

DIOCESE OF NORWICH

COMPREHENSIVE SCREENING POLICY

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Memorial of Saint Thomas Aquinas
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I.

Introduction

Article thirteen of the *Charter for the Protection of Children and Young People*, passed by the United States Conference of Catholic Bishops, provides for the evaluation of the backgrounds of all diocesan personnel who have regular contact with minors.

This present policy is a result of reflection and analysis of issues and experiences that have been raised by various personnel in regard to screening procedures and background checks. In addition, several documents have been consulted, especially the 1983 *Code of Canon Law*, Connecticut General Statutes, and *Guidelines for the Screening of Persons Working with Children, The Elderly, and Individuals with Disabilities in Need of Support*, which was published by the Office of Juvenile Justice and Delinquency Prevention which is located with the Office of Justice Programs of the U. S. Department of Justice. This present policy also reflects the provisions of the *Charter for the Protection of Children and Young People*.

The Diocese of Norwich is committed to the safety of children, young people, and adults. One way to ensure the safety of children is to restrict access to them to only those persons we know to be trustworthy and reliable. To do this, the Diocese is committed to the comprehensive screening of all Church-related volunteers who have regular contact with children and all employees.

This plan for comprehensive screening of all volunteers who have regular contact with children and all employees will apply to each Catholic parish, ministry, agency, or institution listed under the auspices of the Diocese of Norwich in the *Connecticut Catholic Directory* or *Kenedy Directory*.

Any information gathered for comprehensive screening purposes will be kept in a strictly confidential manner and used solely for the purpose of determining suitability for employment or volunteering in offices, ministries, parishes, schools, institutions or agencies operating under the auspices of the Diocese of Norwich. Confidential files will be maintained in a secure environment guaranteed to assure maximum privacy for applicants. No materials or information will be transferred, shared, or given to any outside institutions, agencies, or persons, except for USCCB compliance audits. Redacted screening and training information may be provided to auditors.

II.

Office for Safe Environments

In response to the *Charter for the Protection of Children and Young People*, Bishop Michael R. Cote established the Office for Safe Environments. The responsibility of this Office is to assist in implementing the provisions of the *Charter*.

The Office for Safe Environments is staffed by the Bishop's Delegate for Safe Environments and the Safe Environments Director. At certain times, and for certain aspects of safe environment programs and policies, other diocesan personnel may be called upon to assist the Office for Safe Environments. Such positions may include canonists from the Tribunal, personnel from the Office of Internal Affairs, the Assistance Coordinator, and members of various review boards.

The primary responsibility of the Safe Environments Director is the coordination of criminal background checks and the communication and safeguarding of the results of these checks. The Safe Environments Director also coordinates the comprehensive screening policy with the parishes, school, and institutions of the Diocese of Norwich as well as with the Diocese itself. The Safe Environments Director also assists in the revision and implementation of the *Pastoral Code of Conduct*, in the development and implementation of programs associated with awareness and education regarding the issue of child sexual abuse and its prevention, as well as other safe environments issues, and in responding to issues and questions raised in the practical applications of safe environments policies, processes, and measures.

Due to the nature, dynamics, and responsibilities associated with this position, the Safe Environments Director must be able to work well with people, listening to their concerns and questions and working with them to find solutions to problems and issues that arise; must have a sense of Church that is in keeping with Catholic teaching; must have sound organizational skills; and must have a strong sense of confidentiality.

The Bishop's Delegate is a person designated by the Bishop to oversee and coordinate the various components of safe environments programs and policies in the areas of awareness and education, the *Pastoral Code of Conduct*, comprehensive screening, the *Sexual Misconduct Policy*, and practical matters and other concerns arising from the implementation of these programs, policies, and measures. The Bishop's Delegate also oversees the implementation of the provisions of the *Charter for the Protection of Children and Young People* in a manner that is faithful to civil law, canon law, the *Charter*, the "Essential Norms," and sound pastoral practice.

