

Diocesan and parish Requirements to volunteer at St. Patrick Church require that the following documents be on file in the parish office prior to the volunteer activity. They are:

- Certificate or notification of completion of the (Virtus) Protecting God's Children Seminar.
- Background report (one or both BCI/FBI depending on status of residency)
- Volunteer Information Sheet
- Signed Code of Conduct
- Cell Phone/Driver's forms – if applicable, and if driving for a ministry.



DIOCESE OF COLUMBUS

REGISTERED APPOINTMENT MANDATORY

WWW.FASTFINGERPRINTS.COM

APPOINTMENT ID: _____

VOLUNTEERS & PARISH EMPLOYEES, GREATER THAN 5 YEAR RESIDENT – <u>BCI ONLY</u> (2151.86) VOLUNTEERS & PARISH EMPLOYEES, LESS THAN 5 YEAR RESIDENT – <u>BOTH, BCI & FBI</u> (2151.86) SCHOOL EMPLOYEE (LICENSED) – <u>BCI & FBI FOR NEW OR FBI ONLY FOR RENEWAL</u> (3319.291) SCHOOL EMPLOYEE (NON-LICENSED) – <u>BCI & FBI</u> (3319.39B1) OFFICIAL/REFEREE – <u>BCI ONLY</u> (2151.86)		
<u>REQUESTED BACKGROUND CHECK</u>		
Please INITIAL which type of background check you are being fingerprinted for:		
_____ BCI Only \$37.00	_____ FBI Only \$42.00	_____ BCI&FBI \$72.00
<u>PAYMENT METHOD</u>		
<u>INDIVIDUALS ARE RESPONSIBLE FOR PAYMENT</u>		
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK # _____	<input type="checkbox"/> VISA/MASTERCARD/AMERICAN EXPRESS

Applicant Information:

Name: _____ SS Number: _____ - -
 Address: _____ Date of Birth: _____
 City, State, Zip: _____ Email: _____
 Daytime Phone Number: (_____) _____ - _____

- **HAVE YOU LIVED IN OHIO FOR THE PAST FIVE (5) CONSECUTIVE YEARS?** YES: NO:
Note: If you have not and will be working with children &/or elderly, it is required by Ohio law to obtain both BCI and FBI. However, the company/agency requesting the background check may request to do an FBI background check, if they so choose, even if you have lived in Ohio for the past five (5) years.
- **SEND RESULTS TO THE OHIO DEPARTMENT OF EDUCATION?** YES: NO:
- **WHAT SCHOOL/PARISH ARE YOU DOING THIS FOR?** _____
- **ROLE IN DIOCESE (CIRCLE ONE)?** VOLUNTEER /EMPLOYEE (LICENSED)/EMPLOYEE (NON-LICENSED)/COACH /OFFICIAL

<u>BCI only</u>
Results will be POSTED to the below account on the WEB RESULTS SYSTEM :
Account Name: <u>Diocese of Columbus</u>
<i>(Results are posted to the NBCI web site and email notification is sent to the authorized recipient)</i>

<u>FBI or Both, BCI & FBI mail to:</u>
Company Name: <u>Diocese of Columbus</u>
Contact: <u>Regina E. Quinn</u>
Address: <u>197 E. Gay Street</u> <u>Columbus, OH 43215</u>
Email: <u>rquinn@columbuscatholic.org</u>

RELEASE OF BACKGROUND CHECK RESULTS

I hereby certify that I have given National Background Check, Inc. permission to obtain all criminal history information pertaining to me in the files of the Ohio Bureau of Criminal Identification and Investigation (BCI&I), the Federal Bureau of Investigation (FBI) (if requested), and release that information to the company/agency /individual indicated above.

By placing my fingerprint images on the WEBCHECK Scanner, I am authorizing BCI&I to release criminal history information about me to National Background Check, Inc. and the company/agency /individual indicated above. I hereby release BCI&I and any and all individuals connected therewith from all liability in connection with the dissemination of such criminal history information.

I understand National Background Check, Inc. cannot guarantee that my fingerprint images will be deemed readable by BCI&I, in which case I may need to be re-fingerprinted. I understand this does not constitute a refund due to charges incurred by BCI&I immediately after the data is transmitted. National Background Check, Inc. will assist me with the process to complete this background check if I am rejected a second time.

I understand that using the WEBCHECK System returns a "no hit" (those containing no criminal history) result within (10) ten business days or sooner or a "mailed" result (those that contain a criminal arrest history) could take up to (30) thirty business days before being forwarded to the requested destination.

