



## BACKGROUND EVALUATION METHODOLOGIES

2008

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Albany, NY	<p>Mrs. Joyce Tarantino Director Human Resources/Safe Environment Coordinator <a href="mailto:Joyce.tarantino@rcda.org">Joyce.tarantino@rcda.org</a> 518-453-6635</p> <p>Rev. James Walsh Diocesan Vocations Team <a href="mailto:Jjwalshie@aol.com">Jjwalshie@aol.com</a> 518-462-1336</p> <p>Mrs. Jeanne Schrempf Director, Office of Evangelization and Catechesis <a href="mailto:SchrempJ@rcda.org">SchrempJ@rcda.org</a> 518-453-6630</p> <p>Sister Mary Jane Herb Superintendent of Schools <a href="mailto:Jane.Herb@rcda.org">Jane.Herb@rcda.org</a> 518-453-6666</p> <p>Rev. David LeFort Diocesan Vocations Team <a href="mailto:dlefort1@nycap.rr.com">dlefort1@nycap.rr.com</a> 518-449-2232</p>	<p>The diocese uses the services of Choice Point to do background checks of all clergy and employees as well as volunteers and others who work with children and youth. Criminal Background checks include checking: Choice Point National Criminal File, County Courthouse Checks, State Sex Offender Registry, and Social Security Name Verification. For Background checks of seminarians the diocese uses Intercoastal Research and Investigations located at PO Box 1133, Little River, SC 29566-1133. A written report is received on each individual which covers the following: State and Federal Criminal Record Search, Employment Credit Report, State Driving Record, Federal Civil Record Search, Federal Bankruptcy Record Search, Bankruptcy Courts of NY, Federal Bureau of Prisons, Criminal History Database Search, Department of Corrections Database Search, Sex Offender Registry and Social Security Number Validation.</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Allentown, PA	Sr. Meg Cole, SSJ Coordinator, Safe Environment Programs <a href="mailto:Mcole@allentowndiocese.org">Mcole@allentowndiocese.org</a> 610-289-8900, ext. 222	USIS is used for background checks. For all priests, deacons, diocesan employees and volunteers a Pennsylvania Criminal History Check before 2004 is performed along with a Pennsylvania Dept. of Public Welfare Child Abuse Check. Candidates for ordination checks are PA Dept. of Welfare check before 2004 along with a check performed through Intercoastal Research and Investigations for the National Conference of Vocation Directors. Educators and parish/school employees receive the PA Criminal History Check, Public Welfare Child Abuse Check and must have an FBI Fingerprint check done.
Anchorage, AK	Sr. Jacqueline Stoll, OP Archdiocesan Safe Environment Director <a href="mailto:jstoll@caa-ak.org">jstoll@caa-ak.org</a> 907-297-7736	The Archdiocese of Anchorage uses Pinnacle Investigations to conduct our background checks. Every priest, deacon and candidate for ordination in required to have a full criminal background check, which includes felony, misdemeanor, criminal traffic, federal criminal and national sex offender checks, prior to the beginning of ministry or becoming a candidate for ordination, and every five years.
Arlington, VA	Rev. Terry Specht Director of Office of Child and Youth Protection <a href="mailto:t.specht@arlingtondiocese.org">t.specht@arlingtondiocese.org</a> 703-841-2529	The Diocese set requires a fingerprint based criminal background check to be made on all positions. Ultimately the Diocese forwards the fingerprints to the Virginia State Police (VSP) where local and state records are checked. The VSP forwards a scanned image of the fingerprint to the FBI for an NCIC check. Separately a name check on the individual is conducted by Virginia Department of Social Services. In Virginia in 2004 about 95% of founded cases of child abuse did not go to a criminal trial. The Central Registry of Virginia contains the names of those individuals who have been investigated by Child Protective Services. Through this name check the Diocese learns if there is a 'founded' allegation, if so the Diocese has s Private Investigator look into said allegation.

**United States Catholic Church  
2008 Background Evaluation Methodologies  
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<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Austin, TX	Emily C. Hurlimann Coordinator, Office of Ethics and Integrity in Ministry <a href="mailto:emily-hurlimann@austindiocese.org">emily-hurlimann@austindiocese.org</a> 512-697-2047	All background evaluations are conducted by having all personnel submit their application online through the Diocesan website. The EIM Coordinator then batches these applications and forwards them electronically to the Texas State Dept. of Public Safety (DPS). That agency charges \$1 per record check and provides the results to the diocese generally within 48 hours. Once the checks are completed, the EIM Coordinator makes the appropriate notations (e.g., date conducted) in the eAppsDB (database).
Baton Rouge, LA	Amy J. Cordon VAC and Child Protection Officer <a href="mailto:acordon@diobr.org">acordon@diobr.org</a> 225-242-0202	All members of the clergy are fingerprinted and records are checked with the Louisiana State Police Dept. (this check includes a written record of all charges and the disposition of the charges). Their names are also checked through the sex offender registry. Records are reviewed by the Director of Vocations (regarding Candidates for Ordination) or the Vicar General (regarding clergy). Employees of the Church must be properly screened prior to being hired and be provided with programs of awareness and learning of appropriate behavior with minors. They are provided with periodic updating through in-service programs specifically designed to help in recognition of behaviors that are problematic. The Schools use Louisiana State Police as required by law. Parishes use Austin Computing Services/ISP to complete background checks on employees and adult volunteers.
Bismarck, ND	Joel Melarvie Chancellor <a href="mailto:jmelarvie@bismarckdiocese.com">jmelarvie@bismarckdiocese.com</a> 701-223-1347	We utilize the services of Mind Your Business, Inc. as well as the ND State Department of Child Protective Services Division Central Registry Index. Backgrounds for priests and candidates for the seminary require a criminal records history and background check through the Oxford Document Management Company. Oxford Document Management Company checks