Due to the nature, dynamics, and responsibilities of this position, the person filling this position must be concerned for the safety of children, teenagers, and adults; have compassion and empathy for victims and survivors of abuse; be committed to justice and fairness; and have the ability and capacity to gather information from multiple sources and synthesize it in a cohesive unit whose processes and components function harmoniously. The Bishop's Delegate must have the essential qualities needed for this position which include: openness to people, experiences, information, and ideas; willingness when necessary to revise policies, programs, and procedures; and the ability to take firm stands in a pastoral manner.

III.

The Comprehensive Screening Process

Components

Comprehensive screening for employees and volunteers includes:

- Reference checks with telephone contact , conducted by immediate supervisor
- Personal interview, conducted by immediate supervisor
- Observations of the person’s conduct and behavior, conducted by immediate supervisor
- National sex offender registry check, conducted by Office for Safe Environments
- Motor vehicle record check, if transporting minors, obtained from the appropriate administrator or supervisor and processed by Diocese of Norwich Chancery personnel. The following forms must be submitted :
 1. Personal Use Driver Approval Form
 2. Personal Use Employee-Volunteer Driver Form-Auto Insurance Statement
 3. Authorization to Obtain Motor Vehicle Record

See Diocese of Norwich Comprehensive Screening Protocol for details.

All volunteers having regular contact with minors and all employees must follow the appropriate screening process described under the classification of employees and volunteers. Screening and training of contractors is on a case by case basis.

“Regular Contact with Minors”

“Regular contact with minors” means interaction with persons under the age of eighteen and /or still attending high school that is on a recurring, frequent, scheduled, or ongoing basis; is for an extended period of time, such as a weekend; or is for an overnight youth activity.

Forms

Appropriate forms may be obtained from the Child Advocate at the parish, school, or institution of which one is a member or is applying to for employment or volunteer service. Forms can also be obtained from the Office for Safe Environments.

Fees

A fee will be charged for each background check done. The fee is charged to the submitting parish, school, or institution, or a volunteer can choose to pay their own fee. The fee will vary according to the fee charged by the Connecticut State Police for criminal background checks. As a general rule, the fee charged by the Office for Safe Environments will be five dollars over the fee charged by the State Police. Payment is due when the application and authorization is submitted.

Transfer of Screening and Training Records

If a volunteer or employee transfers within the diocese, and has had no break in service, the Office for Safe Environments will transfer the screening and training records from one parish, school or institution to the next. A Volunteer/Employee Information Release form must be completed and submitted to the Office for Safe Environments. This form can be obtained from the Office for Safe Environments. However, as mandated by state labor laws, for employees, a new Employee Application must be completed. Both volunteers and employees must submit a new State of Connecticut Department of Children and Families Investigative Check form.

If you have had a break in service, new employee or volunteer forms must be submitted. The Diocese of Norwich Comprehensive Screening Protocol must be followed.

Re-activation of Volunteers

Volunteers who are inactive and want to volunteer again, at the same parish, school or institution, must have their name submitted to the Office for Safe Environments. They will be re-activated if their screening and training are current. A new State of Connecticut Department of Children and Families Investigative Check form must be submitted.

Rechecks

Administrators of Catholic parishes, agencies, and institutions will be expected to keep the Office for Safe Environments informed regarding the status of its volunteers and employees. All employees and volunteers will be retained in either "Active" or "Inactive" files. Criminal background checks will be coordinated and conducted every five years for "active" employees and volunteers.

A SPBI Criminals Convictions Record check utilizing the State of Connecticut judicial web site will be run by the Office for Safe Environments. A recommendation regarding the retention of the volunteer or employee will be made to the appropriate administrator by the Office for Safe Environments, if necessary.

It is required that any employee and volunteer subsequent to employment and volunteer service, self-report all criminal arrests and Child Protective Services investigations.

Records

Any information gathered for comprehensive screening purposes will be kept in a strictly confidential manner and used solely for the purpose of determining suitability for employment or volunteering in offices, ministries, parishes, schools, institutions or agencies operating under the auspices of the Diocese of Norwich. Confidential information will be maintained in a secure environment guaranteed to assure maximum privacy for applicants. Under no circumstances are any materials or information to be transferred, shared or given to any outside institutions, agencies, or persons without the explicit written permission or authorization of the applicant directly concerned or if subpoenaed by a court of law or as needed for USCCB compliance audits. Redacted screening and training information may be provided to auditors.