Signature: _____
 Date: _____

FOR OFFICE USE ONLY
 SITE: _____

Prints Taken By: _____ Date Processed: _____ Processed By: _____

Registration Instructions for Protecting God's Children Training Sessions

1. Go to www.virtus.org.
2. On the left-hand side of the page, click the yellow link labeled “**Registration**” just below the login button. Do NOT try to log in.
3. Choose “Begin the Registration Process”.
4. Choose “Columbus, OH (Diocese)” as your organization, click Select.
5. Create a user ID and a password you can easily remember. If the User ID you create is already in use, the system will make you choose a different one. Click Continue.
6. Provide the information requested. Several fields are required, such as name, address, phone number and email address. Click Continue to proceed.
7. Since many people volunteer for several parishes/schools, select the primary location where you work, volunteer or worship on this page. (Do not select the location of your training site in this section.) Click Continue.
8. Your current list of locations is now displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.
9. Select all the role(s) that you serve within the church. Enter a title in the box (e.g., Parent Volunteer, Coach, DRE, Catechist, etc.) Click Continue to proceed.
10. A second page of roles will be displayed, please select all that apply. Click Continue.
11. Answer three YES/NO questions and then click Continue.
12. When asked if you have already attended a *Protecting God's Children Session*, click **NO**.
13. You will be presented with a list of all upcoming sessions within the diocese. When you find the session you would like to attend, **click the circle next to the title**. If the session you would like to attend is full, please select another session.

You will see a message on your screen confirming that you have completed the registration process. If you entered an e-mail address, you should receive an e-mail confirmation; however many e-mail services have anti-spam software that block out Virtus messages.

6/1/17

St. Patrick Church Volunteer Information

Name: _____

Address: _____

City

State

Zip

DATE OF BIRTH: _____

Tele #: Home _____ Work _____ Cell _____

Email Address: _____

Volunteer Position, Ministry or Group: _____

Please give a brief description of your volunteer position:

Emergency Contact:

Name: _____

Relation: _____ Tele #: _____

Medical Conditions/Medications/Allergies of which you wish us to be aware:

ST. PATRICK PARISH CODE OF CONDUCT

The Code of Conduct for St. Patrick provides a framework for appropriate behavior, lays out expectations, and provides information for all employees/volunteers of St. Patrick Church who have access to (the care, custody, or control of) children and youth. All employees and volunteers are expected to conduct themselves in a manner that respects the dignity of the human person.

EXPECTATIONS:

- All employees/volunteers will be required to fill out an information form which will be kept on record in the Parish Office and with appropriate contact persons for each program.
- All employees/volunteers will be given a job (position) description and will be expected to work within its parameters. This job (position) description will be attached to the employee/volunteer personnel file, and kept in the Parish Office.
- All employees/volunteers will treat others with respect and courtesy. Harassment of any type is a serious offense and will not be tolerated.
- All employees/volunteers will respond to all legitimate authority in a positive, obedient, and respectful manner.
- All employees/volunteers will make wise choices in the use of the building, supplies, materials, and furnishings that reflect a respect towards their use.
- All employees/volunteers will act responsibly and conduct themselves with dignity.
- All employees/volunteers will resolve problems and disputes using peaceful, respectful and just procedures. When problems cannot be resolved recourse should be made to the pastor.
- All employees/volunteers will accept correction with respect.
- All employees/volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.
- All employees/volunteers will report violations to the appropriate superior or pastor.
- All employees/volunteers are forbidden to use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence.
- In keeping with the Diocesan Safe Practices Guidelines all employees/volunteers may meet with children only in approved public areas. They must avoid situations where they are alone with children and/or youth at Church activities. Please refrain from giving gifts to children/youth. Report suspected abuse to pastor, administrator, or appropriate supervisor and (*the local Child Protection Services Agency*). Failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor. Cooperate fully in any investigation of abuse of children and/or youth.
- Smoking or use of tobacco products in the presence of children/youth is prohibited.
- Use, possession of, or under the influence of alcohol or illegal drugs at designated youth events is prohibited.
- All employees/volunteers must attend *Protecting God's Children* presentation, be fingerprinted for a B.C.I. background check, and adhere to all norms of the Diocese of Columbus Child Protection Policy.
- All drivers must fill out and follow the *Volunteer Driver Information*. Only persons having the form on file may drive any children/youth in their vehicles. No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or a diocesan organization or parish. All Drivers must sign and conform to the *Cell Phone Policy*. This signed form must be on file in the parish office. Employees and volunteer may not transport one child or youth alone in a car.
- All employees/volunteers must sign below stating that they have read, understood, and will adhere to the Code of Conduct for St. Patrick Church. This receipt will be kept on file with position description and personnel file.