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2008 Background Evaluation Methodologies  
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		<p>local, state and federal records in all areas listed as residences during the last seven years. The “federal check” is done by reviewing the federal court records in the district where the individual has resided during the last seven years. Both priests and candidates for ordination are checked through the ND State Department of Child Protective Services Division Central Registry Index. This index contains information pertaining to all sex offenders in the State of ND. The Deacons are checked through Mind Your Business, Inc. as well as the ND State Department of Child Protective Services Division Central Registry Index. This index contains information pertaining to all sex offenders in the State of ND. Mind Your business checks local and state records in the counties and states that the deacon lived in, during the last seven years. All information obtained from these checks is reviewed by the Assistant SEC and SEC for review. If any questions arise the information is reviewed by an appropriate supervisor, priest and the Bishop. Educators, employees and volunteers have background checks through Mind Your Business, Inc. as well as the ND State Department of Child Protective Services Division Central Registry Index. This index contains information pertaining to all sex offenders in the State of ND.</p>
<p>Boston, MA Archdiocese</p>	<p>Deacon Anthony Rizzuto Director, Office of Child Advocacy, Implementation &amp; Oversight (OCAIO) <a href="mailto:DRizzuto@rcab.org">DRizzuto@rcab.org</a> 617-746-5994/7</p>	<p>Background checks are carried out annually through the Criminal History Systems Board of the Commonwealth of Massachusetts. All background check results are evaluated according to the criteria of the CORI (Criminal Offender Record Information) Policy of the Archdiocese of Boston. CORI background checks consist of checking a person’s name and date of birth through the criminal records maintained by the State Police of the Commonwealth of Mass. People residing in states</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		other than Massachusetts are required to bring in a record check from their state of residence. The type of check depends on the State of residence.
Brownsville, TX	Walter Lukaszek Assistance and Safe Environment Coordinator <a href="mailto:wlukaszek@aol.com">wlukaszek@aol.com</a> (h) 956-464-4898 (o) 956-457-0010	Release forms to run background checks are obtained from priests and deacons seeking faculties to carry out ministry in the Diocese, and also for men applying to be accepted as candidates for the priesthood. Texas State police records are searched. If the priest or deacon has served in other states, background checks are run there, too. In addition, in the case of priests or deacons, a questionnaire testifying to the suitability of the priest or deacon for ministry must be completed by the bishop of the diocese of origin, or the appropriate Superior of religious order, and sent directly to the Bishop or Vicar General. In addition to that, an application must be completed by the priest or deacon himself in which he must indicate whether or not he has any criminal background, has ever abused alcohol or used banned substances, or had psychological problems requiring treatment. In the case of applicants to candidacy for priesthood or diaconate, letters of recommendation are required, and psychological screening is conducted. Those wishing to serve in compensated or volunteer positions that will engage them in ongoing contact with minors must follow the same procedure as priests/deacons. Letters of recommendation are sought for all persons seeking compensated positions. Former employers are usually contacted for further evaluation.
Buffalo, NY	Don Blowey Safe Environment Coordinator <a href="mailto:safekids@buffalodiocese.org">safekids@buffalodiocese.org</a> 716-847-5541	Currently, the diocese utilizes the services of United States Investigative Services (USIS) and the New York State Division of Criminal Justice Services for all criminal background checks. USIS services applied to all persons investigated include nationwide criminal history check, nationwide sex offender

**United States Catholic Church  
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<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>registry check, terrorist watch list and US Treasury watch-list. Additionally, USIS provides address tracking through their relationship with credit reporting agencies. In addition, all names are submitted to the New York State Sex Offender Registry in order to include Level 1 (least likely to re-offend) offenders. Exemption: A letter of good standing is sufficient for priests who come to the diocese from another diocese or from their religious order.</p>
Burlington, VT	<p>Kevin Scully Director, Safe Environment Programs <a href="mailto:kscully@vermontcatholic.org">kscully@vermontcatholic.org</a> 802-658-6110, ext. 1218</p>	<p>We utilize the Vermont Criminal Information Center, the Child Abuse and Neglect Registry (Vermont Department of Children and Families), INS Visa issue for foreign priests, FBI National Criminal Background Checks, and private service Screening One. Screening One has various levels of checks of databases with corresponding prices. A simple criminal database check is done on volunteers, and more extensive checks (credit, driving history, etc.) are done on employees, educators, and clergy.</p>
Charleston, SC	<p>Bonnie Sigers Safe Environment Manager <a href="mailto:bonnie@catholic-doc.org">bonnie@catholic-doc.org</a> 843-853-2130, ext. 206</p>	<p>Priests, Deacons and Candidates for Ordination must complete an application, provide references, and undergo background screening which consists of a criminal history, a credit history, a driver's history, a SS# screen and a check of the central registry for child sexual abuse. In addition to a psychological testing. The screenings are conducted by a 3<sup>rd</sup> party agency, Fidelifacts/Metropolitan New York, Inc. The psych evaluation is completed by a local psychiatrist. For Educators, Employees and Volunteers a criminal background check is run and we check the central registry for child abuse. Additional screenings are done based on their job functions. We use SLED if the candidates have resided in SC for over three years, for those less than three years we use Fidelifacts/Metropolitan New York, Inc.</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Charlotte, NC	<p>Terri Wilhelm Human Resources Director <a href="mailto:twilhelm@charlottediocese.org">twilhelm@charlottediocese.org</a> 704-370-3338</p> <p>Rev. Msgr. Mauricio West Vicar General and Chancellor <a href="mailto:chancery@charlottediocese.org">chancery@charlottediocese.org</a> 704-370-3325</p>	<p>All personnel submit a Release and Authorization form to the HR Dept. The descriptive information is entered into the vendor's web site. The Diocese uses "Screening One" located in Torrance, CA. The document searches include a national criminal check, sex offender registry, social security number check plus miscellaneous law enforcement agencies. Effective 7/30/08 additional checks were added. When the results are received they are returned to the submitting entity. Master records are kept by HR. Candidates for the diaconate are screened and evaluated according to the same criteria as employees. An extensive background investigation by a licensed Private Investigator is done for all seminarians and candidates for the seminary</p>
Cheyenne, WY	<p>Very Reverend Michael Carr VG <a href="mailto:strosetorrington@yahoo.com">strosetorrington@yahoo.com</a> 307-638-1530</p> <p>Carol DeLois Chancellor <a href="mailto:carol@dioceseofcheyenne.org">carol@dioceseofcheyenne.org</a> 307-638-1530</p>	<p>Each individual, who has not lived in Wyoming for the last 5 years, is checked through a private company called "Mind Your Business Inc." This company has the capability to conduct checks with law enforcement agencies nationwide for criminal records. The Diocese also checks each individual through the Wyoming Department of Transportation for driving records. The results are reviewed by the Chancellor who approves or rejects each applicant based on the background checks. The records are maintained by the data entry coordinator. Specific criteria has been established which provides guidelines for approval or disapproval. If a questionable issue arises it is referred to the Review Board.</p>
Chicago, IL St. Nicholas	<p>Serge Michaluk, MA Director, OCYP <a href="mailto:sergemichaluk@gmail.com">sergemichaluk@gmail.com</a> 773-276-5080 (c) 773-733-3312</p>	<p>The Eparchy conducts background checks through Austin Computing Solutions' EAppsDB (applications are processed online through the Archdiocese of Chicago Web-Site). The applicant information is forwarded to Choice Point for background record checks.</p>



**United States Catholic Church  
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by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Cincinnati, OH	Fr. Joe Binzer Chancellor <a href="mailto:jbinzer@catholiccincinnati.org">jbinzer@catholiccincinnati.org</a> 513-263-6601 513-421-3131, ext. 6601	The Archdiocese policy on background checks are that if the person has not been a resident of the state of Ohio for the past 5 years, he must have both the Ohio Bureau of Criminal Investigation (BCII) and the FBI background check completed. If he has been a resident for 5 years or more, only the BCII records are checked. If a person is a reassigned within the Archdiocese, background checks are conducted according to policy. If fingerprints cannot be obtained (prints somehow obliterated or fingers missing), a name check is conducted by 'Background Bureau.com.' This check consists of county, city criminal checks and a national sex offender registry check.
Crookston, MN	Reathel Giannonatti Safe Environment Coordinator <a href="mailto:rgiannonatti@crookston.org">rgiannonatti@crookston.org</a>  Victoria Dathe Administrative Assistant <a href="mailto:vdathe@crookston.org">vdathe@crookston.org</a> 218-281-4533, ext. 424	Choicepoint is our background check provider. All members of the clergy and candidates for ordination are given background checks. Victoria Dathe, Administrative Assistant to Safe Environment Coordinator trains the local Safe Environment Coordinators in each parish to run background checks using Choicepoint. The Safe Environment Office has access to the results. Any criminal background checks that do not meet MN minimum hiring standards are reviewed by the Safe Environment Coordinator and ultimately, applicant's suitability for service is decided by the Vicar General Msgr. David Baumgartner with the assistance of the Board of Review used for Appeals. Prior to acceptance as a seminarian, a candidate must undergo a background check, provided by the Oxford Document Management Company as well as the diocesan background check as per diocesan policy.
Dallas, TX	Barbara Landregan Safe Environment Director <a href="mailto:blandregan@cathdal.org">blandregan@cathdal.org</a> 214-379-2812	The Diocese of Dallas contracts with Accutrak to do our criminal background checks. Criminal background checks are updated every two years. The background checks include Accutrak verifying correct name and date of birth; Running a