. This information will be used only for the purpose of determining eligibility or ineligibility for employment or volunteering.

Due in part to the fact that the civil and criminal statutes of limitations for child sexual abuse is thirty years after the victim turns age eighteen, records will be kept indefinitely so as to allow any employee or volunteer to prove that he/she was properly screened and has the requisite training and commitment.

Employees and volunteers of the Diocese of Norwich or its parishes, schools, or other institutions, have a right to view the contents of his/her screening file and may make an appointment with the Office for Safe Environments to do so. Each Employee and volunteer will need to furnish a photo ID to access his/her file.

Conflicts

In the event that Catholic parishes, agencies or institutions have an existing process for screening employees or volunteers which equals or exceeds the process set forth herein, they may continue to use that process. However, the Office for Safe Environments must be provided with a description of the process, along with all the necessary documentation for each applicant, whether for employment or for volunteer services.

Criteria for Eligibility Employees and/or Volunteers

When criminal convictions are found as a result of screening backgrounds, certain types of convictions will render applicants ineligible for employment or volunteer services in Catholic parishes, schools, or institutions within the Diocese of Norwich. Examples of those convictions include but are not limited to the following:

- child abuse/molestation;
- risk of injury to a minor; use of a minor to distribute illegal drugs, alcohol, or a controlled substance;
- illegal sexual contact with a child under sixteen;
- buying or selling a child under the age of sixteen;
- enticing a minor;
- obscenity as to a minor;
- employing a minor in obscene employment;
- promoting a minor in an obscene performance;
- importing or possessing child pornography;
- illegal dissemination of indecent comics;
- weapons possession related charges;
- murder, manslaughter, negligent homicide, or related charges;
- assault or related charges;
- rape, sexual assault, or related charges;
- prostitution/soliciting;
- kidnapping;
- voyeurism;
- indecent exposure;
- stalking;
- arson or related charges;
- burglary or related charges;
- armed robbery, robbery, or related charges;
- possession of drugs or a controlled substance with an intent to distribute
- electronic communications violations of any of the above

There are other types of convictions which will render the applicant a risk and where volunteer services or employment will be questionable or advisory. Those convictions include but are not limited to:

- child neglect or abandonment;
- failure to supervise a child;
- providing alcohol, drugs, or a controlled substance to a minor;
- computer crimes;

- criminal mischief;
- larceny;
- breach of peace;
- disorderly conduct;
- harassment;
- bigamy;
- obscenity;
- threatening;
- criminal misrepresentation;
- possession or use of drugs or a controlled substance without an intent to distribute;
- embezzlement;
- fraud;
- credit card crimes;
- bad checks;
- driving while impaired or under the influence;
- criminal trespass;
- cruelty to animals
- electronic communications violations of any of the above

In the case of questionable or advisory convictions, the applicant will be given an opportunity to be heard and have convictions reviewed by the Office for Safe Environments. Consideration will be given to the following factors: frequency and severity of violations; applicant's age at the time the violations occurred; amount of time elapsed since the most recent conviction; rehabilitation programs undertaken by the applicant; the nature of the work to be undertaken by the applicant; the level of supervision which can or will be provided by the parish, institutions, or program retaining the volunteer or employee.

DMV Checks

Any persons driving motor vehicles for the purpose of transporting minors under age eighteen on behalf of the Diocese of Norwich, or any parish, ministry, institution, or agency listed in the Catholic Directory, will be required to submit to a State of Connecticut Department of Motor Vehicles record check.

The Personal Use Driver Approval form, Personal Use Employee/Volunteer Driver form and Authorization to Obtain Motor Vehicle Records can be obtained from the appropriate administrator or supervisor. The record check information will be returned directly to the Chancery. A representative from the Chancery will inform the appropriate administrator of the results of the record check.

IV.