CODE OF CONDUCT FOR ST. PATRICK CHURCH RECEIPT

I understand that as a Parish Employee/Volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I have read, understood and will adhere to the Code of Conduct for St. Patrick Church. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as an employee/volunteer with children and/or youth.

Employee/Volunteer Signature

Date

DRIVER Information Form

MEMO: March 30, 2005
TO: All Locations
FROM: Self-Insurance Office
RE: Employees / Volunteers Driving for the Diocese of Columbus

In an effort to help curb the rising costs of auto claims and more effectively manage the risk exposure for the Diocese of Columbus, we are striving to clarify and emphasize our internal controls. This is very important to all of us as it allows us to direct more of our resources to the mission of the Church and the people that we serve every day.

The Diocese of Columbus requires all employees and/or volunteers who drive their own vehicles for diocesan business, to carry automobile insurance and to photocopy of their insurance card to be kept on file at their employment location. The employee or volunteer should have (at a minimum) personal auto insurance in the amounts of:

*\$100,000 per person / \$300,000 per occurrence for Bodily Injury and
\$100,000 Property Damage or a Combined Single Limit of \$300,000.*

A valid driver's license is required per the laws of the State of Ohio for operation of such vehicle, and upon request, employees/volunteers will provide proof of coverage with a Certificate of Insurance. No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or any diocesan organization or parish.

All auto accidents incurred by employees or volunteers while driving on diocesan business MUST BE REPORTED IMMEDIATELY to the Self-Insurance Office. It is our responsibility to report accurate and timely information to our insurance agent so that if a claim occurs, the insurance company will have all the necessary information to process the claim.

Reminder: It is the policy of the diocese to prohibit the use of fifteen (15) passenger vans to transport passengers. Other forms of transportation such as ten (10) passenger vans, private passenger vehicles, or professional transportation services may be used.



FIRST NAME

LAST NAME

Driver's License # / State

DATE OF BIRTH

Volunteer DRIVER Information

Please initial each item below to verify information:

- _____ Security background check
- _____ I have completed the "Protecting God's Children" training
- _____ I have a valid registration for the vehicle
- _____ My vehicle is insured for minimum bodily injury liability coverage limits of at least \$100,000 per person/\$300,000 per occurrence. I understand that I am required to have the above insurance coverage in effect on any vehicle used to transport students.
- _____ \$100,000 Property Damage or a Combined Single Limit of \$300,000

I have car insurance with _____ company.

As a volunteer driver I will:

- be responsible to see that each student being transported in my vehicle is wearing a seatbelt
- follow the preferred route (s) to be traveled, if any
- be responsible for seeing that I have been given the emergency medical form corresponding to each student assigned to my vehicle
- observe the following cell phone policy:

Cellular phone calls, both incoming and outgoing, are not permitted at any time while driving a vehicle for diocesan business. A cellular phone's voicemail feature should be activated to store incoming calls while driving. This policy applies to both hand-held and hands-free phones.

I certify that the information given above is true. I realize that it is my responsibility to notify the school if there is a change in any of the above information.

Date

Signature

Diocese of Columbus Cell Phone Policy

Accident statistics show that the use of cell phones while driving distracts a driver's attention from traffic conditions. To promote driver safety and to help reduce the possibility of vehicle accidents in connection with cell phone use, the Catholic Diocese of Columbus has adopted the following **CELL PHONE POLICY** applicable to all employees and volunteers:

- Cellular phone calls, both incoming and outgoing, are not permitted at any time while driving a vehicle for diocesan business.
- Diocesan business includes travel between the employee's work site and external meeting locations, and between external meeting locations and the employee's work site.
- Accidents occurring while a driver is using a cellular phone may be considered preventable, and subject to disciplinary action.
- A cellular phone's voicemail feature should be activated to store incoming calls while driving.
- This policy applies to both hand-held and hands-free cell phones.
- All non-emergency calls should be made once the vehicle is safely parked.

I have read and understand the **CELL PHONE POLICY** of the Catholic Diocese of Columbus, as outlined above.

Employee/Volunteer Signature

Date

**All Volunteer Drivers
Must also Have A Current
Copy of their Driver's
License on File in the
Parish Office**

(FRONT and BACK).