**United States Catholic Church  
2008 Background Evaluation Methodologies  
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		<p>Texas statewide felony, misdemeanor, and sex offender criminal records search; and Running a nationwide felony, misdemeanor, and sex offender records search. These checks are routinely conducted of all priests, deacons, and candidates for ordination. Once the applicant completes the four page Screening Form (which includes three references with contact information), the parish/school Security Officer (or Safe Environment Coordinator) submits the request (online) directly to Accutrak which, in turn, conducts Texas State (and nation-wide) criminal and sex offender name checks providing feedback within 24 hours. Automatic disqualifying offenses are those that relate to sexual abuse, narcotics, and violence. The responses from Accutrak are fully interfaced with the Safe Environment Database maintained by the Safe Environment Coordinator.</p>
Davenport, IA	<p>Mary M. Wieser Director of Faith Formation and Education <a href="mailto:wieser@davenportdiocese.org">wieser@davenportdiocese.org</a> 563-324-1912, ext. 263</p>	<p>Individuals must complete and submit Acknowledgment and Consent forms, Authorization forms, and a copy of a driver's license. Information provided on these forms is used to search for any record of criminal history with the Iowa Department of Criminal Investigation and any record of crimes of a sexual nature with the National Sex Offender Registry. If an individual has lived out of the state of Iowa within the last 7 years, the information provided is used to search for any incarceration history nationally or any records of criminal history in a particular state or country through services employed with James M. Sweeney and Associates, a local investigation and consulting firm. In cases where an individual may be occupying a position of parish leadership, credit checks are also conducted through Sweeney and Associates.</p>
Denver, CO	<p>Christopher Pond OCDS Director, OCYP <a href="mailto:Chris.Pond@archden.org">Chris.Pond@archden.org</a> 303-715-3226</p>	<p>Criminal background checks are utilized from several different agencies depending on many nuances including state, federal and other checks, as well as entity preference. The Colorado Bureau of Investigation, ScreeningOne and ChoicePoint are the</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
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		three most often accessed entities at this time.
Detroit, MI	<p>Sr. Fran Nadolny Director of Education <a href="mailto:fnadolny@adriandominicans.org">fnadolny@adriandominicans.org</a> 248-594-0872</p> <p>Ms. Mary Eckert Compliance Coordinator <a href="mailto:Eckert.mary@aod.org">Eckert.mary@aod.org</a> 313-237-4815</p>	The Archdiocese does background checks online using the Michigan State Police Internet Criminal History Access Tool (ICHAT). Each parish, school and agency of the AOD is required to submit an annual report on the statues of criminal history. All educators are required by Michigan State law to have fingerprints submitted to the FBI through the Michigan State Police.
Duluth, MN	<p>Ernie Stauffenecker Safe Environment Coordinator <a href="mailto:estauffenecker@dioceseduluth.org">estauffenecker@dioceseduluth.org</a> 218-724-9111</p> <p>Rose Eichmueller Secretary to the Bishop <a href="mailto:reichmueller@dioceseduluth.org">reichmueller@dioceseduluth.org</a> 218-724-9111</p>	The Diocese policy is that all clergy, employees and volunteers must have a background investigation. The Diocese uses Volunteer Select, a division of Choice Point. They go on-line, fill out the form, submit, and print the report when it's done. In addition to Volunteer Select candidates for ordination receive a psychological evaluation and a review by a diocesan screening committee prior to entry into seminary or the deacon formation program. After entry into these programs there are periodic reviews by those responsible for their formation as well as by the bishop.
El Paso, TX	<p>Elena Bejarano Safe Environment Coordinator <a href="mailto:ebejarano@elpasodiocese.org">ebejarano@elpasodiocese.org</a> 915-872-8427</p>	All priests, deacons, diocesan/parish employees and volunteers undergo a background name check evaluation through SPIS, a contractor in the San Antonio area. All incoming priests and deacons are subject to the same background evaluations prior to faculties being given. All candidates for ordination are subject to a background fingerprint evaluation conducted through the Texas Department of Public Safety (DPS) in addition to a battery of psychological evaluations conducted by a contracted professional. Educators and Catholic school employees receive a fingerprint check through the Texas DPS.

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Evansville, IN	<p>Dr. Phyllis Bussing Director of Schools <a href="mailto:pbussing@evansville-diocese.org">pbussing@evansville-diocese.org</a> 800-637-1731, ext. 222</p> <p>Sr. Geraldine Hedinger Director of Religious Educ. <a href="mailto:ghedinger@evansville-diocese.org">ghedinger@evansville-diocese.org</a> 800-637-1731, ext. 220</p> <p>Judy Neff Chancellor <a href="mailto:jneff@evansville-diocese.org">jneff@evansville-diocese.org</a> 800-637-1731, ext. 248</p>	<p>The Diocese contracts with Results, Inc., which, via a computer, does a criminal history check, a check of the sexual offenders' list, an Indiana driver's license check, and a credit check. All individuals receive these background checks. All clergy must have a new background check performed each time they change positions, if the checks are 3 or more years old. The checks are done on candidates for ordination and then not done again until they change positions to a parish pastor. Checks are done on educators every five years when they renew their State Teaching Certification. The Chancellor receives copies of negative results from the company conducting the checks. The Chancellor reviews the checks to determine if any further action is required. Results are included in the individuals personnel file.</p>
Fort Worth, TX	<p>Mrs. Ruth Smith, Director Office of Child &amp; Youth Protection <a href="mailto:rsmith@fwdioc.org">rsmith@fwdioc.org</a> 817-560-2452, ext. 180</p>	<p>Every individual signs a consent form for a background check to be conducted. We utilize ChoicePoint for criminal offenses, sex offender database and other state, local, and national criminal offense record searches. Each group of individuals is subject to background evaluations once every three years. Background checks are reviewed by the Director of Human Resources and Director of Child and Youth Protection, and the Chancellor/Charter Response Coordinator. The ChoicePoint National Criminal File provides a database search of more than 200 million criminal records representing more than 62 million individuals. Records are gathered from across all 50 states from multiple criminal record repositories.</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Galveston/Houston, TX	<p>Karen Martin Director of Safe Environment <a href="mailto:kmartin@archgh.org">kmartin@archgh.org</a> 713-652-4401</p> <p>Christina Deajon Vice-Chancellor <a href="mailto:cdeajon@archgh.org">cdeajon@archgh.org</a></p>	<p>Before a priest is accepted for ministry in the Archdiocese the following are received: a complete curriculum vitae, a letter from a priest's bishop/religious superior detailing the priest is free of any past conduct that would affect his assignment (allegations of misconduct with minors or adults, addictions, emotional issues, financial history, etc.), a completed Suitability for Ministry from his bishop/religious superior and letters of reference from priests and parishioners of his diocese. In addition to the above, the priests, along with deacons and candidates for ordination also undergo a criminal background check. For educators, volunteers, etc. the criminal background checks are performed through U.S. Data, which includes a check through a national criminal index, containing sex offender registries. Specific hits are verified with independent state and or county criminal checks.</p>
Gaylord, MI	<p>Candace Neff Coordinator for Misconduct Issues <a href="mailto:cneff@dioceseofgaylord.org">cneff@dioceseofgaylord.org</a> 989-732-5147</p> <p>Charles Taylor Superintendent of Schools <a href="mailto:ctaylor@dioceseofgaylord.org">ctaylor@dioceseofgaylord.org</a> 989-732-5147</p>	<p>We conduct criminal background checks through fingerprint (FBI and Michigan searches) and/or a check through Michigan State Police Internet Criminal History Access Tool on all clergy. All educators and school employees are required by state law to be fingerprinted through the Michigan State Police (MSP) to the FBI. In addition, the diocese requires all employees who have regular contact with children/youth to be fingerprinted through the MSP to the FBI. The diocese requires all volunteers who have eight hours or more a month of contact with children/youth to be fingerprinted through the MSP to the FBI and those with less than the eight hours of contact to be run through the MSP's Internet Criminal History Access Tool, which the diocese can access online. The Coordinator for Misconduct Issues advised that volunteers with less than eight hours of contact a month who have not lived in the State of Michigan for many years will also</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

