



7775 Vanderbilt Beach Rd.
Naples, FL 34120
239-592-1949
Fax: 239-325-1150
Website: www.StAgnesNaples.org

January 17, 2008

Dear St. Agnes Parish Volunteer,

The Diocese of Venice requires that all diocesan employees, religious staff, and volunteers have a criminal background screening prior to being allowed unsupervised access to minors or vulnerable adults.

We encourage you to read *The Policy and Procedural Guidelines Relating to Screen of Lay Employees, Volunteers, and Religious Brothers and Sisters* which is a 6-page document available at the Diocese of Venice website www.DioceseOfVenice.org and in the parish office.*

Refusal to participate in the background screening process will result in automatic disqualification from employment/volunteer work. Re-screening is every 7 years.

All employees and volunteers must be trained in safe environment awareness issues. Regional trainings are held in various parishes throughout the year. If there is not a schedule enclosed in this packet, you will be notified by your ministry leader of the next session.

The following forms are enclosed:

- Volunteer Application
- VECHS Waiver Agreement and Statement
- Code of Conduct for Volunteers
- Attestation of Good Moral Character
- Policy and Procedures Guidelines Acknowledgement of Receipt*
- Electronic Fingerprint Instructions
- Safe Environment Training schedule. Call the church office to RSVP:

Thursday, March 6 6-8pm St. Agnes Church

Saturday, March 8 9:30-11:30 St. Agnes Church

This information is valid for any volunteer/employment position you hold in the Diocese of Venice for seven years.

All forms must be promptly completed and submitted to the ministry leader for which you are volunteering.

Florida Department of Law Enforcement
Criminal Justice Information Services Division / User Service Bureau

VECHS WAIVER AGREEMENT AND STATEMENT

Volunteer & Employee Criminal History System (VECHS)
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor / vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (*enter Name of Qualified Entity*) Diocese of Venice, Florida to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity)

(Year of Request)

I _____ have OR _____ have not been convicted of a crime.

If convicted, describe the crime (s) and the particulars of the conviction (s) in the space below:

I _____ do OR _____ do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee _____ Volunteer _____ Contractor / Vendor _____

Signature: _____

Date: _____

Printed Name: _____

Address: _____

Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: Diocese of Venice

Address: 1000 Pinebrook Road, Venice, FL 34292

Telephone: 941-484-9543 Fax: 941-484-1121

FDLE Assigned Qualified Entity Number: V58040007

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY



Diocese of Venice in Florida

Code of Conduct for Volunteers working with Minors

As a volunteer I promise to strictly follow the rules and guidelines in the Volunteer's Code of Conduct as a condition of providing services to children.

Volunteers shall:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Try to avoid situations in which one is alone with a child at Church activities.
- Use positive reinforcement with children and youth rather than criticism, competition, or comparison.
- Refuse to accept expensive gifts from children and youth or parents without previous written approval of the pastor or administrator.
- Refrain from giving expensive gifts to children or youth without prior approval of the parents or guardian and the pastor or administrator.
- Report to the pastor, administrator, or Diocesan Case Manager (941-484-9543) and the local Child Protection Services agency any reasonable suspicion of abuse.
- Be familiar with the Diocese of Venice Policy and Procedural Guidelines on Sexual Misconduct by Diocesan Personnel
- Cooperate fully in any investigation of abuse of children or youth.
- Demonstrate respect for the teachings of the church as well as the provisions of secular and canon law.
- Provide appropriate adult supervision of minors.

Volunteers shall not:

- Smoke or use tobacco products in the presence of children, unless to leave their presence would result in inadequate supervision.
- Use, possess, or be under the influence of illegal drugs at any time while volunteering.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Pose any health risk to children and youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and youth.
- Humiliate, ridicule, threaten, or degrade children and youth.
- Touch a child in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and youth.
- Use profanity in the presence of children and youth.
- Engage in any conversation of a sexual nature which does not comport with church teaching.
- Wear sexually suggestive or immodest attire.

I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and youth.

