

**BOROUGH OF FRANKLIN PARK
BOARD/COMMISSION MEMBER
BACKGROUND INVESTIGATION AUTHORIZATION**

As a result of my interest in being appointed to a Borough board or commission , I agree to a level three background investigation. Such investigations may be performed by the Borough or its contactors at any time during my application process consistent with Borough Resolution No. 1113-2016 (copy attached). I have been requested to provide information for the Borough's use in reviewing my background and qualifications. Therefore, I authorize and request any present or former employer, school, military service or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession necessary to perform the appropriate background investigation. I agree that a photocopy of this authorization may be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request.

The information provided below will be used to gather information for the purpose of evaluating me for an appointment to a Borough board or commission, and will remain confidential and not be used for any other purpose.

The Borough will perform only the background investigation(s) checked below:

Pennsylvania Criminal History Record Child Protective Services Law Clearances

Applicant Information:

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Social Security Number: _____

Date of Birth: _____ Phone Number: _____

Position applied for: _____

I release from all liability or responsibility all persons and corporations requesting or supplying such information.

Print Name _____

Signature _____ Date _____

Borough Use Only:

Background Investigation(s) Performed by _____ **Date** _____

Local Criminal Background Check Performed by _____ **(initials) on:** _____ **(date)**

Results of Criminal Background Check: _____

**OFFICIAL
BOROUGH OF FRANKLIN PARK
RESOLUTION NO. 1113-2016**

**A RESOLUTION OF THE BOROUGH OF FRANKLIN PARK,
ALLEGHENY COUNTY, PENNSYLVANIA, SETTING FORTH A
POLICY AND PROCEDURE REQUIRING THAT ALL APPLICANTS
FOR ANY BOROUGH POSITION WILL BE SUBJECT TO A
RELEVANT BACKGROUND CHECK.**

NOW, THEREFORE, be it resolved and enacted by the Borough Council of the Borough of Franklin Park as follows:

**Franklin Park Borough
Background Investigation Policy**

Purpose: To ensure that all applicants being considered for employment, appointment to a Borough board, or as a volunteer have the highest professional, ethical and moral standards.

All applicants to any Borough position will be subject to a relevant background investigation before a final offer of employment is made. This policy also applies to the selection of board members appointed to the Borough's various boards and Borough volunteers. The Police Department shall be responsible for conducting background investigations for full time and part time officers. In order to proceed with the background investigation, the applicant, board member designee or volunteer shall sign a release form (copy attached) authorizing the Borough to perform the necessary background investigation. If an applicant, board member designee or volunteer opts to not sign the release form he/she cannot be hired, appointed or utilized as a volunteer. Background investigations performed by the Borough fall into five levels as follows:

Level One (Borough Manager, Borough Secretary, Department Heads and Administrative Employees)

- Pennsylvania Criminal History Record
- Credit History
- Personal References
- Employment History
- Family and Neighborhood Interviews
- Education Background
- Driving Record
- Military Background (if applicable)
- Child Protective Services Law Clearances (if applicable)

Level Two (All Other Full-time Employees)

- Pennsylvania Criminal History Record
- Personal References
- Employment References
- Education Background
- Driving Record

- Child Protective Services Law Clearances (if applicable)

Level Three (All Appointees to the Borough's Various Boards)

- Pennsylvania Criminal History Record
- Child Protective Services Law Clearances (if applicable)

Level Four (All Seasonal and Part-time Employees at first hire)

- Pennsylvania Criminal History Record
- Employment References
- Child Protective Services Law Clearances (if applicable)

Level Five (All Volunteers)

- Child Protective Services Law Clearances (if applicable)

The level of background checks that is applicable depends upon the position for which an applicant is applying. All background checks shall be completed before a final offer is extended. However, at times job offers may be extended on a conditional/provisional basis contingent upon the completion of a satisfactory background investigation. In carrying out this policy, the Borough will abide by any and all applicable state and federal laws. Should any requirements contained in this policy conflict with state or federal law, now or in the future, the requirements contained in the state or federal law shall prevail.

