

CCV/Liability Clearance Forms Policy

Policy regarding renewals/new applicant clearances: Please indicate duration of clearance needed (6 months, 1 year, other).

1. Attached is the New CCV Form and Liability Waiver, copy them (no outdated CCV Forms will be accepted).
2. Only originals will be accepted and submitted, no fax or email copies will be accepted or submitted for processing.
3. CCV/Liability forms must be complete including name, address, contact number of organization and supervisor/coordinator info, and any past criminal history including charge(s), date(s), and result(s), whenever the forms are completed.
4. Chaplain's Office is currently processing renewals mailed in (may also drop off at Chaplain's Office bin at PCADC Front Desk).
5. Cleared/Denied individuals will be contacted directly when CCV Forms are processed regarding clearance result, and are responsible for contacting their leaders.
6. New clearance applicants must submit a clearance request (CCV & Liability Wavier Form).
7. New clearance applicants must attend a security orientation prior to receiving permission to enter the PCADC facilities
8. Clearance Renewals must be submitted two weeks before expiration date
9. The Front Desk normally informs individuals due to expire as they are present to volunteer.
10. It is the responsibility of individuals to regulate expirations and submit their paperwork for clearance renewal
11. Clearance's require a minimum of ten working days to process, exception incomplete forms.
12. Special Clearances are handled on a case by case basis.

I hope this information clarifies the process, old methods are nil and void in order to bring the clearance process into a consistent, secure policy that will benefit the PCADC Staff, Service Providers, Volunteers, and those who benefit from the meaningful programs and services provided.