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		be required to be fingerprinted as the MSP's Internet Criminal History Access Tool will only provide criminal histories for the State of Michigan.
Green Bay, WI	<p>Karen Bass Safe Environment Assistant <a href="mailto:kbass@gbdioc.org">kbass@gbdioc.org</a> 920-272-8198</p> <p>Ann Fox Diocesan Assistance Coordinator <a href="mailto:afox@gbdioc.org">afox@gbdioc.org</a> 920-272-8174</p>	All priests, deacons, seminarians, educators, employees and volunteers in the Diocese of Green Bay must complete an application granting permission for a criminal records search (background check). This is completed through eApps Online Application system, eApps is a product marketed by Austin Computing Solutions. The individual is required to complete an online application. eApps then forwards the information to a company named ISP Services which conducts state and federal criminal court searches as well as law enforcement criminal records searches (currently in 39 states) and available sex offender databases. eApps maintains a record of all transactions for use by the parishes and the diocesan Safe Environment Assistant.
Hartford, CT	<p>Sister Mary Kelly, C.S.J. Director of Safe Environment <a href="mailto:sr.maryk@aohct.org">sr.maryk@aohct.org</a> 860-541-6491, ext. 153</p> <p>Dolores Skovich Safe Environment Coordinator/VIRTUS <a href="mailto:DeeS@aohct.org">DeeS@aohct.org</a> 860-541-6491, ext. 145</p> <p>Kimberlee Donahue <i>Child Lures</i> Coordinator <a href="mailto:KDonahue@aohct.org">KDonahue@aohct.org</a> 860-541-6491, ext. 161</p>	Background checks are provided by Mind Your Business, Inc. Background Investigations and Information Services. Each seminary does its own screening, including FBI, fingerprinting, etc. We do a MYB, Inc. screening after ordination also. Our diaconate office does background checks on all the candidates in formation. Mind Your Business is a privately owned pre-employment background investigative firm which provides information about convictions, both felony and misdemeanor, in Connecticut, and does a national sex offenders data base search. They will also do credit checks, SSAN reviews, and other background checks if requested. The cost is about \$18.00 to \$23.00 per check. Authorization to do the background check is obtained from all adults who work with C/Y as part of the pre-employment/volunteer process and/or

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<p>Maria Maynard Assistant Superintendent of Catholic Schools <a href="mailto:mmaynard@adh-ocs.org">mmaynard@adh-ocs.org</a> 860-242-4362</p> <p>Patricia A. Keck, M.A. Assistant Director of Religious Education <a href="mailto:pkeck@adh-ore.org">pkeck@adh-ore.org</a> 860-243-9465</p> <p>Theresa Hatfield Background Check Coordinator <a href="mailto:theresah@aohct.org">theresah@aohct.org</a> 860-541-6491, ext. 151</p>	<p>when the Virtus training is done. The Authorizations are collected at the parish or school and forwarded to the Background Check Coordinator who processes and monitors them and maintains a data base for control. The information is entered into the MYB, Inc. internet system. MYB generally turns the information around in 1-2 days, but contractually promise a 5 day turn around. The Archdiocese operates on a presumptive one work-week policy; in that each parish and school assumes that if they have not heard from the coordinator in 5 work days then the check was done and the person cleared. At least one parish has requested a positive response, one way or the other, rather than allowing it to chance. There have been over 18,500 checks completed since they began using Mind Your Business in 2003.</p>
Helena, MT	<p>Mrs. Judy Ober Human Resources Director <a href="mailto:jobber@diocesehelena.org">jobber@diocesehelena.org</a> 406-442-5820, ext. 21</p>	<p>The Diocese uses Omnia and the Montana Department of Justice for ALL background checks. Omnia is a private contractor which checks information on a national basis.</p>
Jefferson City, MO	<p>Ronald W. Vessell Associate to the Chancellor and Review Administrator <a href="mailto:review@diojeffcity.org">review@diojeffcity.org</a> 573-635-9127, ext. 224</p>	<p>The diocese uses the following resources for criminal background checks. Mo. Highway Patrol Criminal Record Check, USIS system (private vendor system) and Finger print checks for educators as required by state statute and regulation. The sexual offender lists, state and national are included in these checks</p>
Joliet, IL	<p>Sr. Judith Davies, OSF Chancellor <a href="mailto:jdavies@dioceseofjoliet.org">jdavies@dioceseofjoliet.org</a> 815-722-6606, ext. 216</p>	<p>The process for background screening are described as: 1) Premier InfoSource (state criminal and Social Security search, 2) the Illinois State Police and CANTS (Child Abuse and Neglect Tracking System). As of July 1, 2008 all new priests, deacons and all candidates for ordination are required to be fingerprinted</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<p>Sr. Helen Jean Kormelink, OSB Superintendent of Schools <a href="mailto:hjkormelink@dioceseofjoliet.org">hjkormelink@dioceseofjoliet.org</a> 815-838-2183</p> <p>Mr. Tom Quinlan Director of Religious Education <a href="mailto:tquinlan@dioceseofjoliet.org">tquinlan@dioceseofjoliet.org</a> 815-727-6411, ext 259</p>	<p>through Accurate Biometrics. By law, all new school personnel are required to be fingerprinted through the Illinois State Police and the FBI. All employees and volunteers are required to undergo background checks. As of July 1, 2008, all new employees are required to be fingerprinted through Accurate Biometrics. Prior to that date, all educators/employees were to have been background checked through Premier Infosource. Initially, they were checked through the Illinois State Police. Volunteers are background checked through Premier Infosource or the Illinois State Police &amp; CANTS or through Volunteer Select/ChoicePoint.</p>
Lansing, MI	<p>Sally Ellis Safe Environment Coordinator <a href="mailto:sellis@dioceseoflansing.org">sellis@dioceseoflansing.org</a> 517-342-2551</p>	<p>Background check with fingerprinting conducted by the FBI and the Michigan State Police is required. Live scan fingerprinting implemented in July, 2005. Diocesan policy requires background checks for all priests, deacons, candidates for ordination, educators, (full and part time) employees, and volunteers who work with minors four or more hours per month. The diocese has utilized the LiveScan digital fingerprinting system since July 2005 which interfaces with FBI and Michigan State Police criminal records. Educators and school employees are required by the diocese and the state of Michigan to complete a background check through the Michigan State Police and the FBI that includes live scan finger-printing. The data is filed with the State Department of Education's Michigan Education Information System [MEIS]. Twice a year, the Michigan State Police use this data to check against new arrest records. Thus, an ongoing background check is done on all school employees (includes principals, teachers, administrators, librarians, counselors, support staff, coaches, cafeteria, maintenance staff and any other school employees).</p>



