**Procedures for Procuring and Maintaining Clearances at DCP Theatre**

**Adopted by the Board of Directors 20 May 2020**

DCP Theatre values the family friendly environment that it provides to our volunteers. Per the changes made by the State of Pennsylvania in 2015 to the Child Protective Services Law, DCP Theatre is committed to keeping the children who participate in our activities safe from abuse.

DCP Theatre requires all volunteers to obtain clearances as required by Pennsylvania law. Per the State’s guidelines clearances should be submitted prior to the start of volunteer services. Clearances must be renewed every five years. Volunteers under the age of 18 years of age are NOT required to have clearances.

**Required Clearances**

The following clearances must be obtained by volunteers living in PA for less than 10 years:

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* **Pennsylvania State Police Clearance** *(Criminal Background Check)*
* **Pennsylvania Child Abuse History** **Clearance***(through the Department of Human Services)*
* **Federal Bureau of Investigation Fingerprinting Clearance**

The following clearances must be obtained by volunteers living in PA continuously for 10 years:

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* **Pennsylvania State Police Clearance** *(Criminal Background Check)*
* **Pennsylvania Child Abuse History Clearance***(through the Department of Human Services)*
* **A signed Disclosure Statement Application for Volunteers**

In summary every volunteer must submit either the Disclosure Statement **OR**the FBI Fingerprint Clearance in addition to **BOTH**the PA State Police Criminal Record Check and PA Department of Public Welfare Child Abuse Clearance Check.

**Obtaining Required Background Checks Electronically**

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1. **Pennsylvania State Police Clearance**(Criminal Record Check):

Can be obtained at no cost online at <https://epatch.state.pa.us/Home.jsp> with results available within a few minutes. Certificate to be submitted to Secretary. The Certificate is obtained by clicking on the blue Certification icon at the bottom to display and print the actual certificate.

1. **Pennsylvania Child Abuse History Clearance from the Department of Human Services:**
	* Can be obtained at no cost online at <https://www.compass.state.pa.us/CWIS>. Certificate to be submitted to Confidential Coordinator.
2. **For Volunteers who have PA State Residence for less than 10 years - Federal Bureau of Investigation Fingerprint Clearance:**
	* Go to [http://www.pa.cogentid.com](http://www.pa.cogentid.com/) to schedule an appointment and pay for the background check. Volunteers must click on the Department of Human Services icon to be directed to the proper location. The Agency ID number is not a required field, please skip over that.
	* The cost of the fingerprinting process is $24.50. This is at the expense of the volunteer.
	* DCP only needs a copy of the official clearance.
3. **For Volunteers who have PA State Residence continually for 10 or more years:**
	* Download, print, sign, and submit the below Disclosure Statement.
	[10+ Year PA Resident Disclosure Statement](https://d5237d88-035e-425c-a752-e2bd077a153c.filesusr.com/ugd/1318aa_fd78290b492c4ba592317e9cd26fda72.pdf). YOUR SIGNATURE MUST BE WITNESSED.
4. Submitting Clearances to DCP:

There are three ways to submit your clearances.

1. Email To:
confidential@dcptheatre.com
2. Mail Paper Copies To:

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Secretary
DCP Theatre
PO Box 194
Red Hill, PA  18076

1. DCP Mailbox:
Leave paper copies in a sealed envelope in the Secretary’s mailbox at DCP.

KEEP A COPY OF YOUR CLEARANCES FOR YOUR OWN RECORDS.

**Step By Step:**

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Use the below documents for additional help in the clearance process.

[**Pennsylvania State Police Clearance**](https://d5237d88-035e-425c-a752-e2bd077a153c.filesusr.com/ugd/1318aa_1820dccb07c9412885f43bb116bb5fe3.pdf) *(Criminal Background Check)*
[**Pennsylvania Child Abuse History Clearance**](https://d5237d88-035e-425c-a752-e2bd077a153c.filesusr.com/ugd/1318aa_f5d0aba7611e43399fe630d9ecde950c.pdf)*(through the Department of Human Services)*
[**Federal Bureau of Investigation Fingerprinting Clearance**](https://d5237d88-035e-425c-a752-e2bd077a153c.filesusr.com/ugd/1318aa_f27ca757704e4bf59101bf09bb6c738b.pdf)

Clearances are required to participate in any activity at the theatre with the exception of attending a performance, a meeting, or a social event.

Those responsible for: Set construction, Casting, Box Office, Hospitality, Cleanup

must ensure that their volunteers have the three required clearances before the volunteer can work at the theatre in any capacity. A list of current clearances is hanging on the bulletin board in the cloakroom. The Secretary will update it once a month and display an updated list in the aforementioned location. You MUST check the list to be sure that any of your members/volunteers are cleared to work at the theatre.

The secretary of the corporation is responsible for warehousing the documents and providing lists of those members whose clearances have expired or are expiring. Contacting members/volunteers whose clearances need to be renewed or obtained can be delegated to a member of the organization in good standing who has all the required clearances. Members/Volunteers will be contacted at least three months before clearances expire using the contact information provided to the organization. It is the member/volunteer’s responsibility to ensure that the organization has current contact information. If a member/volunteer does not respond and provide documentation of clearances or clearance renewals, they will be prohibited from participating in the abovementioned activities until all required documentation has been received by the secretary.

DCP Theatre will make every effort to contact and advise its members/volunteers about missing or expired clearances. It is the member/volunteer’s responsibility to obtain these documents or forfeit their ability to participate in the activities of the theatre.

Before casts and crews are publicly announced, the director/producer of the show being produced needs to submit their cast/crew list to the secretary for verification of clearances. The secretary will advise the director/producer of the clearance(s) status of each cast/crew member. Any missing clearances need to be remedied within two weeks of casting. Should the clearances not be produced, the director will be required to re-cast the part. The same protocol will apply to all crew members.

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