

UDP&R

UPPER DUBLIN PARKS & RECREATION

Upper Dublin Township Department of Parks & Recreation **CRIMINAL RECORDS REPORT POLICY**

- Any employee (full-time, part-time or seasonal) who is 18 and older is required to have a new Criminal Record Report on file with the Department of Parks & Recreation each year. Those individuals who work in programs with participants under the age of 18 years are required to also submit a Child Abuse History Clearance. These reports must be on file prior the individual's first day of employment.
- It is suggested that applicants bring their Criminal Record Report and/or their Child Abuse Clearance to their interview, or attach a copy to their original application. A report already in the possession of the applicant satisfies this requirement, as long as it has not expired (one year from its issue date).
- The fee for these reports is \$10 and the instructions are on both of the request forms. Although the *applicant is responsible* for the cost of these reports, UDP&R will supply the forms to perspective employees. They are also available on the web at www.state.pa.us.
- Private and commercial companies, agencies or organizations providing contracted services for children's and youth programs must provide UDP&R with a certificate of insurance indicating current, in force, limits of liability insurance that covers their employees and services.