Classification of Employees, Volunteers, Contractors, School Nurses, Clergy, Seminarians and Members of Institutes of Consecrated Life and Societies of Apostolic Life

Lay Employees

All applicants for employment in Catholic parishes, ministries, agencies, or institutions listed under the auspices of the Diocese of Norwich in the *Connecticut Catholic Directory* or *Kenedy Directory*, whether or not that employment will bring them into regular contact with children or youth, will follow the Diocese of Norwich Comprehensive Screening Protocol (See Appendix A). This must be completed on or before the first day of employment.

The Office for Safe Environments will enter the data from the Employment Application into the confidential diocesan database. When the record checks have been completed, the results will be entered into the diocesan database. The Application, as well as the reports generated, will be stored in the Applicant's confidential file.

When the reports have been collected, the Child Advocate of the hiring parish, school, agency or institution will be notified of those employees who are eligible for employment. The Child Advocate will be responsible for communicating these results to the person the report is about. In the event of any negative or questionable results the information will be reviewed together by: (1) the administrator of the parish/institution/agency; (2) diocesan legal counsel; and (3) a representative of the Office for Safe Environments. The applicant may or may not be asked to meet with them to explain the results. After a decision is made; their finding may be appealed to an Appeals Committee appointed by the Bishop.

Lay Volunteers

All new applicants to volunteer in Catholic parishes, ministries, agencies, or institutions listed under the auspices of the Diocese of Norwich in the *Connecticut Catholic Directory* or *Kenedy Directory* – **who have regular contact with children or young people** - will follow the Diocese of Norwich Comprehensive Screening Protocol (See Appendix A). This must be completed on or before the first day of volunteering.

The Office for Safe Environments will enter the data from the Volunteer Application into the confidential diocesan database. When the record checks have been completed the results will be entered into the diocesan database. The Application, as well as the reports generated, will be stored in the Applicant's confidential file.

When the reports have been collected, the Child Advocate of the hiring parish, school, agency or institution will be notified of those volunteers who are eligible for volunteering. The Child Advocate will be responsible for communicating these results to the person the report is about.

In the event of any negative or questionable results the information will be reviewed together by: (1) the administrator of the parish/institution/agency; (2) diocesan legal counsel; and (3) a representative of the Office for Safe Environments. The applicant may or may not be asked to meet with them to explain the results .After a decision is made; their finding may be appealed to an Appeals Committee appointed by the Bishop.

Contractors

Companies or individuals providing intermittent services (e.g., plumber) are to be supervised if children are present. Ongoing contracted workers (e.g., custodians, cafeteria personnel), who have regular contact with children or young people , will follow the Diocese of Norwich Comprehensive Screening Protocol for volunteers (See Appendix A) and must complete the requisite training. This must be completed on or before the first day of service.

School Nurses

School nurses must sign a statement that they have reviewed, and will abide by, the Diocese of Norwich Pastoral Code of Conduct and Sexual Misconduct Policy. They will complete the three page Volunteer Application and will submit proof from their town that they have been criminally background screened. Training is recommended.

Clergy & Seminarians

- I. Clergy (priests or deacons) who were incardinated at time of Comprehensive Screening policy promulgation.**
 - Criminal background check not requiring fingerprints

- II. Clergy (priests or deacons) who are newly incardinated into the diocese.**
 - Criminal backgrounds re-check, fingerprints required, 13 months prior to diaconal ordination. It is the responsibility of the Vocations Director to notify the Office for Safe Environments 13 months prior to diaconal ordination;
 - An application which includes all of the information set forth in the Employment Application;
 - A personal interview;
 - References;
 - Release for DCF record check;

- National Sex Offender Registry check, conducted by the Office for Safe Environments

III. Visiting Clerics (priests or deacons) who are citizens of the United States.

1. Temporary ministry

Any priest or deacon entering the Diocese of Norwich for *temporary* ministry, such as for a wedding, funeral, weekend coverage, or retreat, is required to submit the following documents to the Office of the Vicar for Clergy prior to engaging in ministry or to the grant of any faculties. A signed and sealed statement of suitability from the cleric's Ordinary. The statement of suitability must include a certification from the Ordinary that the cleric has had no criminal convictions or allegations of misconduct raised against him.

