



Diocese of Steubenville
Safe Environment Program

Requirements for Personnel from the Decree

Below are the requirements, according to the *Decree on Child Protection*, for all the personnel in the Diocese of Steubenville who work with children and young people. The Supervisor's Checklist for New Employees and Supervisor's Checklist for Volunteers are to be completed. (See the form section of the Safe Environment Program on the diocesan Child Protection web-page.)

PERSONNEL	TRAINING IN THE DECREE	SAFE ENVIRONMENT TRAINING ³	APPLICANT'S CERTIFICATION	CODE OF CONDUCT	FBI & BCI CRIMINAL BACKGROUND CHECKS (Fingerprinting) ¹	REFERENCES CHECKED
CLERGY	X	X	X	X	X	Seminary Process
EMPLOYEES	X	X	X	X	X	X
REGULAR VOLUNTEER ²	X	X	X	X	X	

¹ The criminal background checks (fingerprinting) are to be repeated every five (5) years for clergy, employees and regular volunteers. Fingerprinting is not required for volunteers under 18 years of age. Criminal records of minors are always sealed, so a criminal background check on a minor will not produce any record.

² A Regular Volunteer is defined in the *Decree on Child Protection, Revised 2014 Edition*, as:

“An adult who is not an employee but who is a catechist, coach, server coordinator, etc. and who functions in a regular relationship with children. This includes interns, student teachers and others in similar capacities. It also refers to anyone who participates in an overnight event with children, and an employee functioning as a volunteer outside his/her regular duties or within his/her parish or apostolate. The definition of a regular volunteer does not include occasional involvement, such as a driver or chaperone for individual activities.”

³ See “*Requirements for Safe Environment Training*” for specific requirements.