

Screening Procedures for Covered Volunteers

The Diocese of Tulsa has had a policy concerning sexual misconduct with minors since 1994. This policy has been revised and updated to make it consonant with the United States Conference of Catholic Bishops' (USCCB) *Charter for the Protection of Children and Young People* (available at www.usccb.org). The Decree of Promulgation for the revised *Policy Concerning Sexual Misconduct* was signed and dated by Bishop Edward J. Slattery May 20, 2003.

The *Policy Concerning Sexual Misconduct* requires compliance by all Diocesan employees and covered volunteers who fall under the following classifications:

- New and Existing Employees
- New and Existing Employees who are Minors
- New and Existing Covered Volunteers
- New and Existing Covered Volunteers who are Minors
- Other Volunteers

The Following Procedures Concern Only Covered Volunteers:

The *Roman Catholic Diocese of Tulsa Procedural Manual for Screening and Hiring Church Personnel* outlines the following screening process which must be completed by all new or existing Covered Volunteers of the diocese.

A "Covered Volunteer" is defined as: any unpaid person who is be regularly engaged with children or is entrusted with the care and supervision of children including, but not limited; to teachers of religion, nursery workers, all leaders and helpers of various youth organizations associated with the Diocese or any parish, such as scouts, campfire, athletics groups and choirs.

A "Minor Covered Volunteer" is defined as: any unpaid person, under the age of 18, who is regularly engaged in ministry with children or is entrusted with the care and supervision of children.

Screening Procedures

A Covered Volunteer in a parish with or without a school must complete the following training and screening forms

Attend a VIRTUS Safe Environment Training

Read the Diocesan *Policy Concerning Sexual Misconduct*; complete the

Background Questionnaire; and sign the Statement of Understanding and Consent "A-1";: 4 pages. Update required every three years.]

Complete the OSBI Criminal History/Sex Offender Name Search Form "A-3FAX*

- **A new Form and Procedure for OSBI Criminal History Name Search**
- **Revised Form and Instructions 10/31/08**
- **Remove OSBI Criminal History and Sex Offender Search from your Manual- A-3** Revised 8/28/04
- **OR** Complete the OSDE Criminal History/Sex Offender Name Search Form "A 6"

Complete the Covered Volunteer Registration Form “V-1”
Complete 2 Covered Volunteer Reference Forms “V-2” [2 copies]
Optional for existing covered volunteers
Read and sign the Volunteer Code of Conduct “V-4”

A Covered Volunteer who is new to or has not lived in the State of Oklahoma at least 2 years must complete the following training and screening forms:

Attend a VIRTUS Safe Environment Training Session
Read the Diocesan *Policy Concerning Sexual Misconduct*; complete the
Background Questionnaire; and sign the Statement of Understanding and Consent
“A-1” : 4 pages. Update required every three years.

Complete the OSDE Criminal History/Sex Offender National Fingerprint Search “A-6
& 7”

Or if unable to be fingerprinted

Complete ChoicePoint Criminal National History/Sex Offender Name Search “A-4”

Complete the Covered Volunteer Registration Form “V-1”

Complete 2 Covered Volunteer Reference Forms “V-2” [2 copies]

Optional for existing Covered Volunteers

Read and sign the Volunteer Code of Conduct “V-4”

A Minor Covered Volunteer (any person under eighteen) must complete the following screening forms:

Read the Diocesan *Policy Concerning Sexual Misconduct*; complete the
Background Questionnaire; and sign the Statement of Understanding. “A-1a” [3
pages]

Complete the Covered Volunteer Registration Form “V-1”

Complete 2 Covered Volunteer Reference Forms “V-2” [2 copies]

Optional for existing Covered Volunteers

Read and sign the Volunteer Code of Conduct “V-4”

Covered Volunteers All covered volunteers are required to update the following screening forms as specified:

Read the Diocesan *Policy Concerning Sexual Misconduct*; complete the
Background Questionnaire; and sign the Statement of Understanding and Consent
“A-1” [4 pages] (Update every 3 years)

Read the Diocesan *Policy Concerning Sexual Misconduct*; (Minor Covered Volunteer)
complete the

Background Questionnaire; and sign the Statement of Understanding. “A-1a”
[3 pages] (Update every 3 years)

Complete the OSBI Criminal History/Sex Offender Name Search Form “A-3FAX”
(Update every 6 years)

OR Complete the OSDE Criminal History/Sex Offender State Name Search Form
“A-6” (Update every 6 years)

Code of Conduct “V-4” (Update every 3 years)

The *Policy Concerning Sexual Misconduct* and the *Roman Catholic Diocese of Tulsa Procedural Manual for Hiring Church Personnel* should be available at every parish through the pastor or parish administrator. They are also available by contacting the Roman Catholic Diocese of Tulsa office at (918) 294-1904.