**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>Diocesan and parish employees are required to complete a background check with live scan fingerprinting, conducted by the FBI and the Michigan State Police. Volunteers who regularly work with minors 4 or more hours per month on a regular basis are required to complete a background check using one of two methods: 1) if the volunteer has lived in the state of Michigan the past 10 years, ICHAT (Internet Criminal History Access Tool) is utilized to conduct the background check. ICHAT produces a report of the Michigan State Police criminal history records only; 2) if the volunteer has lived in Michigan less than the past 10 years, live scan fingerprinting is required and the background and the Michigan State Police and the FBI are utilized to produce a criminal history report.</p>
Las Cruces, NM	<p>Ms. Mary Helen Llañez <a href="mailto:hllanez@dioceseoflascruces.org">hllanez@dioceseoflascruces.org</a> 575-523-7577</p> <p>Wayne Pribble <a href="mailto:wpribble@dioceseoflascruces.org">wpribble@dioceseoflascruces.org</a> 575-523-7577</p> <p>Ben Romero Superintendent for Catholic Schools,</p> <p>Alex Vigil, Director DRE/Youth Ministry 575-546-3905</p>	<p>After obtaining a waiver from each priest, deacon, candidate for ordination, Educator, Volunteer, (s) and Employees a request is submitted to the security company that does the backgrounds, presently Zaeplex. When the results of the checks for clergy are received, the document is preserved in the personnel file of each individual. When the results of the checks for educators, employees, and volunteers are received, the document is preserved in the Diocese, the parish, or the individual School as appropriate. The process does include law enforcement and/or community agencies.</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Milwaukee, WI	Patti Loehrer <a href="mailto:loehrerp@archmil.org">loehrerp@archmil.org</a> 414-758-2230  Amy Peterson <a href="mailto:peterzona@archmil.org">peterzona@archmil.org</a> 414-758-2232  Barbara Anne Cusack <a href="mailto:cusackb@archmil.org">cusackb@archmil.org</a> 414-769-3341	The Diocese utilizes the Crime Information Bureau (CIB) for Wisconsin data and also uses Intellicorp.net for national database service. Some of the parishes still utilize Choicepoint, which was the AOM's previous national provider.
Monterey, CA	Sr. Patricia Murtagh, IM <a href="mailto:srpmurtagh@dioceseofmonterey.org">srpmurtagh@dioceseofmonterey.org</a> 831-373-4345	All of incardinated priests, deacons and candidates for ordination undergo a background check in the form of an extensive behavioral questionnaire, psychological evaluation and criminal records check through the FBI and California Department of Justice. All priests and deacons whether incardinated or not undergo a criminal background check through the FBI and California Department of Justice as well as must receive a letter of good standing from his ordinary or provincial. All school employees are fingerprinted through the FBI and CA DOJ and school volunteers are fingerprinted through CA DOJ. All parish volunteers with supervisory and disciplinary authority over children are fingerprinted through CA DOJ. Those volunteers that have problems with having a background check done because of possible problems with authorities, i.e., individuals without proper paper work to be in the U.S. will be checked through Megan's Law. This is a database provided by the State of California which will show any person that has had allegations against them for child abuse.

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<b><u>Arch/Diocese/Eparchy</u></b>	<b><u>Safe Environment Coordinator</u></b>	<b><u>Background Methodology</u></b>
Nashville, TN	Deacon Hans Toecker Chancellor <a href="mailto:Hans.Toecker@dioceseofnashville.com">Hans.Toecker@dioceseofnashville.com</a> 615-783-0765	All priests, deacons, and candidates for ordination receive background evaluations through Kroll Background America. Evaluations and testimonials on priests from foreign countries or who are resident outside of the Diocese of Nashville are obtained from their ordinary attesting to their fitness to serve in our diocese. Volunteers who will have ongoing unsupervised contact with minors are screened through Kroll Background America. All employees of the Diocese of Nashville, whether they will have unsupervised contact with minors or not receive the same screening.
Norwich, CT	Sheree Antoch Safe Environments Administrator 860-848-2237, ext. 212  Reverend Ted F. Tumicki Bishop's Delegate for Safe Environments <a href="mailto:ttumicki@sbcglobal.net">ttumicki@sbcglobal.net</a> (p) 860-822-8020 (o) 860-887-9294, ext. 251	All Background Checks are performed using the following resources State Police (SPBI) Criminal Background Check; Sex Offender Registry Check; CT Department of Children and Families (DCF) Registry Check. An FBI Check is done for newly ordained Priests, candidates for ordination, newly employed educators and employees.
Omaha, NE	Rev. Joseph C. Taphorn Chancellor <a href="mailto:jctaphorn@archomaha.org">jctaphorn@archomaha.org</a> 402-558-3100, ext. 226  Mary Beth Hanus Victim Assistance Coordinator <a href="mailto:mbhanus@archomaha.org">mbhanus@archomaha.org</a> 402-827-3798	The Diocese uses the services of Zaeplex, an internet screening company located in Florida. The evaluation process includes a self-reporting questionnaire, an identity check to verify other names and addresses, a check of all appropriate state criminal records, and a check of all appropriate state sex offender registries. Our process examines state sex offender registries for Level 3 offenders. Access to the Level 2 offenders is currently restricted and time-consuming. We would like to examine the Nebraska Child Abuse and Neglect Central Register, administered by Dept of Health and Human Services. Access to this file is currently restricted and time-consuming. Background