When or if the temporary ministry of the cleric is approved by the Vicar for Clergy, copies of all documentation will be retained by the Vicar for Clergy.

2. In the diocese for ministry longer than one month

Any priest or deacon entering the Diocese of Norwich with the intention of living and/or ministering *in the diocese for longer than one month* and who is a *citizen of the United States* is required to complete the following:

- A completed Employment Application, with *curriculum vitae* attached;
- An interview with the Vicar for Clergy or his designee;
- Reference checks - two references, along with a statement of suitability from the Ordinary of each diocese in which he has lived for the past five years;
- Fingerprint cards for state and national criminal record checks.
- Release for DCF record check;
- National Sex Offender Registry check, conducted by the Office for Safe Environments

When the Vicar for Clergy is satisfied with the Application, interview, and reference checks, the documentation, along with the finger print cards, will be transmitted to the Office for Safe Environments. The Office for Safe Environments will transmit the fingerprint cards to the Connecticut State Police with a request for a state and national-level criminal convictions record check.

IV. Visiting Clerics (priests or deacons) who are not citizens of the United States.

1. In the diocese for ministry less than one month

Any priest or deacon entering the Diocese of Norwich with the intention of *living and/or ministering in the diocese for less than one month* and who is **NOT** a citizen of the United States is required to supply the following materials:

- A signed and sealed statement of suitability from the cleric's Ordinary. The statement of suitability must include a certification from the Ordinary that the cleric has had no criminal convictions or allegations of misconduct raised against him.
- A copy of passport or official travel document valid for at least one year; and proof of a validly granted R-1.
- A copy of the validly granted entry visa to the United States (if applicable);

When or if the temporary ministry of the cleric is approved by the Vicar for Clergy, all data relative to visiting clerics will be retained in the clergy personnel files of the Chancery.

2. In the diocese for ministry longer than one month

Any priest or deacon entering the Diocese of Norwich with the intention of *living and/or ministering in the diocese for longer than one month* and who is **NOT** a resident of the United States is required to supply the following materials:

- A completed Diocesan Employment application, along with a *curriculum vitae*;
- Three (3) recent passport size photographs;
- A copy of passport or official travel document valid for at least one year;
- Proof of validly granted R-1 status ;
- A notarized good conduct certificate or police record from places of residence for past five years;
- National Sex Offender Registry check, conducted by the Office for Safe Environments
- Two references along with a signed and sealed statement of suitability from the cleric's Ordinary and from the Ordinary of each diocese in which he has lived for the past five years;
- A written commitment to abide by the policies of the Diocese of Norwich while ministering here and to depart at such time as he may be requested to do so by the Bishop of Norwich or Vicar for Clergy;
- A valid Social Security number;
- A written, notarized promise to meet with the Vicar for Clergy or his designee within ten (10) days of arriving in the Diocese of Norwich.

When the Vicar for Clergy is satisfied with the Application, has interviewed the applicant and has completed reference checks, the documentation will be transmitted to the Office for Safe Environments.

All data relative to visiting clerics will be retained in the confidential files of the Office for Safe Environments. The Vicar for Clergy will inform the Office for Safe Environments if or when any visiting cleric departs the diocese so that the cleric can be placed in the "inactive" file.

V. Seminarian who is a citizen of the United States.

An *applicant for seminary training for the Diocese of Norwich* who is a U.S. citizen will be expected to fulfill all of the requirements set forth by the Diocese, as well as to provide the following:

- An application which includes all of the information set forth in the Employment Application;
- A personal interview;
- References;
- Fingerprint cards for state and national convictions records check. Criminal backgrounds re-check, fingerprints required, 13 months prior to diaconal ordination. It is the responsibility of the Vocations Director to notify the Office for Safe Environments 13 months prior to diaconal ordination;
- Release for DCF record check;
- National Sex Offender Registry check, conducted by the Office for Safe Environments

When the Vocation Director is satisfied with the application and references, he will transmit a copy of the Employment Application along with the original fingerprint cards to the Office for Safe Environments. The Office for Safe Environments will submit the cards to the State Police with a request for a conviction check. They will conduct a Sex Offender Registry check and request the necessary records check from DCF.

