



PROCEDURES FOR VOLUNTEER BACKGROUND CHECKS

Please see separate document for procedures for employee background checks.

This document updates the procedures that were developed to implement the requirements of the Clergy Bulletin Supplement (Volume XVIII, Number 5B), Requirements for Background Checks on Certain Church Personnel (dated June 26, 2004). Please also refer to Clergy Bulletin (Volume XVIII, Number 5), Requirements for Background Checks on Certain Church Personnel (dated March 1, 1993). This document also follows requirements of the Charter for the Protection of Children and Young People (dated 2002 and 2005) from the U.S. Conference of Catholic Bishops. **In addition, this document reflects changes in archdiocesan background check procedures required by changes in Minnesota law effective September 1, 2008 (Minnesota Statutes §123B).**

In order to protect those we serve, all volunteers at parishes and schools within the Archdiocese who have regular or unsupervised contact with minors or vulnerable adults shall have a background check.

A volunteer's background check should be received, reviewed, and accepted before the volunteer begins his or her service.

A. GENERAL PROCEDURES:

1. If your location has not done so already, contact The McDowell Agency, Inc. at 651-644-3880 to set up a volunteer sub-account and receive the necessary training, manual and forms to conduct background checks.
2. Indicate in the volunteer position description that a background check is required for the volunteer position. Indicate that volunteer service is dependent on an acceptable background check. *An electronic or paper version of a volunteer position description may be obtained by contacting PCYI (Protection of Children and Youth Initiative) staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742.* Please give the volunteer applicant a copy of the Archbishop's letter regarding volunteer background checks. *An electronic or paper version of this letter may be obtained by contacting PCYI (Protection of Children and Youth Initiative) staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742.*
3. Keep information related to the volunteer background checks in individual files in a secure drawer. Include other information, such as written references and related information, in the same confidential file. As with all such information, these records should be kept confidential and under lock-and-key. The volunteer background check records should only be available to members of the management team who have a specific need for the information.
4. **The inclusion of the volunteer's Social Security number on FORM 6: PRE-SERVICE SCREENING AND RELEASE aids The McDowell Agency in the search for background information. Once the background search is completed, either redact or destroy the volunteer's Social Security number information.**

5. If you have questions about volunteer or employee background checks, please contact Protection of Children and Youth Initiative staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742.

B. VOLUNTEER PROCEDURES:

IMPORTANT CHANGE EFFECTIVE SEPTEMBER 1, 2008:

As of September 1, 2008, all parish and school volunteers (as well as employees) will be screened using the 123B statutory search through the Minnesota Bureau of Criminal Apprehension (BCA), which is required for certain groups under recent changes in Minnesota law. This 123B statutory search yields adult convictions, adult arrests less than one year old with no disposition and juvenile adjudications.

1. FOR ALL VOLUNTEERS 18 YEARS OF AGE AND OLDER

Request the Volunteer Package from The McDowell Agency. This package includes a 123B statutory search of BCA records, a county criminal history search, a national sex offender registry search and a social security number verification.

- a. Have the volunteer read and complete FORMS 1-6, listed below. Keep copies of FORMS 1-6 in the volunteer's background and investigation file.
- b. Submit the data from FORM 6: PRE-SERVICE SCREENING AND RELEASE FOR VOLUNTEERS to the McDowell Agency. The preferred means of transmitting this data is via the internet. However, if your location does not have internet capabilities, McDowell will accept application forms via mail or fax.
- c. Submit FORM 2: 123B.03 INFORMED CONSENT to the McDowell Agency via scan, fax or mail.

Please contact The McDowell Agency directly at 651-644-3880 if you have questions about form submission.

www.mcdowellagency.com
 The McDowell Agency
 1714 University Ave W
 St Paul, MN 55104
 FAX (651) 644-3877

VOLUNTEER FORMS:

FORM 1: VOLUNTEER QUESTIONNAIRE AND RELEASE

FORM 2: 123B.03 INFORMED CONSENT

FORM 3: TENNESSEN WARNING

FORM 4: A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

FORM 5: CONSUMER REPORT/INVESTIGATIVE CONSUMER REPORT DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION

FORM 6: PRE-SERVICE SCREENING AND RELEASE FOR VOLUNTEERS

Electronic or paper versions of FORMS 1-6 may be obtained by contacting PCYI staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742.

