



DIOCESE OF DAVENPORT

Our policies and procedures reflect the Diocese's continuing efforts to provide for the safety of the people among whom it carries on its pastoral mission, while protecting the reputation and dignity of clerics and others who may be subject to inaccurate or false allegations. The Diocese of Davenport upholds the highest ethical standards for its members and personnel and strives to maintain safe environments for its people.

The Charter requires that any adult working alone with children and or vulnerable adults be trained and complete a background check. Local designees at each entity are responsible for making sure all people in active ministry are compliant with diocesan policy. Information regarding compliance is submitted annually to the auditors.

Priests · Deacons · Candidates for Ordination · Seminarians · Deacon Formation Aspirants · All parish and school employees working with minors and or vulnerable adults · Pastoral Associates · Principals · Administrators · School Teachers · DREs · Youth Ministers · Employed Coaches · School Aides left alone with minors · MFP Participants · Host Parents · Safe Environment Local Designees · Overnight Chaperones · Scout Leaders · Knights of Columbus Leaders:

- Register with VIRTUS
- Complete video program training online at hiring/engagement and annual recertification
- Complete Background check and/or credit check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation

Employees working with monies (Script, money counters, Priests, Deacons, etc.)

- Register with VIRTUS
- Complete video program training online at hiring/engagement and annual certification
- Complete Background and Credit check online – at hiring/engagement and every 5 years **unless position changes.**
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years

Employees not working with minors or vulnerable adults

- Register with VIRTUS
- Complete Background Check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement, every 5 years, and at the annual evaluation

Catechists· Volunteers supervised or unsupervised with minor's · Drivers for School or any Parish sponsored functions:

- Register with VIRTUS
- Complete video program training online at hiring/engagement
- Complete Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement and every 5 years
- Drivers should complete the driver information packet yearly any questions please call Tiara Hatfield at Chancery: <https://d2y1pz2y630308.cloudfront.net/13543/documents/2019/12/Insurance%20Claims%20Kit%20ALL%2012-4-19.pdf>

Volunteers working alone (a second person not present) with monies only (may include Script, money counters, trustees, check signers, lay directors, person on a bank account, etc.) and no contact with minors or vulnerable adults:

- Register with VIRTUS
- Complete Background and Credit check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Polices online – at hiring/engagement and every 5 years



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Volunteers that are undocumented have to be supervised by a VIRTUS/BGC person:

- Register with VIRTUS
- Background check online – at hiring/engagement and every 5 years
 - Check the box that states No SS#
- Complete video program training online at hiring/engagement (available in Spanish) every 5 years

Minor (under the age of 18) employees/volunteers:

- Cannot be in charge or left alone with minors
- Highly recommended they register with VIRTUS and complete age appropriate video training module online
- Background checks cannot be conducted on minors under 18.

Eucharistic Ministers for Homebound Visitors/Nursing Homes/Hospitals with vulnerable adults:

- Register with VIRTUS
- Complete Vulnerable Adult Training Module at hiring/engagement
- Background check online – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement and every 5 years

Any sponsored program by the diocese/parish/school held on our property where minors or vulnerable adults are present:

- A VIRTUS / background checked individual has to be present when minors or vulnerable adults are present.

Adult supervisors of outside entities that use church or school property for overnight events in the presence of minors or vulnerable adults:

- The group leader must send documentation in advance to the parish/school that includes a letter of good standing that certifies the completion of a safe environment program and a background check.
- Agreement to follow the diocesan safe environment policy on boundary regulations (§II-7002.2 Ministry to Minors and Dependent Adults). Include policy section §II-7002.2 with rental agreement and insurance information.
- Rental Agreement/Insurance Kit:
<https://d2y1pz2y630308.cloudfront.net/13543/documents/2019/12/Insurance%20Claims%20Kit%20ALL%2012-4-19.pdf>

Limited free record searches can be conducted by utilizing:

- Iowa Courts Online <https://www.iowacourts.state.ia.us/ESAWebApp/TrialSimpFrame>
- National Sex Offender Registry <https://www.nsopw.gov/>
- Iowa Sex Offender Registry: <https://www.iowasexoffender.gov/>

Contacts:

1. Parish/school local coordinator concerning anything related to your position/role in the parish or school and what requirements you should follow. They can also help with your user id, password, provide instructions, etc.
2. Virginia Trujillo, Safe Environment Coordinator at the Chancery 563-888-4230 – after you have talked to the local coordinator and if you still need help.
3. Nancy Karn, Finance at the Chancery 563-888-4367 - Credit checks, internal controls, bags for money, check signers or finance related
4. Tiara Hatfield, Human Resources/Risk Management at the Chancery 563-888-4366 – driver information, rentals, insurance related.

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