VI. Seminarian who is NOT a citizen of the United States.

An *applicant for seminary training for the Diocese of Norwich*, who is *NOT* a U.S. citizen, will be expected to fulfill all of the requirements set forth by the Diocese, as well as to provide the following:

- A completed Diocesan Employment application;
- A *curriculum vitae*;
- Three (3) passport size photographs;
- Application which includes all of the information required in the Employment Application form for the Diocese;
- A personal interview;
- At least three references;
- A copy of passport or official travel document valid for at least four years;
- Proof of validly granted R-1 Status;
- A notarized good conduct certificate, or police record, covering the past five years, from most recent place(s) of residence;
- National Sex Offender Registry check, conducted by the Office for Safe Environments
- A notarized statement of suitability from the pastor of each parish in which he has lived for the past five years;

- A written commitment to abide by the policies of the Diocese of Norwich while studying for the Diocese and to depart at such time as he may be requested to do so by the Bishop of Norwich or Vicar for Clergy;
- A valid Social Security number;
- A written, notarized promise to meet with the Director of Vocations or his designee within ten (10) days of arriving in the Diocese of Norwich.

When the Vocations Director and Seminary Committee are satisfied with the application and references, they will transmit a copy of the application and interview results to the Office for Safe Environments. The Vocations Director will submit the appropriate documentation to the Diocesan Finance Office who will obtain verification of the immigration status and Social Security number.

VII. Seminarian who is not training for Diocese of Norwich and who may or may not be a citizen of the United States.

An applicant for seminary, attending Holy Apostles Seminary, and not training for the Diocese of Norwich

- Statement of Suitability from the sending diocese; to be renewed every year.

Holy Apostles must submit a census of seminarians and visiting priests to the Office for Safe Environments each September and January.

A list of seminarians' names and their pastoral assignments must be submitted to the Office for Safe Environments as they occur. All changes after this initial submission must be reported to the Office for Safe Environments immediately.

VIII. Non-sponsored Seminarian.

- As in V. or VI. above

Members of Institutes of Consecrated Life and Societies of Apostolic Life

Within one month after the effective date of this policy, any member of an institute of consecrated life or society of apostolic life who is entering the Diocese of Norwich with the intention of working or volunteering in a Catholic parish, agency, institution, or ministry listed in the *Connecticut Catholic Directory* or *Kenedy Directory* will provide the following to the parish/agency/institution:

- Application which includes all of the information required in the Employment Application form for the Diocese; with *curriculum vitae* attached;

- Reference checks - two references, along with a Statement of Suitability from the Major Superior of the institute or society in which he/she is a member for the past five years;
- Fingerprint cards for state and national criminal record checks.

When the administrator responsible for hiring is satisfied with the Application, interview and reference checks, the documentation, including original fingerprint cards, will be transmitted to the Office for Safe Environments. The Office for Safe Environments will forward the fingerprint cards to the State Police to obtain the necessary record checks. The release will be forwarded to DCF for their record check. A Sex Offender Registry check will be conducted by the Office for Safe Environments.

All data relative to members of institutes of consecrated life and societies of apostolic life will be retained in the confidential files of the Office for Safe Environments. The administrator responsible for the member will inform the Office if or when any member departs the Diocese so that the member can be placed in the “inactive” file.

Diocese of Norwich Sexual Misconduct Policy section 2.6.3

V.

Review and Revisions

At least every three years, the *Pastoral Code of Conduct*, the *Comprehensive Screening Policy*, and the *Sexual Misconduct Policy* shall be reviewed and any needed revisions shall be made to make these documents more effective.

To fulfill this responsibility and accomplish this task, there shall be a Policy Review Board whose members are appointed by and serve at the discretion of the Bishop of Norwich. Once the first members of the board have been appointed, the Bishop will, in the future and whenever possible, hear existing members of the Policy Review Board regarding future appointments.