Volunteer's Signature

Date

Printed Name



**DIOCESE OF VENICE
ATTESTATION OF GOOD MORAL CHARACTER**

I, _____ a prospective or current (**circle one**): employee, volunteer, religious brother or sister, deacon or priest, or independent contractor, hereby attest, under penalty of perjury, that I am of good moral character. I further attest that I have not committed, nor been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense (or attempt or conspiracy thereunder) prohibited under any of the following provisions of the Florida Statutes (See level 2 screening standard of 435.04) or under any similar statute of another jurisdiction:

- a. Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- b. Section 782.04, relating to murder.
- c. Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
- d. Section 782.071, relating to vehicular homicide.
- e. Section 782.09, relating to killing of an unborn child by injury to the mother.
- f. Section 784.011, relating to assault, if the victim of the offense was a minor.
- g. Section 784.021, relating to aggravated assault.
- h. Section 784.03, relating to battery, if the victim of the offense was a minor.
- i. Section 784.045, relating to aggravated battery.
- j. Section 787.01, relating to kidnaping.
- k. Section 787.02, relating to false imprisonment.
- l. Section 787.04 (2) or (3) relating to taking, enticing or removing a child beyond the state limits with criminal intent pending custody proceedings or to avoid producing a child at a custody hearing.
- m. Section 790.115(1) or (2)(b), relating to exhibiting firearms or weapons within 1,000 feet of a school or possessing an electric weapon or device, destructive device or other weapon on school property.
- n. Section 794.011, relating to sexual battery.
- o. Former s. 794.041, relating to prohibited acts of persons in familial or custodial authority.
- p. Chapter 796, relating to prostitution.
- q. Section 798.02, relating to lewd and lascivious behavior.
- r. Chapter 800, relating to lewdness and indecent exposure.
- s. Section 806.01, relating to arson.
- t. Chapters 810 & 812, relating to burglary, theft, robbery, and related crimes, if the offense was a felony.
- u. Section 817.563, relating to fraudulent sale of controlled substances, only if the offense was a felony.

- v. Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- w. Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
- x. Section 825.103, relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
- y. Section 826.04, relating to incest.
- z. Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- aa. Section 827.04, relating to contributing to the delinquency or dependency of a child.
- bb. Section 827.05, relating to negligent treatment of children.
- cc. Section 827.071, relating to sexual performance by a child.
- dd. Section 843.01, relating to resisting arrest with violence.
- ee. Section 843.025, relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication.
- ff. Section 843.12 or 843.13 relating to aiding in an escape or in the escape of juvenile inmates.
- gg. Chapter 847, relating to obscene literature.
- hh. Section 874.05(1) relating to encouraging or recruiting another to join criminal gang.
- ii. Chapter 893, relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
- jj. Those offenses under Chapter 944 or 985 identified in Fla. State 435.04 as disqualifying

Additionally, the undersigned:

- kk. Has not committed an act that constitutes domestic violence as defined in section 741.30.
- ll. Does not have a confirmed report of abuse, neglect or exploitation as defined in section 39.01 which has been upheld under section 415.103.

 I understand that any employment/volunteer work is conditioned upon a satisfactory criminal background and reference check and that offenses other than those listed above may preclude my employment or volunteer work to the extent they reflect on my fitness for the position. I authorize, without reservation, the release of information to the Diocese of Venice and do further release, agree to hold harmless and discharge from all damages and liability, Frank J.Dewane, as Bishop of the Diocese of Venice, a corporation sole, the Diocese and all companies, agencies, officials, officers, employees and other persons, who in good faith provide to the Diocese of Venice information in order to successfully complete a background investigation.

I further agree to inform the Diocese of Venice immediately if I am charged with or arrested for any disqualifying offenses while engaged in employment, volunteer work, or other work on behalf of the Diocese.

School/Parish/Other: _____
 Signature: _____

Position: _____
 Date: _____

*This form is to be completed with the volunteer or employment application and maintained as part thereof in the personnel/volunteer file at the local diocesan entity.

The actual fingerprinting is done at designated retail locations throughout the Diocese for convenient access. They are:

The UPS Store – Naples FL
8805 Tamiami Trail
Naples FL 34108
(239) 597-9221
Hours for fingerprinting: Monday-Friday 9:00 A.M. to 5:00 P.M.
Saturday 10:00 A.M. to 2:00 P.M.

The UPS Store – Naples, FL
4915 Rattlesnake Hammock Rd
Naples FL 34113
(239) 354-3500
Hours for fingerprinting: By appointment only

Pac n Send– Ft Myers, FL
8595 College Pkwy
Ft Myers, FL 33919
(239) 433-0747
Hours for fingerprinting: Monday-Friday 9:00 P.M. to 5:00 P.M.
Saturday 10:00 A.M. to 2:00 P.M.

