

# 4110. 1

■ POLICY

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## PERSONNEL

### **POLICY REGARDING CIVILIAN CRIMINAL BACKGROUND CHECKS AND CHILD PROTECTION TRAINING FOR EMPLOYEES AND VOLUNTEERS IN THE DIOCESE OF COLUMBUS**

#### **Clergy, Employees, and Applicants to Clerical Formation**

All clergy serving in the Diocese of Columbus; all parish, school, and diocesan employees; and all applicants to formation for the priesthood or permanent diaconate, regardless of their level of contact with children and youth, are required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. This policy is applicable to lay employees, professed religious, clergy, and clergy candidates.

#### **Catholic School Volunteers and Volunteers in Parish Programs/Ministries Minors**

Every volunteer in a program or ministry for, minors, regardless of their level of contact with children and youth, is required to complete a civilian criminal background check and participate in a *Protecting God's Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Catholic School volunteers, Parish School of Religion (PSR) volunteers, youth ministry volunteers, field-trip chaperones and drivers, Scout leaders, coaches and other recreation volunteers, Vacation Bible School volunteers, Children's Liturgy of the Word volunteers, pre-school volunteers, nursery volunteers*

#### **Volunteers Working with Minors in Other Parish Programs/Ministries**

Volunteers for other parish programs or ministries who have been delegated care, custody, or control of minors are required to complete a criminal background check and participate in a *Protecting God's Children* training session. Duration of service does not mitigate compliance with this policy.

*Examples: Parish festival volunteers staffing activities for children/youth, volunteer choir director (if choir includes children and/or youth), service coordinators (if service programs include children or youth)*

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### **Other Parish Volunteers and Adults**

Although they are not required to do so by diocesan policy, the Diocese of Columbus strongly encourages all other parish volunteers to complete civilian criminal background checks and attend *Protecting God's Children* training sessions. All parents and other interested adults are encouraged to attend a *Protecting God's Children* training session. The safety of minors is best assured when all adults have been trained and understand how to build a safe environment for children.

*Examples: Lectors, ushers, festival workers, choir members, and so forth.*

### **Civilian Criminal Background Checks for New Clergy, Employees, Volunteers, and Applicants to Clerical Formation**

Civilian criminal background checks are completed through the Ohio Bureau of Criminal Identification and Investigation (BCII) and must be completed by the first day of one's incardination (for a priest or deacon arriving to serve in this diocese from another diocese), employment, or service to the parish or school. Anyone formally applying to be a candidate for the priesthood or permanent diaconate must have a completed criminal background check through the Ohio Bureau of Criminal Identification and Investigation (BCII) prior to acceptance into formal formation. Anyone who has not been a legal resident of Ohio for the past consecutive 5-years is required to complete a Federal Bureau of Investigation (FBI) civilian criminal background check. An FBI civilian criminal background check must at least be in process by the first day of one's employment or service to the parish or school.

Copies or transfers of completed civilian criminal background checks are only accepted from one parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus. Copies of completed civilian background checks from individuals or other institutions are not acceptable.

A new background check must be conducted if a cleric, employee, volunteer, or clerical candidate has a significant (more than 6 months) gap in their employment, service, or formation in the diocese.

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Parishes and schools should exercise prudence when reviewing any offenses that are identified by a civilian criminal background check. Offenses that would prevent someone from serving in programs and ministries with minors include, but are not limited to:

- Abduction
- Aggravated assault
- Aggravated burglary
- Aggravated menacing
- Aggravated murder; specific intent to cause death
- Aggravated robbery
- Assault
- Burglary
- Carrying concealed weapons
- Child enticement
- Child stealing
- Compelling prostitution
- Contributing to the unruliness or delinquency of a child
- Corrupting another with drugs
- Corruption of a minor
- Disseminating matter harmful to juveniles
- Domestic violence
- Endangering children
- Failing to provide for functionally impaired person
- Felonious assault
- Felonious sexual penetration
- Funding of drug or marijuana trafficking
- Gross sexual imposition
- Having a weapon while under a disability
- Illegal administration or distribution of anabolic steroids
- Illegal manufacture of drugs or cultivation of marijuana
- Illegal use of a minor in nudity oriented material or performance
- Impositioning (now importuning)
- Improperly discharging a weapon at or near a school or dwelling
- Interference with custody
- Involuntary manslaughter
- Kidnapping
- Murder
- Pandering obscenity
- Pandering obscenity involving a minor
- Pandering sexually oriented matter involving a minor
- Patient abuse, neglect
- Placing harmful objects in food or confection
- Possession of drugs (that is not a minor drug possession offense)
- Procuring
- Promoting prostitution (children)
- Prostitution: after positive HIV test
- Public indecency
- Rape
- Robbery
- Sexual battery
- Sexual imposition
- Trafficking in drugs
- Unlawful abortion
- Voluntary manslaughter
- Voyeurism

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#### **Child Protection Training for Clergy, Employees, Volunteers, and Clergy Applicants**

Although it is preferable for new clergy, employees, volunteers, and clergy applicants to have attended a *Protecting God's Children* training session prior to working with minors they have a grace period of up to 60 days from their start date to attend a *Protecting God's Children* training session. If this grace period is needed, supervisors are to verify that the new employee or volunteer is pre-registered for a scheduled *Protecting God's Children* session by the first day of their work with minors. Special care must be taken to ensure that short-term volunteers receive this training in a timely manner that will properly prepare them for their service.

The *Protecting God's Children* program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools. Individuals that have attended child sexual abuse awareness programs from other institutions are still required to attend a *Protecting God's Children* training session unless he or she can provide documentation that the previously attended program covered the same subject material and the Chancery Office grants approval.

Persons that have participated in a *Protecting God's Children* program in another diocese can request that their former diocese transfer their training record to the Diocese of Columbus.

If an employee or volunteer moves from a parish or school in the Diocese of Columbus to another parish or school in the Diocese of Columbus, the new parish or school should notify the diocese to request that the training record of the employee or volunteer be transferred.

Due to the sensitive nature of the *Protecting God's Children* program, some victims of child sexual abuse may not feel comfortable attending a *Protecting God's Children* training session. Anyone in this particular situation may request to receive the materials needed for child protection training in an alternate way. These requests are made through the Office of Youth and Young Adult Ministry. All requests for alternate child protection training for victims of child sexual abuse are kept confidential.

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#### **Child Protection Continuing Education for Clergy and Other Personnel**

In addition to attending a *Protecting God's Children* training session, some clergy, employees, and volunteers are also required to receive continuing education for child sexual abuse prevention. This continuing education is provided in monthly training bulletins generated by Virtus. Persons in the following positions, whether paid or volunteer, are required to participate in this continuing education process: priests, deacons, seminarians, diaconate students, principals, assistant principals, directors or coordinators of religious education, and directors/coordinators of youth ministry. These individuals are encouraged to disseminate this information among their staff and volunteers.

Other individuals interested in participating in the continuing education process should contact the Office of Youth and Young Adult Ministry.

#### **Authority to Interpret This Policy**

Interpreting of this policy in unique circumstances or its application in unclear situations shall be made by or at least receive the prior approval of the Vicar General or his delegate.

**Office of Religious Education and Catechesis  
Catholic Diocese of Columbus**

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