



Background Checks

Policy: To ensure the safety of the public, staff, and volunteers, including board members, through a series of background checks before being able to participate in public events both in-house and away from the Station premises

Procedure:

Current Employees Hired Prior to 2025:

State Police Background Check (PSP) will be done on each employee, at the expense of WGRC. Child Abuse Background Checks will be done on each employee, at the expense of WGRC. A release form will need to be signed with the info needed to conduct the PSP Background Check. The Child Abuse Background Check Form will need to be completed by the employee and returned to the front office to be sent in and paid for by WGRC. A copy of the results must be returned to the front office of WGRC when received.

These Background Checks are good for 5 years from the date of final determination.

If a current employee resided outside of PA within 5 years prior to hire at WGRC, an FBI Criminal History Background Check must be completed. Reimbursement will be given when a receipt for the completed background check has been submitted to the financial office of WGRC.

New Hires:

Must have PSP and Child Abuse Background Checks completed prior to beginning employment with WGRC. Forms must be completed and returned to WGRC to submit with payment.

Background checks must be completed or in process prior to new hire start date. Previous background checks from other locations may not be used. If new hire has lived outside of PA at some point in the last five years, an FBI Criminal History Background Check must be completed prior to start date.

Volunteers:

Volunteers must submit the PSP and Child Abuse Background Checks to the Volunteer Coordinator prior to helping at events. If a Volunteer has these Background Checks from church or employer that are less than 5 years old, we will accept those as well. A Release Form must be completed for us to do the PSP Background Check and Child Abuse Background Check and can be submitted to the Volunteer Coordinator to be mailed in if prior checks are not available.

When a background check is coming up for renewal, employee or volunteer will be notified 30 days in advance so these background checks can be completed by the expiration date for employees and volunteers. Background checks not received within 30 days after expiration will result in restricted activity involvement with WGRC until background check is received. An unfavorable background check will be reviewed to determine appropriate action, up to and including dismissal.