MBA Business Center
2150 Tamiami Trail
Port Charlotte, FL 33948
(941) 629-8966
Hours for fingerprinting: Monday-Friday 8:00 A.M. to 11:00 A.M.
Saturday 9:00 A.M. to 11:00 A.M.

The UPS Store
1435 E. Venice Ave. #104
Venice, FL 34292
(941) 484-1933
Hours for fingerprinting: Monday-Friday 1:00 P.M. to 6:00 P.M.
Saturday 7:30 A.M. to 1:00 P.M.

Sarasota Package Ship & Mail
935 N. Beneva Road, Suite 609
Sarasota, FL 34232-1338
(941) 955-0098
Hours for fingerprinting: Monday-Friday 8:30 A.M. to 6:00 P.M.
NO Saturday hours

EVERYONE MUST CALL THE SERVICE CENTER TO SCHEDULE AN Appointment.

Before visiting a processing center, applicants must complete registration form online using photo identification, such as a driver's license, at www.dov.sofn.net. After registration is complete, a receipt with a bar code will be issued, and this receipt must be presented at the screening location in order to continue the process. Individuals who do not have access to a computer or require assistance in registering should contact their local parish, school or diocesan entity for the designated fingerprint coordinator.

How to register:

1. REGISTER online by accessing www.dov.sofn.net
2. ENROLL personal data required to submit fingerprints. Everyone must register using government-issued photo identification (i.e. driver's license, military ID card, etc.) The Federal Bureau of Investigation also requires a social security number.
3. PAY: \$59.25 for everyone except for volunteers which are \$50.25. Re-screening after five (5) years of the initial screening will be \$7.50.
 - You must pay in advance.
 - Selecting that you'll pay by check or money order allows you to continue the process, but your fingerprints will not be submitted until payment is processed and cleared through the vendor. The address of ABG is identified on the registration website.
4. OBTAIN RECEIPT generated online. Print the Bar Code Receipt and bring it to the Service Center along with the specific Photo ID you used to register.
5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.
6. SCHEDULE an appointment by calling the authorized fingerprint Service Center listed above.
7. All Applicants MUST sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint submission.
8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocese of Venice Legal Department (DOVLD).

An applicant whose screening results DO NOT meet the Level II Minimum Standards of Moral Conduct will be notified of their denial by the pastor, principal or administrator of the organization to which he or she belongs, or applied to, for employment or to volunteer. An applicant who wishes to appeal the validity of information provided by the Florida Department of Law Enforcement or the FBI will be required to provide certified court documents clearly stating an acceptable disposition to the charge(s) in question to the DOV Legal Department.

All questions regarding an applicant's denial should be addressed to the respective pastor/administrator of the organization who can, subsequently, provide the applicant with access to the diocesan appeal process as well. It is not necessary to appeal the validity of information in a FDLE/FBI report in order to appeal adjudication.

An applicant who has not been notified of successful completion of his or her background screening cannot be given the care, responsibility, or supervision of a child or youth nor be allowed unsupervised access to vulnerable adults.

If you have any questions, regarding this new process, please contact the Diocesan Legal Department at 941-441-1104 or email your questions to: fp@dioceseofvenice.org.

DIOCESE OF VENICE IN FLORIDA

**ACKNOWLEDGMENT OF RECEIPT
OF THE
POLICY AND PROCEDURAL
GUIDELINES RELATING TO PROTECTION OF
CHILDREN AND VULNERABLE ADULTS**

Revision of January 20, 2005

- Parish _____
- School _____
- Institution _____
- Agency _____

Date: _____

I, _____, (please print) the undersigned Clergy Employee Volunteer have received and read a copy of the Revised Statement of Policy and Procedures on Protection of Children and Vulnerable Adults for Diocesan Personnel of the Diocese of Venice in Florida. I have read the Statement, I fully understand and accept it, and I agree to abide by it.

Signature _____

Printed Name _____

Position _____

Date _____

Return signed copy to:

**Human Resource Director
Diocese of Venice Catholic Center
1000 Pinebrook Road
Venice, Florida 34285**