafe Sexual Abuse Awareness Course every two years.

### **Background Screening FAQs**

#### **What's included in the MinistrySafe GMC Unlimited Level?**

Identity Research, Multi-jurisdictional, Search, Sex Offender Database, all counties or districts in which an applicant has lived, Federal Court Criminal Search

More details: <https://globalmethodist.org/wp-content/uploads/2023/07/GMC-Discounted-Pricing-06.28.2316.pdf>

#### **Pennsylvania-resident staff sometimes go to West Virginia to work. (E.g. visiting Kidzone or another kids ministry event at our Ohio Valley location.) Do they need additional clearances?**

No; Pennsylvania-resident staff going to West Virginia to work temporarily do not need West Virginia clearances as they have their Pennsylvania clearances on file.

#### **West Virginia or Ohio-resident staff sometimes go to Pennsylvania to work. (E.g. visiting Kidzone or another kids ministry event at one of our PA locations.) Do they need additional clearances?**

Yes; this is why we require staff serving in West Virginia to also get Pennsylvania clearances in case of these situations. Per Pennsylvania law, any employee working with children in Pennsylvania must have Pennsylvania clearances (PA Criminal Record, PA Child Abuse, PA FBI Fingerprint Clearance.) Therefore, West Virginia staff must get Pennsylvania clearances in order to “fill in” or serve with children/youth in Pennsylvania.

#### **West Virginia or Ohio-resident volunteers sometimes go to Pennsylvania to serve. (E.g. central events held at a PA location.) Do they need additional clearances?**

NO, as long as their service does not exceed a total of 30 days in a calendar year.

Act 179 section 6344.2

*(f) Nonresident volunteer certification.--Employers, administrators, supervisors or other persons responsible for selection of volunteers may allow a volunteer to serve on a provisional basis not to exceed a total of 30 days in a*

calendar year if the volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled. The nonresident volunteer must provide the employer, administrator, supervisor or other person responsible for selection of volunteers with documentation of certifications.

## Pennsylvania Resources

### **Mandated Reporter Training & Certification:**

Any of the PA Department of Human Services-contracted organizations offering this training is acceptable.

See: <https://www.dhs.pa.gov/KeepKidsSafe/Pages/Trainings.aspx>

### **PA Employees Having Contact with Children FAQs**

[https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-EmployeesContactFAQ\\_2021.pdf](https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-EmployeesContactFAQ_2021.pdf)

### **PA Volunteers FAQs**

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/Volunteers.pdf>

## What do clearances look like?

### **PA CRIMINAL RECORD**

**Pennsylvania State Police**  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

**Response for Criminal Record Check**

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE  
TELEPHONE (412) 965-7466

TO WHOM IT MAY CONCERN:  
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:	
Date of Birth:	
Social Security #:	
Sex:	
Race:	
Date of Request:	
Purpose of Request:	Volunteer
Maiden Name and/or Alias (1)	(3)
(2)	(4)
	(5)

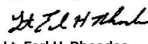
Be careful that this does not say that the request is still "processing".

\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # \*\*\*

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.pa.gov/ReStatusSearch>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:   
Lt. Earl H. Rhoades  
Director, Criminal Records and Identification  
Division  
Pennsylvania State Police

DISSEMINATED ON: \_\_\_\_\_

### **PA CHILD ABUSE**



### **PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION**

CERTIFICATION ID: \_\_\_\_\_  
CERTIFICATION PURPOSE: \_\_\_\_\_  
VERIFICATION DATE: 7/25/2023  
SOCIAL SECURITY #: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing \_\_\_\_\_ as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania  
Department of Human Services  
CHILDLINE AND ABUSE REGISTRY  
ChildLine Verification Unit  
P.O. Box 8170  
Harrisburg, PA 17105-8170  
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT

## FBI FINGERPRINTING RESULT



SSN: XXX-XX-  
TON: :

Your background check has been processed in accordance with the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the determination made by the Pennsylvania Department of Human Services as of

- ☒ **ELIGIBLE:** You are permitted to work or volunteer with children.  
☐ **INELIGIBLE:** You are not permitted to work or volunteer with children.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your result from five years following receipt of verification by making a written request to the address listed below.

Respectfully,  
Clearance Verification Unit

Office of Children, Youth and Families  
ChildLine and Abuse Registry | ChildLine Clearance Verification Unit  
P.O. Box 8053 | Harrisburg, PA 17105-8053 | 1.877.371.5422 | F 717.772.6533 | www.dhs.pa.gov

CY 1001.1 2/22

## PENNSYLVANIA VOLUNTEER DISCLOSURE

### DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime 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.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes 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.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes 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.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_