Child Protective Services Law ("CPSL") Clearances

- 1) Prior to hiring an individual (14 years of age or older) for a paid position or selecting a volunteer (18 years of age or older) for an unpaid position in which the individual or volunteer will be responsible for the welfare of a child (i.e., will be acting in lieu of or on behalf of a parent) or will have direct contact with children (i.e., will be responsible for the care, supervision, guidance or control of children or will have regular or repeated contact with children), the Borough shall require that the individual/volunteer submit the following documentation:
 - a. Pennsylvania Criminal History Record (from the Pennsylvania State Police);
 - b. Child Abuse Clearance (from the Pennsylvania Department of Human Services); and
 - c. Federal Criminal History Record (from the Pennsylvania State Police and FBI).
 - The Borough does not require an individual between the age of 14 and 17, who applies for a paid position with the Borough, to provide a Federal Criminal History Record if:
 1. The individual has been a resident of Pennsylvania for the entirety of the past 10 years - or - if not a resident of Pennsylvania during the entirety of the past 10 years, has previously obtained CPSL clearances as a volunteer since residing in Pennsylvania and provides the Borough with a copy of the same; and

2. The individual's parents or legal guardian swear or affirm in writing that the individual is not disqualified from employment under to the CPSL.
- The Borough does not require a volunteer to provide a Federal Criminal History Record if:
 1. The position the prospective volunteer is applying for is unpaid;
 2. The prospective volunteer has been a resident of Pennsylvania for the entirety of the past 10 years - or - if not a resident of Pennsylvania during the entirety of the past 10 years, has previously obtained CPSL clearances as a volunteer since residing in Pennsylvania and provides the Borough with a copy of the same; and
 3. The prospective volunteer swears or affirms in writing he or she is not disqualified from employment under to the CPSL.
- 2) After requiring a prospective employee to submit the above-listed documentation, the Borough may hire the individual on a 90-day provisional basis. The specifics regarding the use of employees on a provisional basis are as follows:
 - a. The Borough may hire an individual for pay (i.e., an employee) on a single provisional basis not to exceed 90 days, if all of the following conditions are met:
 - The applicant has applied for the above-listed documentation and provides the Borough with a copy of his/her completed request forms for the same;
 - The Borough employee or officer responsible for making employment decisions on behalf of the Borough has no knowledge of information that will be revealed during a review of the applicant's documentation that would disqualify the applicant from employment under the CPSL; and
 - The applicant swears or affirms in writing he is not disqualified from employment under to the CPSL.
 - 3) Once an employee or volunteer provides the Borough with the documentation listed under #1 above, the Borough shall maintain a copy of the documentation for the employee/volunteer while the employee/volunteer is working for the Borough.
 - 4) Expiration of CPSL Clearances:
 - a. The documentation listed in #1 above shall be renewed every 60 months as follows:
 - After December 31, 2014, the Borough shall require all employees responsible for the welfare of a child or having direct contact with children to submit the documentation/clearances listed under #1 above every 60 months.
 1. If an employee already has the clearances listed under #1 above and the clearances are less than 60 months old, the employee shall provide a copy of the clearances to the Borough and, thereafter, shall renew the clearances every 60 months from the date the clearances were originally obtained.

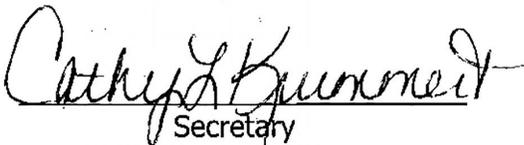
2. If an employee already has the clearances listed under #1 above and the clearances are more than 60 months old, the employee shall renew the clearances by December 31, 2015.
 3. An employee without certification or who was previously not required to have certification shall provide the Borough with the clearances listed under #1 above by December 31, 2015.
- After August 25, 2015, the Borough shall require all volunteers responsible for the welfare of a child or having direct contact with children to submit the documentation/clearances listed under #1 above every 60 months.
 1. If a volunteer already has the clearances listed under #1 above and the clearances are less than 60 months old, the volunteer shall provide a copy of the clearances to the Borough and, thereafter, shall renew the clearances every 60 months from the date the clearances were originally obtained.
 2. If a volunteer already has the clearances listed under #1 above and the clearances are more than 60 months old, the volunteer shall renew the clearances by December 31, 2015.
 3. A volunteer without certification or who was previously not required to have certification shall provide the Borough with the clearances listed under #1 above by July 1, 2016.

The Borough reserves the right to conduct such further investigations as are permitted by law.

RESOLVED this 20th day of April, 2016.

ATTEST:

BOROUGH OF FRANKLIN PARK


Secretary

By: 
President