

**Roman Catholic Diocese of Pittsburgh Safe Environment Policy**  
**In Accordance with the Revised PA Child Abuse Protective Services Law Effective December 31, 2014**  
 Process for Completing Safe Environment Requirements for all Prospective Volunteers

***Diocesan website formatting sometimes is updated. You may need to scroll around, but basic guidelines are the same.***

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| <p><b>To Access Diocesan Safe Environment Database &amp; Create Application</b></p> <ul style="list-style-type: none"> <li>▪ Go to <a href="http://www.diopitt.org">www.diopitt.org</a></li> <li>▪ You will see a recently revised diocesan homepage with a <b>Child Protection tab</b> located top center. Click this tab.</li> <li>▪ Protection from Abuse Header             <ul style="list-style-type: none"> <li>○ <b>Click Obtain Clearances</b></li> </ul> </li> <li>▪ Clearance Header             <ul style="list-style-type: none"> <li>○ <b>Click Parish Volunteer</b></li> <li>○ (If you will be an employee, click appropriate tab)</li> </ul> </li> <li>▪ Follow Steps 1-4 carefully             <ul style="list-style-type: none"> <li>○ Complete Step 5 if your volunteer work puts you in direct contact with children</li> </ul> </li> <li>▪ Number 1 bolded <b>Safe Environment Database</b> <ul style="list-style-type: none"> <li>○ Enter the database to create your <b>required Diocesan application</b></li> <li>○ <b>NOTE:</b> You may be asked to provide an access code. If asked, the code is <b>“protect”</b></li> </ul> </li> </ul> | <p><b>Read &amp; Sign Documents Electronically</b></p> <ul style="list-style-type: none"> <li>▪ As part of the application process, read <i>Code of Pastoral Conduct</i> and sign with an electronic signature</li> <li>▪ Also read <i>Reporting of Child Abuse</i> and sign with an electronic signature</li> </ul> | <p><b>PA Child Abuse History Clearance Application</b></p> <ul style="list-style-type: none"> <li>▪ Contact Dr. Hvizdos once you complete requirements in first 2 columns</li> <li>▪ She then checks for your PA State Police Criminal Record Check results</li> <li>▪ <b>NOTE:</b> Your Diocesan application submission immediately triggers a PA State Police Criminal Record Check</li> <li>▪ Provided no criminal record, she mails you a Child Abuse History Clearance paper application             <ul style="list-style-type: none"> <li>○ You do <u>not</u> need to download from Diocesan website, step 2b</li> </ul> </li> <li>▪ Complete information highlighted in <b>yellow</b>, sign, date, return ASAP.</li> <li>▪ Application mailed to Harrisburg for processing</li> <li>▪ Turn-around 3-4 weeks</li> <li>▪ <b>You may apply for your Child Abuse History electronically (Diocesan directions step 2b)</b></li> <li>▪ <b>Please email Mary Ann if you apply electronically</b></li> </ul> | <p><b>FBI Clearance or Waiver</b></p> <p><b>Have you lived in PA for 10 years consecutively?</b></p> <ul style="list-style-type: none"> <li>▪ Then you can read, sign, have witnessed and return the Diocese of Pittsburgh Disclosure Statement Application for Volunteers</li> <li>▪ Form included in your packet</li> </ul> <p><b>Have you <b>not</b> lived in PA for 10 years continuously?</b></p> <ul style="list-style-type: none"> <li>▪ Then you must comply with the FBI Federal Criminal/History Fingerprint Record Check (be fingerprinted)</li> <li>▪ Directions to complete the printing process are on the reverse</li> </ul> <p><b>St. Paul Cathedral Parish reimburses printing costs. Save your receipt and mail either to Mary Ann or to Michael Pittek, Office Manager in care of the Cathedral Office</b></p> |
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## Completing the Protecting God's Children Workshop Live (Face-to-Face) or On-Line

**Due to Covid-19 no live workshops presently are scheduled. You will need to complete the PGC on-line.**

- Volunteers have 90 days to complete this requirement. The 90-day period begins from the date you submit your on-line application. You may not continue to volunteer if after 90 days you have not fulfilled this requirement.
- **PGC Workshop Live:** St. Paul Cathedral sponsors a live PGC workshop twice annually. Additional workshops are held throughout the year at other parishes. Hopefully we will be able to schedule a live (face-to-face) workshop at St. Paul for August or September 2021
- **PGC Workshop On-line:** Follow this sequence: [www.diopitt.org](http://www.diopitt.org); Child Protection tab top center; Protection from Abuse Header, click Obtain Clearances; Clearance Header, click Parish Volunteer; Step 4, Protecting God's Children On-line class

## IdentoGO Fingerprint Services

### Fingerprint Process for Volunteers who have NOT Lived in PA for 10 Years Continuously; or for Employees

1. Go to Roman Catholic Diocese of Pittsburgh homepage <https://diopitt.org/>
2. Click Child Protection tab top center
3. Protection from Abuse Header, click Obtain Clearances
4. Clearance Header, click Parish Volunteer
5. Step 3b, click **NO**
6. You then are directed to the IdentiGO homepage where you can register to be printed. **Use Code 1KG6ZJ**
7. Follow the IdentiGO directions to register and be printed.
8. Save your receipt. Mail to Mary Ann Hvizdos (see below); or give/mail to Michael Pittek, St. Paul Office Manager
9. IdentiGO sends print results to you by U.S. Mail. **Mail original results to Mary Ann. Be sure to make copies for your records.**

## Explanation of Mandated Reporter Training

You may hear that a fellow volunteer completed a second training entitled Mandated Reporter Training and wonder if you also are to complete "MRT."

- PA Act 31: The Commonwealth of PA in 2014 expanded the list of individuals who are required by law to report suspected cases of child abuse.
- If your employment or your volunteer activities place you in direct contact with children or youth, you will be required to complete Mandated Reporter Training. This training may be taken Live or On-Line through the Diocese (on-line only during Covid).
- Mary Ann will provide additional information, if based upon your volunteer interests, you need to complete MRT. For example, anyone who wishes to be an Adult Altar Server is required to complete Mandated Reporter Training.

Contact information for Dr. Mary Ann Hvizdos, Volunteer Safe Environment Coordinator: [mahvizdos@verizon.net](mailto:mahvizdos@verizon.net) or 412-807-1611

Because of my risk for Covid-19, please mail completed forms to my home address: 825 Mifflin Ave., Pgh. PA 15221.

I am processing all Safe Environment materials from my home office.

Updated January 17, 2021