

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



All Diocesan **Schools** please use these Codes: **Codes are case sensitive**

Code for Fingerprinting as an **Employee** = **FPDiocesePTSchEmp**

Code for fingerprinting as a **Volunteer** = **FPDiocesePTSchVol**

Website to make your fingerprint appointment is:

www.fieldprintflorida.com

Safe Environment course online at
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 with a safe environment course approved by our Diocese.

Individuals who already have taken two main safe environment courses within the last five years are still considered compliant. These courses were: *Abuse Prevention* and *Teaching Prevention*.

Revised 8/5/2011

All Diocesan Employees and Volunteers are required to have a Level 2 Criminal

Background Search completed and approved before employment or volunteering may begin.

Steps to take to complete a Level 2 Criminal Background Search:

1. Visit the diocesan site that you will primarily be employed or volunteering. Use this site name and code for your Level 2 Criminal Background Search.
2. Register online to make an appointment to be fingerprinted. Fill out all information required online.
3. Print the barcode and bring with you to the fingerprint appointment.
4. Bring to your fingerprint appointment the same Government issued ID you used online.

Once fingerprinted, your results of approved or not approved will be place into the Diocesan database.

If not approved, your site supervisor will be notified and inform you as well. You may use the formal appeal process with the Office of Safe Environment. See the "Policy and Procedural Guidelines relating to screening of Church Personnel" on the Diocesan website. www.pdiocese.org
Please use the code provided to you from this site as each code is unique to each site.

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
- Complete a Level 2 Criminal Background Search and complete two safe environment courses.
- Must not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle
- 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.

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.



You Must contact the site office first, sign their waiver, and pay for the screening at that time, if required, before making an appointment online for fingerprinting.

Here is how to schedule your fingerprinting appointment:

1. Log onto the www.fieldprintflorida.com website to schedule your appointment.
2. You will create a secure username/password to enter the system. Password must be at least 8-16 characters long and contain 1 capitol letter, 1 lower case letter, 1 number and 1 special character (!@#\$%^*) may not contain the word "password". Password is case sensitive.
3. Reason why you need to be fingerprinted is the second answer in the dropdown box: FL:DCF/VECHS
4. Use the provided Fieldprint Code to gain access to the online scheduling tool:

Schools Fieldprint Codes only:

Employment purposes: **FPDiocesePTSchEmp**

Volunteer purposes: **FPDiocesePTSchVol**

Please note the access code IS case sensitive.

5. Provide your Personal and Demographic Information. The information requested on the scheduling site is the information required by the FDLE/FBI in order to process the criminal search. Employer would be the place you will be working or volunteering within the Diocese. If you do not know the address or phone of the site, enter your home address and number again.
6. Schedule your fingerprint time you would like to have and select a location. Make your appointment. If you need to change or cancel appointment please do so before 48 hours of your appointment time. Not cancelling or not showing for your appointment will incur you a \$15.00 fee.
7. If you have any issues or questions, you may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. You may also contact Jeanne Blake at (850) 435.3570 or blakej@ptdiocese.org
8. Please print the appointment confirmation number or write this number down and bring it with you to the fingerprint site. Also, bring two forms of ID, one being a photo ID.

Form A



Florida Department of Law Enforcement
Criminal Justice Information Services Division/User Services 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 Pensacola-Tallahassee 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 Pensacola-Tallahassee

Address: 11 North "B" St Pensacola, FL 32502

Telephone: 850-435-3570 Fax: _____

FDLE Assigned Qualified Entity Number: 17040002 /17040043

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY

DIOCESE OF PENSACOLA-TALLAHASSEE DRIVER INFORMATION SHEET

**ALL DRIVERS MUST BE ATLEAST 21 YEARS OF AGE AND HAVE A VALID DRIVER'S LICENSE,
VEHICLE REGISTRATION AND VEHICLE INSURANCE**

A CLEAR COPY OF DRIVER'S LICENSE MUST ACCOMPANY THIS FORM IN ORDER TO PROCESS.

Please Print Clearly

Full Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Driver's License Number: _____

State License Issued By: _____ Date of Expiration: _____

List site name for which you will be driving: _____

***MUST PROVIDE PHOTOCOPY OF CERTIFICATE OF INSURANCE/ VERIFICATION OF
COVERAGE FROM INSURANCE PROVIDER.***

Please Note: The minimal acceptable liability limit for privately owned vehicles is \$100,000/\$300,000.

CERTIFICATION and PERMISSION

I certify that the above information is correct and accurate to the best of my knowledge and ability.

I understand that in order to provide transportation for any diocesan, school, youth group or parish related activities, I must be at least 21 years of age and possess a valid driver's license, vehicle registration and required insurance coverage. I understand that when providing transportation for minors, I am acting as an adult chaperone, and will conduct myself accordingly with respect to the expectations and guidelines of the Diocese of Pensacola-Tallahassee.

I am aware that consumer and motor vehicle reports may be obtained as part of the Diocese of Pensacola-Tallahassee's evaluation before being able to drive for an event. The reports may be procured by the diocese or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of my insurability for the insurance program, or other consumer reports.

By signing this letter, I hereby provide my authorization for the Diocese of Pensacola-Tallahassee or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.

Signature: _____ Date: _____

Signed form, copy of driver's license and Certificate of Coverage must be returned to:

Diocese of Pensacola-Tallahassee: HR/Safe Environment Dept.

11 North B Street, Pensacola, FL 32502

Office Use only:

Date Received: _____

Date Approved: _____ Non-Approved: _____

