

If you haven't been fingerprinted, please do so at:
Fast Fingerprints: 1486 Bethel Rd, Columbus, OH 43220
Tell them it's for St. Brendan Church & have records sent to:
Safe Environment Program
Diocese of Columbus
197 E. Gay Street
Columbus OH 43215



If you need a "Protecting God's Children" class:
Go to www.virtus.org & click "first time registrant" & select the Columbus, OH (Diocese) to see the listing of classes. There are several classes at Churches around our area. Sign-up now at the website above!

Welcome to St Brendan Parish! We hope that you will have an opportunity to donate some of your time and talent to our community. For those of you who will volunteer with children and youths, the requirements are listed below. And, we encourage all our volunteers, regardless of their roles, to follow the same requirements. Thank you.

Protecting God's Children Class (no cost involved)

Who is required to take the class?

The following adults are required to attend a Protecting God's Children class:

- All parish, school and diocesan employees, regardless of their level of contact with children.
- All clergy and applicants to clerical formation who serve in the Diocese.
- **All volunteers in a school, program or ministry for children and youth, regardless of their level of contact with children.**
- Volunteers for *other* parish programs or ministries who have been delegated care, custody or control of children.

How do I register for the class?

- **All class registration is online at www.virtus.org.**

Background Check/Fingerprinting (there is a one-time fee that applies that you will need to pay)

Who must have a background check?

- All paid diocesan, parish and school staff members, regardless of their level of contact with children.
- **All volunteers in a school, program or ministry for children and youth, regardless of their level of contact with children.**
- All volunteers who have been delegated care, custody, or control of children or youth.
- Anyone returning after a significant gap (1-1/2 years) in volunteer service.

BCI&I Check is required...

- If volunteer or applicant has lived in Ohio for the past 5 consecutive years.
- All requests for BCI&I civilian background checks must be submitted electronically through Web- Check. Locations are listed by county on the Ohio Attorney General's website.

FBI Check is required...

- **If volunteer or applicant has lived outside of Ohio at any time during the past 5 years.**
- All requests for FBI civilian background checks must be submitted electronically through WebCheck.
- Before scheduling an appointment with your local law enforcement agency, make sure they have the capability to do FBI checks electronically.

- BCII has also provided new guidance on the codes our employees and volunteers should provide as the reason they are being fingerprinted...
- **All volunteers, parish and school, should use ORC 2151.86.**
- All parish employees should also use **ORC 2151.86.**
- School employees (non-teaching) should use **ORC 3319.39B1.**
- Teachers should use **ORC 3319.39B3.**

Safe Environment Program Update: In accordance with federal rules, in July 2013 we designated the Diocesan Safe Environment Program as the central repository of ALL background checks, both state (BCII) and federal (FBI). Therefore, the Diocesan Manager is responsible for the collection and maintenance of the background checks. And, we then directed that all background check reports must be sent directly to the Diocesan Safe Environment Program office. The Ohio Bureau of Criminal Identification and Investigation (BCII) has now determined that while the Diocesan Safe Environment Program is allowed to provide copies of background reports to the parishes and schools, the reverse process violates the FBI policy against third party dissemination. **To be compliant, effective October 1, 2015, ALL background reports will have to come from the BCII directly to the Diocesan Safe Environment Program. We will no longer be legally permitted to accept reports, or copies of reports, from parishes, schools, agencies, or individuals.** The Diocesan Safe Environment Program's address is:

**Safe Environment Program
Diocese of Columbus
197 E. Gay Street
Columbus OH 43215**

Moving forward, those being newly entered into the Diocesan background check database will need to be handled in the following manner:

- If a person has been fingerprinted within the last 30 days, the person can contact the BCII and request a copy of that report be sent to Diocesan Safe Environment Program. This report will be free.
- If the most recent report was completed more than 30 days previously, but less than 12 months previously, the person may make a written request to the BCII to have a copy sent to the Diocesan Safe Environment Program. This report will cost \$8.
- If the most recent report for a new employee or volunteer with minors is older than 12 months, the person will need to be re-printed and have a new background check conducted. BCII does not provide copies of reports older than 12 months.

Questions on the processing of background reports may be directed to Regina E. Quinn, Manager, Safe Environment Program, at rquinn@colsdio.org or 614-241-2568.

Record Keeping

The Diocese receives and retains the background check results (both BCI&I and FBI) and the verification of Protecting God's Children class attendance.

This information is then made available to the individual parishes so we know which of our employees, volunteers, etc. have completed the PGC Class and the background check requirements. Please note that criminal background reports are treated confidentially by both the Diocese and our parish.

Individuals with no break in service who are transferring between diocesan parishes can request that their information is transferred to St Brendan's for retention in our parish database.

After St Brendan's receives verification that both the Protecting God's Children class and the background check have been successfully completed, the volunteer is then ready for a badge. We strongly encourage the badges to be worn when volunteering with children/youth. Please contact the Parish Office to make arrangements for your volunteer badge.

So, if you have any questions or would like to know if we have received verification of your PGC class attendance and the background check information, please contact...

Kim Toth: ktoth@stbrendans.net or 614.876.1272 ext 224

Important Timeline

Since PGC class and background check information is not initially received at St Brendan's, please note that we cannot always respond as quickly as wished by new volunteers.

If you are a new volunteer, please contact the Parish Office at least one week in advance of your initial volunteering date so we can make sure that all the required documentation is in place and that we are ready to generate your volunteer photo badge. If someone waits until the last minute we may not be able to assist them!