NOTE: all applicants must receive a copy of FORM 4 : A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and sign a copy of FORM 5: CONSUMER REPORT/INVESTIGATIVE CONSUMER REPORT DISCLOSURE AND RELEASE OF INFORMATION AUTHORIZATION. These forms are required under the federal Fair Credit Reporting Act to be reviewed and accepted by anyone submitting to any type of consumer report. Consumer reports include, but are not limited to, criminal background checks as well as credit reports and driving record reports.

2. FOR VOLUNTEERS WHO HAVE RECENTLY MOVED TO MINNESOTA

If a volunteer applicant has resided for less than 1 year in Minnesota, please contact PCYI staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742 for assistance. Do not accept background check reports from other dioceses or organizations outside the Archdiocese of St. Paul and Minneapolis.

3. FOR VOLUNTEERS YOUNGER THAN 18

Because there usually are no criminal records available on those younger than 18 years of age, use only volunteers on whom you can check references. Good young volunteer candidates are those for whom you can obtain written statements from trustworthy adults attesting to their character, lack of misconduct and dependability for the volunteer position considered. A written statement and recommendation from the young applicant's current principal, counselor or teacher should also be obtained. The written statements should be kept on file in the same manner as background checks for adult volunteers.

4. FOR VOLUNTEERS WHO WILL BE RESPONSIBLE FOR MONEY

If the volunteer will handle a large amount of money (\$250 or more on a regular basis), request a credit report from The McDowell Agency. Mark the appropriate box on FORM 6: VOLUNTEER PRE-SERVICE APPLICANT RELEASE STATEMENT before giving the applicant the form to complete.

5. FOR VOLUNTEERS WHO WILL DRIVE AS A PART OF THEIR SERVICE

If the volunteer will drive as part of his or her volunteer duties or will operate organizational vehicles, request a report of the volunteer's driving record from The McDowell Agency. Mark the appropriate box on FORM 6: PRE-SERVICE SCREENING AND RELEASE FOR VOLUNTEERS before giving the applicant the form to complete. In addition, have the volunteer complete FORM 7: DRIVER'S INFORMATION FORM.

FORM 7: DRIVER'S INFORMATION FORM

An electronic or paper version of FORM 7 may be obtained by contacting PCYI staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742.

6. FOR VOLUNTEERS WHOSE SERVICE REQUIRES ACADEMIC ACHIEVEMENTS OR PROFESSIONAL LICENSES

Verify that the applicant has the necessary academic credentials and/or professional licenses using a source independent of the applicant. Preferably, check with the organization or institution that issued the credentials or licenses. The McDowell Agency may be used to verify academic credentials or licenses, for an additional fee.

7. IF YOU WISH TO USE A VOLUNTEER WITH A QUESTIONABLE RECORD

Consult with the pastor and the archdiocesan Chancellor for Civil Affairs to assist you in making such a volunteer staffing decision.

8. SHARING BACKGROUND CHECKS BETWEEN PARISHES/SCHOOLS

If a person volunteers or is employed at more than one parish or school within the Archdiocese, the parishes/schools may share the background check if, 1) if the location that has the background check report on file ran that background check through The McDowell Agency and is willing to share the report; 2) if the location that needs a background check is willing to accept the previous background check; 3) if the applicant agrees to release the report; 4) and if the background check report is no more than one year old. If the above conditions are met, have the volunteer applicant complete FORM 8: PRE-SERVICE APPLICANT RELEASE STATEMENT FOR BACKGROUND CHECK SHARING and return it to you. You would then send a copy of this form with a written request for the volunteer applicant's background check to the parish or school where the volunteer applicant has a background check on file. File this background check sharing form with the background check report.

FORM 8: PRE-SERVICE APPLICANT RELEASE STATEMENT FOR BACKGROUND CHECK SHARING

An electronic or paper version of FORM 8 may be obtained by contacting PCYI staff at pcyi@archspm.org or 651-290-1622 or 651-251-7742.

Because of liability issues and varying scopes of background checks run by other organizations, do not share background check reports with entities other than parishes and schools within the Archdiocese.