The primary responsibility of this Board is to review and make recommendations for revisions to diocesan policies and protocols on comprehensive screening, sexual misconduct, pastoral conduct and other safe environments matters.

1. **Membership.** The Policy Review Board shall consist of no fewer than three (3) and no more than (7) members. Board membership shall consist of Catholics in full communion with the church who possess expertise that is relevant to the policies under consideration.
2. **Term.** The initial appointments to the board shall be for staggered terms of one, two, and three years. Thereafter, appointments shall be for a term of three (3) years or until a successor is appointed.
3. **Officers.** The Bishop shall designate one member of the Board to serve as chairperson and another to serve as secretary, each for one year terms. The chairperson will ordinarily call and preside at meetings of the Board. The secretary will keep minutes of the meeting.
4. **Relationship to Bishop.** The Policy Review Board will serve the Bishop directly and shall be directly responsible to him.
5. **Compensation.** Members of the Board shall serve without compensation. They may, however, be reimbursed for necessary expenses at the discretion of the Bishop.
6. **Quorum.** Three (3) members of the Board shall constitute a quorum for business.
7. **Meetings.**
 - A. *Generally.* The Policy Review Board shall meet as often as necessary to perform its duties.

- B. *Attendance.* Attendance at the Board meetings shall be limited to the Bishop and members of the Board, unless the Bishop determines otherwise.
- C. *Nature of the meetings.* The meetings of the Policy Review Board are intended to be sessions at which the members receive information, deliberate, and formulate policy recommendations for the Bishop of the diocese.

8. **Duties.** The Policy Review Board shall have the following duties:

- to annually review at least one of the following policies: the Comprehensive Screening Policy; the Pastoral Code of Conduct; or the Sexual Misconduct Policy. They shall make any recommendations for changes to the Bishop, who may implement the recommendations at his own discretion. In this fashion, each policy will be reviewed and changes for modifications suggested at least once every three years.
- -to annually review and evaluate the functioning of the Diocesan Review Board, the Office of Internal Affairs, and the Assistance Coordinator.

Appendices

Appendix A - Diocese of Norwich Comprehensive Screening Protocol

All of the necessary forms can be found in section six of the *Diocese of Norwich Office for Safe Environments Policies and Resources* binder, with the exception of the Personal Use Driver Approval form, Personal Use Employee/Volunteer Driver form and Authorization to Obtain Motor Vehicle Records which can be obtained from the appropriate administrator or supervisor.

Appendix A

Diocese of Norwich Comprehensive Screening Protocol

ADULT EMPLOYEES:

- Employment Application Form
- State of Connecticut Department of Children and Families Investigative Check
- MYB Volunteer Disclosure Form
- MYB Volunteer Authorization Form
- A Summary of Your Rights Under the FCRA

ADULT VOLUNTEERS:

- Volunteer Application Form
- State of Connecticut Department of Children and Families Investigative Check
- MYB Volunteer Disclosure Form
- MYB Volunteer Authorization Form
- A Summary of Your Rights Under the FCRA

MINOR VOLUNTEERS

- Volunteer Application Form

MINOR EMPLOYEES

- Employment Application Form

Comprehensive screening for ALL adult employees and adult volunteers includes:

- Reference checks with telephone contact , conducted by immediate supervisor
- Personal interview, conducted by immediate supervisor
- Observations of the person's conduct and behavior, conducted by immediate supervisor
- National sex offender registry check, conducted by Mind Your Business
- Motor vehicle record check, if transporting minors, obtained from the appropriate administrator or supervisor and processed by Diocese of Norwich Chancery personnel.

The following forms must be submitted :

1. Personal Use Driver Approval Form
2. Personal Use Employee-Volunteer Driver Form-Auto Insurance Statement
3. Authorization to Obtain Motor Vehicle Record

Please refer to the *Diocese of Norwich Comprehensive Screening Policy* for screening of Clergy, Seminarians and Members of Institutes of Consecrated Life.

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