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		checks are repeated on 5-year cycles.
Orange, CA	Diane Murray Safe Environment Coordinator <a href="mailto:dmurray@rcbo.org">dmurray@rcbo.org</a> 714-282-3077	Background checks on all clergy and educators include Live Scan fingerprinting, CA DOJ and FBI checks. The fingerprinting is done by ESS Live Scan, a division of Entersect Security. Volunteers and employees are checked through CA DOJ. Undocumented parish volunteers are checked via CA criminal records and a CA Sex Offender Registry search. Database records are managed by the Safe Environment Office.
Parma for Byzantines, OH	Sister Susan Harvey, OSBM Associate Director of Religious Education <a href="mailto:religioused@parma.org">religioused@parma.org</a> 216-741-8773, ext. 225	Background checks are done utilizing the state police agencies, includes each residency state during the prior 5 years. Each new priest, deacon and candidate for ordination is required to undergo a fingerprint background check. The background questionnaire is to be completed every 5 years and with each new assignment and the chancellor reviews the Bishop's personnel files for indication of misconduct. Each candidate undergoes a psychological evaluation. Educators in the State of Ohio are required to undergo a fingerprint background check conducted by the State of Ohio in order to receive teaching certificate. Other employees and volunteers who have ongoing unsupervised contact with children undergo a background check, utilizing the state police agencies or ChoicePoint, includes each residency state during the prior 5 years. The background questionnaire is to be completed every 5 years.
Phoenix, AZ	Jennifer King Director, Safe Environment Office <a href="mailto:jking@diocesephoenix.org">jking@diocesephoenix.org</a> 602-354-2208	Priests, Parish/school employees and volunteers/others submit an application that is checked against the Arizona Sex Offender Database (which is updated every two months). For priests transferring into the Diocese of Phoenix, a letter reporting the priest is in "Good Standing" from their Bishop or Religious Superior is required. Deacons, candidates for ordination, permanent diaconate and

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>Diocesan/eparchial employees are checked against the Maricopa County Superior Court Of Arizona; Arizona Sex Offender Database, Criminal, Credit, Drivers License via Choice Point. An additional check is done on diocesan employees Work History and Education.</p> <p>Seminarians are checked through the Arizona Sex Offender Database and Arizona Finger Print.</p> <p>Educators are checked against the Arizona Sex Offender Database; FBI fingerprint clearance cards obtained and kept up to date. Up to date teaching and administrative certificates from the Arizona Department of Education. References checked on any new hires.</p>
Phoenix, AZ Van Nuys Byzantines	<p>Sr. Jean Marie Cihota OSBM <a href="mailto:srjeanmc@hotmail.com">srjeanmc@hotmail.com</a> 602-861-9778</p>	<p>Background checks are done through Choice Point which includes a database check verifying date of birth via the Social Security Number, a national criminal records check and a state sex offender's registry check.</p>
Pittsburgh, PA	<p>Ron Ragan Director for the Office of the Protection for the Children and Young People <a href="mailto:rragan@diopitt.org">rragan@diopitt.org</a> 412-456-5633</p> <p>Father Kris Stubna Secretary for the Secretariat for Education <a href="mailto:kstubna@diopitt.org">kstubna@diopitt.org</a> 412-456-3100</p>	<p>All clergy, seminarians and candidates for the permanent diaconate are required to complete a centralized database application (eAppsDB) which includes an Integrated Screening Partners national jurisdictional background check, a PA State Police Criminal Record Check and a PA Department of Public Welfare Child Abuse History Clearance. All Educators, Employees and Volunteers are required to complete a centralized database application. When the application is submitted electronically a national jurisdictional background check is completed. In addition, all applicants residing in PA are required to undergo a PA State Police Criminal Record Check and Dept of Public Welfare Child Abuse History screening. Any parish or central administration employees or volunteers active in the diocese but residing outside of Pennsylvania at the time of</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Sister Patricia Rogan, OSF Safe Environment Coordinator <a href="mailto:progan@diopitt.org">progan@diopitt.org</a> 412-456-3068	application are required to complete the FBI Criminal Fingerprint background check. Also, school employees must complete the Federal (FBI Criminal Fingerprint History (If hired on or after April 1, 2007; or if hired on or after January 1, 1986 while not having been a PA resident for the previous two years).
Pittsburgh, PA Byzantine Rite	Sister Agnes Knapik OSB Queen of Heaven Monastery <a href="mailto:agnes@netdotcom.com">agnes@netdotcom.com</a> 330-856-1813  Joan Mingo Principal of The Byzantine Catholic Central School, Youngstown, Ohio.	The process varies from state to state. In Pennsylvania, a criminal record check must first be obtained from the state police. Once received, this is sent to the Child line and Abuse registry of the Department of Public Welfare for a child abuse history clearance. The procedures in the other states are followed in accord with the respective government agencies. The eparchy covers 11 states, 9 of which have active parishes in them. Each state dictates who and how the backgrounds are to be conducted by. Each state mandates specific guidelines to be followed, which the various parishes within those states must adhere to.
Portland, ME	Thom Meschinelli Safe Environment Manager <a href="mailto:thom.meschinelli@portlanddiocese.net">thom.meschinelli@portlanddiocese.net</a> 207-773-6471, ext. 7809	Since April of 2007 we do a national Criminal Background Check, which is performed by an approved 3 <sup>rd</sup> party company – “Screening One”. This check covers the 50 states and territories and includes the “National Sex Registry” and “National Terrorist Database”. It also has the added feature of allowing us to check driving records for out of state licenses. We continue to do the Maine State Criminal Background and bureau of Motor Vehicle and the Maine Department of Human Resources checks. Additionally teachers are finger printed by the state and they do a federal background check.
Reno, NV	Brother Matthew Cunningham Chancellor <a href="mailto:matthewc@catholicreno.org">matthewc@catholicreno.org</a> 775-326-9429	All priests, deacons, candidates for ordination, employees, educators and volunteers are required to be fingerprinted and these fingerprints are submitted to both the State of Nevada Highway Patrol and the FBI for processing. If the results are

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Jane O'Connor Child Protection Coordinator <a href="mailto:Janeo@catholicreno.org">Janeo@catholicreno.org</a> 775-326-9445	inconclusive, a screening is done through ChoicePoint.
Richmond, VA	Maryjane W. Fuller Assistant Director of Human Resources Safe Environment Coordinator <a href="mailto:mfuller@richmonddiocese.org">mfuller@richmonddiocese.org</a> 804-622-5203	The Dioceses of Richmond has a detailed screening policy. They utilize "Choice Point" and "Volunteer Select" programs. Choice Point is used when an individual has lived outside of Virginia anytime in the last seven years. They search national criminal records and local sex offender registries. They also verify identities through a Social Security verification process. The bishop has mandated that backgrounds for all school, church and child care personnel are updated every three years All priests, deacons and candidates for ordination are also checked through the Central Registry of Child Protective Services for the Commonwealth of VA., VA. State Police records and the FBI.
Rockville Centre, NY	Eileen F. Puglisi, Director Office for the Protection of Children and Young People <a href="mailto:epuglisi@drvc.org">epuglisi@drvc.org</a> 516-678-5800, ext. 573	The diocese utilizes the services of USIS, a national corporation headquartered in Virginia. The diocese requires background investigations for all of their employees and volunteers; regardless of their length of contact with children and youth. Backgrounds are requested based on a "tiered" system. The most comprehensive backgrounds cost the diocese about \$95 per person and consist of criminal and sexual offenders' record checks in New York as well as in the States of past residences and employments. These backgrounds are usually confined to the clergy, teachers and employees of the parishes and diocese. Volunteers' backgrounds cost approximately \$35 and consist of a NY State criminal and sexual offender's list check. At present, the diocese does not periodically repeat these background investigations. Additionally, teachers in the Diocesan School System, who are certified by the State of New York, must

