

Safe Environment requirements to volunteer with minors at St. Mary



****All 4 requirements are to be met prior to volunteering/working with youth and young adults.**

Complete and return each of the following prior to volunteering.

1. *Attend a PGC Session – one time,*
2. *BCI&I and/or FBI background check,*
3. *Volunteer Application – one time and*
4. *Code of Conduct form – completed yearly*
 - i. *Please follow the below link to complete forms to volunteer:*
<https://forms.gle/9pR3mo9pfe25dYSV6>

Who is required to take the Protecting God’s Children (PGC) class at St. Mary?

The following adults (defined as anyone 18 years of age or older) are required to submit the above.

- All parish, school and diocesan employees, regardless of their level of contact with children.
- All clergy and applicants to clerical formation who serve in the Diocese.
- All volunteers in the school, a school program or ministry for children and youth, regardless of their level of contact with children.
- Volunteers for other parish programs or ministries who have been delegated care, custody or control of children and/or holding meetings in the school building.
- These policies and procedures apply directly to all adults having care, custody or control of children or young adults. More generally, they apply to all members of the community as we, as the Body of Christ, share in the responsibility to provide a safe environment for our children and young adults.

First....

- All registrations for a Protecting God’s Children Session (PGC) are completed online through the VIRTUS website (www.virtusonline.org). If assistance is required, please contact the parish office.

Second....

- **In addition to** attending a Protecting God’s Children Session, the adult must complete a Background check.

For **parish and/or school volunteers**, if you have lived in Ohio more than consecutive 5 years, you will only need the state level (BCI) report. If you have lived in Ohio less than 5 years, you will need both the FBI and BCI reports. For both the FBI and BCI, use code **ORC 2151.86**.

Instructions for to obtain BCI&I / FBI Background check.

**** Results of all reports for Delaware-St. Mary are to be sent directly to:**

Diocese of Columbus

Regina Quinn, Manager, Safe Environment Program

197 E. Gay Street

Columbus, OH 43215

- **PLEASE HAVE ALL INFORMATION WITH YOU WHEN YOU ARRIVE FOR YOUR BACKGROUND CHECK.**
 - a. **Valid, government-issued photo ID (driver's license, state ID, passport, military ID, green card)**
 - b. **Know your Social Security Number**
 - c. **Know the address where results need to be sent. (Diocese of Columbus, Regina Quinn)**
 - d. **Method of payment**

REASONS FOR BEING FINGERPRINTED?

• For **school employees**, the following codes should be used:

o For **licensed school employees** – teachers/administrators, Pupil Activity Permit (PAP) holders, counselors, substitute teachers, some therapists: **ORC 3319.291** - baseline FBI and BCI reports, with new FBI **every 5 years**

o For **non-teaching employees** – maintenance, administrative support staff, etc.: **ORC 3319.39B1** - baseline FBI and BCI reports, and new FBI and BCI reports every 5 years.

• For **Parish employees**, if you have lived in Ohio more than consecutive 5 years, you will only need the state level (BCI) report. If you have lived in Ohio less than 5 consecutive years, you will need both the FBI and BCI reports. For both the FBI and BCI, use code **ORC 2151.86**.

• For **parish and/or school volunteers**, if you have lived in Ohio more than consecutive 5 years, you will only need the state level (BCI) report. If you have lived in Ohio less than 5 years, you will need both the FBI and BCI reports. For both the FBI and BCI, use code **ORC 2151.86**. As long as the individual remains actively volunteering, with no more than an 18 month break in service, new reports are not required.

Again... **** Results of all reports are to be sent directly to ...**

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How to sign up for a background report.

Webcheck locations are available through the following link for your convenience. Choose the location closest to you.

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

For Delaware City, the following are available:

- **Delaware Police Department (BCI & FBI)**
 - 70 N Union St
 - Delaware OH 43015
 - 740-203-1151
 - o BCI \$35- FBI \$35- Both \$60
 - Thursdays only** 8am-12:30pm and 1:30pm-4:30pm No appointment necessary
 - All payment methods accepted.

- **Delaware County Sheriff's Office (BCI & FBI)**
844 U.S. Highway 42, N.
Delaware OH 43015
(740) 833-2801
 - BCI \$40, FBI \$40, BOTH \$70 By appointment only

Again... **** Results of all reports are to be sent directly to ...**

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Special note:

We do not accept criminal background reports from individuals. We also **do not accept** the reports from third parties, such as current or past employers, schools, other places the person may volunteer, etc.

How to obtain copies of background reports:

Obtaining copies of background reports:

BCI reports:

If the report is less than 11 months old, the individual can use the BCI Webcheck Letter Verifier, to request that the BCI send our office a copy of the report. This will cost the individual \$8. The request should be mailed to the BCI, not our office. The address for the BCI is on the form.

FBI reports:

The FBI does not provide copies of background reports. The FBI will only send a report to the person or organization designated by a person when that person is fingerprinted. Providing a copy of the report to any other person or organization is considered sharing the report with a third party. The FBI has very strict rules prohibiting sharing background reports with third parties. Sharing reports with third parties violates federal law, specifically, Title 28 of the United States Code, Section 534, and Public Law 92-544.

Third.... Volunteer Application

- **Volunteer Application** is to be completed and returned, if you have not already done so, along with the current Code of Conduct to the Safe Environment Coordinator prior to volunteering. This form is available on our website, and paper copies are available in the parish office for completion. Dates for your PGC session and FBI/BCI dates may be found by logging in to your VIRTUS account that was used when you attended a PGC class. **Please complete all dates on this online form.** Thank you.

Fourth.... Code of Conduct

- A **Code of Conduct** must be signed and returned to the parish office prior to volunteering **yearly** and runs through our fiscal year July 1 thru June 30. This online form is available on our website for your convenience or a paper copy may be obtained at the parish office.

Questions may be directed to Janet Conroy, Safe Environment Coordinator 740-363-4641 ext 119 or jconroy@delawarestmary.org.