



# Diocese of Pensacola-Tallahassee Charter Requirements for the Protection of Children, Young People and Vulnerable Adults

All Diocesan Employees, Volunteers who work or assistance with children and those who minister to the home bound are required to have a Level 2 Criminal Background Search completed and approved **before** employment or volunteering may begin. Contact your home Parish or School Office for directions on completing a background/fingerprint Level 2 Search, called VECHS (Volunteer Employee Criminal History System)

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Safe Environment course online at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)

“Shield The Vulnerable” is an online safety education and prevention program that will provide Safe Environment training to those employed or volunteering for our Diocese. This training will help employees and volunteers to recognize, report and prevent abuse of children or vulnerable adults. All Diocesan employees must complete courses #1 & #2 before employment begins. All volunteers entrusted with the care or supervision of children or vulnerable adults must complete courses #1 & #2 before volunteering may begin. All individuals serving on any school advisory committee shall also complete courses #1 & #2. If a volunteer’s ministry only includes vulnerable adults they may substitute course #3 for #1.

Shield The Vulnerable offers the following courses:

1. *Recognize, Report & Prevent Child Abuse*
2. *Detecting Predators: GUARD the Children*
3. *Recognize & Report Vulnerable Adult Abuse*
4. *Cyber Bullying*
5. *Eliminating Bullying*
6. *Cyberspace: Risks and Solutions*

Contact your supervisor for confirmation on any additional course requirements unique to your position. Individuals must be re-certified every five years.

## Steps to take:

1. Visit your Parish or School Office! Office personnel will assist you with paperwork.
2. You may start at anytime to complete the two required safe environment courses with Shield the Vulnerable. (information located in box “1” on this guide)
3. If you will be driving on behalf of the Parish or School please complete an MVR form. (information located in box “2” on this guide)
4. If you will be handling funds or credit card for the Parish or School you will need a credit check completed. (See Office Personnel)

All policies and forms are located on the Diocesan Website at: [www.ptdiocese.org](http://www.ptdiocese.org)

For Questions please contact your Parish or School Office or the Office of Safe Environment at 850-435-3570 \* [HR@ptdiocese.org](mailto:HR@ptdiocese.org)

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A Motor Vehicle Report (MVR) is to be completed and approved for all employees and volunteers driving on behalf of the Diocese.

Individuals must meet these requirements:

- Three years of clean driving record history or less than six points on their license within the last year
- Must be at least 21 years old to drive a diocesan vehicle.
- Must be least 25 years old to drive children and youth.
- Must be a Florida licensed driver.
- Must have \$100,000/\$300,000 car insurance liability.
- Submit a MVR form, a legible copy of Driver’s License and a Certificate of Insurance / Verification of Coverage from insurance provider to the Office of Safe Environment/HR Department. No ID cards only Verification from provider on amount of coverage.
- Must not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle.

The Diocese uses A.J. Gallagher Risk Management Services, Inc., an outside source to check driving records of all drivers whose information is submitted. A.J. Gallagher, Inc. cannot share information but only communicate the results based on the agreed upon underwriting criteria as to approved and not approved. MVRs expire after two years.



## Frequently Asked Questions

**Q:** *Do I need to have my fingerprints taken again if I have already been fingerprinted for my job and it's been within the last 5 years?*

**A:** **Yes!** Due to the Fair Credit Reporting Act and Privacy concerns, background check information cannot be shared with other entities. We keep your private information secured in a locked file in a locked room with limited access only to those designated by the Bishop.

**Q:** *Can I obtain a copy of my background report to use for other places?*

**A:** No, unfortunately you may not use your results for any other purpose. This is a rule of the FDLE.

**Q:** *What does a Level 2 background cost? Do I have to pay this fee?*

**A:** Payment is left up to the individual Parish and School. While some may be capable of paying, some are not financially capable to do so for their volunteers. Check with your Parish or School. \$65.00 for employees and \$55.00 for volunteers includes all of the following even if you may not need to have them all completed. Level 2 background check, Shield the Vulnerable safe environment courses, MVR report for driving, and credit reports for handling funds.

**Q:** *Why do I need to have my fingerprints taken again after 5 years? My fingerprints don't change?*

**A:** We do not pay to have fingerprints retained with the FDLE, this is to minimize costs. Only school staff have fingerprints retained due to laws of the State of Florida.

For any other questions or concerns about the Bishops Charter or Safe Environment process please contact the Office of Safe Environment at [HR@ptdiocese.org](mailto:HR@ptdiocese.org) or 850-435-3570.