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>submit to being fingerprinted. However, current State regulations allow ONLY the NY State School system access to the results of those criminal fingerprint checks. As a result, the RC Diocese (and all Dioceses in NY State) are specifically prohibited from accessing the results of those criminal fingerprint checks. Sr. Joanne Callahan, the DRC's Director of Education, advised the auditor that they have been in "discussions" with the NY State authorities for two years in an attempt to obtain the results of the criminal fingerprint checks for those certified teachers who are employed by the Diocese. Although she remains "cautiously optimistic," no progress has been made to that end.</p>
Salt Lake City, UT	<p>Colleen E. Gudreau Director, Safe Environment <a href="mailto:SafeEnv@dioslc.org">SafeEnv@dioslc.org</a> 801-328-8641, ext. 344</p>	<p>The diocese uses ChoicePoint to run background evaluations on all priests, deacons, and candidates for ordination. Diocesan Safe Environment Program Manual (at Section 3.C) requires an initial screenings and additional screenings as required by the Diocese. The Review Board mandated in April 2007 that follow-up screening for employees, volunteers, etc. be conducted 3 years after the initial screening. Most of this follow up screening has been completed. ChoicePoint uses name checks to search the National Criminal Records Database and National Sexual Abuse Registry, they conducts a local County Courthouse search, and, if relevant, a review of the motor vehicle records. Teachers' background checks are through the state which uses fingerprints, and checks state and FBI criminal history records.</p>
San Angelo, TX	<p>Mike Wyse Chancellor <a href="mailto:mikedosa@aol.com">mikedosa@aol.com</a> 325-651-7500</p>	<p>Austin Computing Services (ACS) maintains our background check database for us. Applications are sent to them which are electronically transmitted to a company that actually performs the records check and sends the information back to ACS. Prior</p>



**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>to April 2006 ACS utilized a company to run the background checks that did only state checks. In April 2006 ACS changed to another vendor that now runs multi-state records checks on all applications. Local and state records are used at various levels commensurate with the need to obtain accurate information for questionable returned records checks. The ACS program is a very adaptable and efficient system to manage the background checks. This system is used for all persons who require background checks and also includes others than those just having regular contact with children. ACS also maintains information that documents safe environment training. The system not only lists persons, dates and types of training/background check but can be sorted by these variations. The Chancellor also has a system in place to communicate with the parishes to insure the checks are done in a timely basis and to resolve any positive background check to insure a non qualified person does not become a volunteer or employee.</p>
San Francisco, CA	<p>Bishop William Justice</p> <p>Bret Allen Dept. of Catholic Schools <a href="mailto:allenb@sfarchdiocese.org">allenb@sfarchdiocese.org</a> 415-614-5665</p> <p>Annabelle Groh Vicar for Clergy Office <a href="mailto:groha@sfarchdiocese.org">groha@sfarchdiocese.org</a> 415-614-5611</p>	<p>Clergy are Live Scanned (electronic fingerprinting) and reports obtained from FBI and California DOJ --53 priests excused by Archdiocesan policy. Letters of Good Standing required for Externs and Religious Order priests. The rest of the background checks are determined based on the type of agency (parish vs. school), employee vs. volunteer, and type of work activity with minors. Some people are Live Scanned (electronic fingerprinting) while a name-based background check from ChoicePoint is used for the remainder. Specific decisions are guided by Archdiocesan policy.</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	Barbara Elordi 415-614-5500	
Scranton, PA	Gail Fromm Compliance Officer <a href="mailto:gail-fromm@dioceseofscranton.org">gail-fromm@dioceseofscranton.org</a> 570-207-2214  Sarah Mountain <i>VIRTUS</i> Coordinator <a href="mailto:Sarah-Mountain@dioceseofscranton.org">Sarah-Mountain@dioceseofscranton.org</a> 570-563-8510	Background checks are now conducted through ChoicePoint, Volunteer Select every three years. The Diocese advised that with regard to foreign priests a letter of suitability from their Bishop is accepted only if the Diocese is aware of that particular Bishop forwarding the letter. If the Diocese is not familiar with a particular foreign Bishop than the services of Intercoastal Research Investigations is utilized to conduct a background search. All teachers, administrators and school employees are required under Pennsylvania law to have Federal Bureau of Investigation background checks and clearances. All other employees and volunteers are required by the Diocese of Scranton to have background checks. The Diocese uses ChoicePoint <i>Volunteer Select</i> , which provides a national criminal record search, social security verification, and a sex offender registry search.
Shreveport, LA	Deacon Michael Straub Director Human Resources and Safe Environment Program <a href="mailto:mstraub@dioshpt.org">mstraub@dioshpt.org</a> 318-219-7280	The Diocese uses USIS for criminal background checks and State Sex Offenders Registry check. The background information is provided to USIS via computer results are electronic and hardcopy. For educators the background checks are processed through the State Police in a fingerprinting method. With the exception of educators, the same process as described above is used for background checks. The state of Louisiana law requires that all school teachers and personnel must have a criminal background check conducted using fingerprints. The Diocese Catholic School teachers and personnel must have the background prior to working in the school system.

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
Sioux City, IA	Kevin Vickery VIRTUS Compliance Coordinator, Superintendent of Catholic Schools, Safe Environment Coordinator <a href="mailto:kevinv@scdiocese.org">kevinv@scdiocese.org</a> .	All background checks are conducted by Secure Check as of January 1, 2008. All background checks include: Criminal, Social Security and Sex Offender Registry. The background checks conducted by “Secure Check” now include access to national databases. “Secure Check” reportedly also uses FBI data in its checks.
Sioux Falls, SD	Jerome Klein Chancellor <a href="mailto:jklein@sfcatholic.org">jklein@sfcatholic.org</a> 605-988-3745  Renee Leach Safe Environment Coordinator, <a href="mailto:rleach@sfcatholic.org">rleach@sfcatholic.org</a> 605-988-3722	Candidates for ordination undergo FBI fingerprint screenings as well as a series of psychological tests. After this, deacons and priests fall under the diocesan policy of renewed background checks every six years. These checks are completed through Zaeplex. Zaeplex checks both state and national databases. Zaeplex is an online service, all information is password protected and hardcopies of materials are in a secure and locked area. Educators, Employees and Volunteer background checks are completed through Zaeplex.
Spokane, WA	Dr. Duane Schafer Secretary of Catholic Schools <a href="mailto:dschafer@dioceseofspokane.org">dschafer@dioceseofspokane.org</a> 509-358 7330	WSP (Washington State Patrol), FBI and ChoicePoint Checks done on all. FBI fingerprint checks are done only for educators per state requirements. The Employee/Volunteer Tracking System is effective in managing the Safe Environment program. ChoicePoint is done only for those persons who have not lived in Washington for the past 3 years or more. Record checks with the WSP and ChoicePoint are via secure internet inquiries to those databases with immediate response.
Springfield, IL	Pat Kornfeld Safe Environment Coordinator <a href="mailto:pkornfeld@dio.org">pkornfeld@dio.org</a> 217-698-8500, ext. 155	For all background checks the Diocese utilizes U.S. Investigation Services (USIS). USIS conducts an address search and County criminal history search of residence in the last 10 years. This check includes any out-of-state residency during the past 10 years. The Diocesan Office conducts a search of the National Sex Offender Registry (this includes Illinois State Police Sex Offender Registry). The Illinois Department of

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		Children & Family Services conducts a search of the Child Abuse and Neglect Tracking System. Effective 07/01/2007 all Educators & School Employees submit fingerprints (electronic) to Illinois State Police and FBI for search of criminal records (Adam Walsh Act).
St. Petersburg, FL	André Glaudé Safe Environment Program Manager <a href="mailto:ag@dosp.org">ag@dosp.org</a> 727-344-1611, ext. 377	For priests a confidential questionnaire is completed by the priest's ordinary or superior. A level II screening process is required which includes FBI screening. Deacons and candidates are similar to priests but details are provided upon interview with the appropriate directors. The diocese uses the Volunteer, Employee Criminal History System (VECHS), which uses electronic fingerprinting. Fingerprints are matched against those with arrests in the databases of the Florida Department of Law Enforcement and the FBI. In those cases where arrest dispositions are not included, due diligence is employed through access to the records contained in commercial vendor databases and or by the performance of manual county and or federal court record searches where available.
Syracuse, NY	Jackie Schiano Safe Environment Coordinator <a href="mailto:jschiano@syracusediocese.org">jschiano@syracusediocese.org</a> 315-470-1421	Criminal Background Checks are completed by ADP Services Candidates for Ordination also have a CBC conducted by the Onondaga County Sheriff's Department.
Trenton, NJ	Margaret Dziminski Child Safety Coordinator <a href="mailto:mdzimi@dioceseoftrenton.org">mdzimi@dioceseoftrenton.org</a> 609-406-7400, ext. 5570	The Diocese of Trenton utilizes the resources of the NJ State Police/FBI for their criminal background evaluations. This is done under the Volunteer Review Operations with finger print analysis which is administered through a third party vendor. The third party vendor approved by the Bishop and the State of New Jersey is Sagen Morpho. The background process generally takes seven to ten days to complete and if there are no

**United States Catholic Church  
2008 Background Evaluation Methodologies  
by Arch/Diocese/Eparchy**

<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
		<p>disqualifiers the New Jersey State Police sends a recommendation to the diocese. When a disqualifier is found the applicant can appeal, but the diocese cannot and does not allow that person to be near children. These background check reports come back to the diocese on a database that is only accessed by the Child Protection Coordinator.</p>
Tulsa, OK	<p>Safe Environment Coordinator Deacon John Johnson, Chancellor 918/307-4914 <a href="mailto:dcn.john.johnson@dioceseoftulsa.org">dcn.john.johnson@dioceseoftulsa.org</a></p> <p>Mary Malcom, VIRTUS Coordinator 918/307-4941 <a href="mailto:mary.malcom@dioceseoftulsa.org">mary.malcom@dioceseoftulsa.org</a></p> <p>Carol Robinson, Coordinator, Children’s Safety Program 918/307-4933 <a href="mailto:carol.robinson@dioceseoftulsa.org">carol.robinson@dioceseoftulsa.org</a></p> <p>Todd Goldsmith, Superintendent, Catholic Schools 918/582-9177 <a href="mailto:catholicschools.office@dioceseoftulsa.org">catholicschools.office@dioceseoftulsa.org</a></p>	<p>The Diocese of Tulsa requires all clergy, employees, and volunteers to undergo a background check and sex offender search through the Oklahoma State Bureau of Investigation (OSBI). Additionally, educators, new employees, and volunteers who have been in the state of Oklahoma less than 2 years are required to be fingerprinted. Fingerprint services are offered through the Diocesan Offices using LiveScan equipment and subsequently submitted to OSBI and FBI. In the event fingerprints cannot be obtained, the Diocese currently utilizes the services of ChoicePoint. All background checks and sex offender searches are renewed every 6 years. OSBI has recently added Violent Offender Search as part of their services.</p> <p>In addition to a criminal history search, the Diocese of Tulsa requires their personnel to read our sexual misconduct policy and answer five (5) questions about their background. We also require them to attend VIRTUS “Protecting God’s Children” Program for Adults, check their references, and have them read the Code of Ethical Standards and Conduct.</p>
Wichita, KS	<p>Bob Voboril Superintendent of Schools <a href="mailto:cso@cdowk.org">cso@cdowk.org</a> 316-269-3950</p>	<p>The diocese conducts all background checks through the National Sex Offender Public Registry.</p>

**United States Catholic Church  
2008 Background Evaluation Methodologies  
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<u>Arch/Diocese/Eparchy</u>	<u>Safe Environment Coordinator</u>	<u>Background Methodology</u>
	<p>Rhonda Lohkamp Director, Religious Education <a href="mailto:lohkampr@cdowk.org">lohkampr@cdowk.org</a> 316-269-3940</p> <p>Rev. Michael Simone Director, Vocations <a href="mailto:simonem@cdowk.org">simonem@cdowk.org</a> 316-269-3900, ext. 108</p>	
Winona, MN	<p>Ms. P.J. Thompson, Chancellor <a href="mailto:pjthompson@dow.org">pjthompson@dow.org</a> 507-454-4643, ext. 223</p> <p>Mr. Mark Nuehring, Director of Faith Formation <a href="mailto:mnuehring@dow.org">mnuehring@dow.org</a> 507-454-4643, ext. 224</p> <p>Rev. Tom Melvin Vocation Director <a href="mailto:tmelvin@dow.org">tmelvin@dow.org</a> 507-457-7380</p>	Background Checks are completed through a company used diocesan-wide under a group policy. <i>ChoicePoint, Inc.</i> conducts online background screening and we ask that all participants complete authorization forms with appropriate information prior to screening. Each parish uses a code to complete screenings for their employees and this confidential information is kept in employment files.
Youngstown, OH	<p>Dr. Alan Digianantonio Dir. of Curriculum &amp; Technology, Office of Catholic Schools, <a href="mailto:dgianantonio@youngstowndioese.org">dgianantonio@youngstowndioese.org</a> 330-744-8451</p> <p>Nancy Yuhasz VAC</p>	Background checks are performed through Webcheck, the electronic fingerprinting process, through the Ohio Bureau of Criminal Identification and Investigation (BCI) and FBI for those who have not lived in Ohio for 5 years.

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Frequently Asked Questions about Background Evaluations  
from the USCCB Website

**How do dioceses and eparchies evaluate the background of clergy, employees, and volunteers who work with children?**

Dioceses/eparchies are to utilize the resources of law enforcement and other community agencies to evaluate backgrounds. Individual states have different rules for non-criminal justice agencies to access criminal history records so there is not just one way to do this. Dioceses/eparchies need to work with local law enforcement officials to determine the best course of action.

**Who evaluates the results of the background investigation and determines if the individual is suitable for work or volunteering with children?**

Supervisory personnel within a diocese or eparchy evaluate the results of the background investigation to determine one's fitness for ministry in the Church or around children. A set of criteria should list what are unacceptable offenses that would disqualify a person from church employment or volunteer service.

**How often do background checks have to be done?**

Because someone could be arrested for a crime at anytime, background checks will need to be redone if the person remains an employee or volunteer. The bishop will need to determine the appropriate interval of time. Many dioceses/eparchies are choosing to do them every 3-5 years.

