DIOCESE OF DAVENPORT

Our policies and procedures reflect the Diocese's continuing efforts to provide for the safety of the people among whom it carries on its pastoral mission, while protecting the reputation and dignity of clerics and others who may be subject to inaccurate or false allegations. The Diocese of Davenport upholds the highest ethical standards for its members and personnel while striving to maintain safe environments for its people.

The Charter requires that any adult working with children and/or vulnerable adults be trained and complete a background check. ***Local designees at each entity are responsible for making sure all people in active ministry are compliant with diocesan policy. Information regarding compliance is submitted annually to the auditors.***

Training modules will be done initially and renewed on a prescribed schedule, or at any time a supervisor deems it necessary.
Background checks are to be submitted at hiring/engagement and are reviewed automatically by Selection.com on an ongoing, quarterly basis. Nothing additional is needed from the employee for the automatic review. There is only a one-time fee for these background checks, invoiced directly from Selection.com. Additional charges may be required for a more comprehensive check.
Credit checks will be done initially for pertinent individuals, and every 5 years thereafter.

Each person shall be assigned categories appropriate to their ministry. This may sometimes involve more than one category. All assigned trainings shall be completed as assigned, even if content is similar.

A. ***<u>Employee with Children</u>*** i.e. DREs, YMs, Sacramental prep, Musicians with children's groups
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

B. ***<u>Employee with Vulnerable Adults</u>*** i.e. homebound ministry employees
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

C. ***<u>Employee- NO contact with minors</u>*** i.e. bookkeepers, office staff
- Register with Catholic Mutual Group (CMG Connect)
- SAFE ENVIRONMENT TRAINING IS NOT REQUIRED
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Complete credit check if assigned to a parish or diocesan entity and working with money – at hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

D. ***<u>Volunteer with children</u>*** i.e. VBS/Totus Tuus help, children's liturgy, parent volunteers in classrooms
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

E. ***<u>Volunteer with vulnerable adults</u>*** i.e. homebound ministers, food pantry volunteers
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

F. ***<u>Volunteer- NO contact with minors</u>*** i.e. money counters following internal controls, liturgical ministers
- Register with Catholic Mutual Group (CMG Connect)
- SAFE ENVIRONMENT TRAINING IS NOT REQUIRED
- BACKGROUND CHECK IS NOT REQUIRED
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

G. ***<u>Priests/Deacons/Religious/Candidates for Ordination</u>***
- Register with Catholic Mutual Group (CMG Connect) as "Priests/Deacon/Candidate for Ordination"
- Complete program training online at hiring/engagement and annual recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Complete credit check if assigned to a parish or diocesan entity and working with money – hiring/engagement and every 5 years
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

H. ***<u>Catechist</u>*** i.e. those in a religious education classroom
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

I. ***<u>IA Licensed Educator</u>*** i.e. Licensed teacher, certified by the Iowa Dept. of Education
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Provide a proof of license, including current background check, and send to Colleen/Tiara
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

J. ***<u>IA NON-Licensed Educator</u>*** i.e. DHS licensed care providers, nurses, counselors, etc.
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Provide a proof of license, including current background check, and send to Colleen/Tiara
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

K. ***<u>School Employee- NOT Licensed</u>*** i.e. All other school employees, including maintenance/custodial
- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

L. ***<u>Finance</u>*** i.e. credit card holder, check signer, handles money alone, lead (consecutive) money counter
- <u>Must be assigned the appropriate Employee or Volunteer category first.</u>
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

M. ***<u>Drivers</u>*** (must assign with an additional, primary category) anyone who drives on parish/school business

- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***
- Drivers should complete the Catholic Mutual Defensive Driving Curriculum. Any questions, please call Tiara Hatfield at Chancery

N. ***<u>Maintenance/Custodial- NOT School</u>*** i.e. parish staff. School staff are covered by AEA trainings

- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

O. ***<u>Local SEC</u>***

- Register with Catholic Mutual Group (CMG Connect)
- Complete program training online at hiring/engagement and every 5 years recertification
- Complete background check online– at hiring/engagement, ***automatically reviewed, no additional action.***
- Acknowledge Diocesan Policies online – at hiring/engagement, ***and when a revision is published***

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Special situations

Minor (under the age of 18) employees/volunteers:

- Cannot be in charge or left alone with minors
- Cannot be registered in CMG Connect until 18th birthday

Knights of Columbus hosting events on parish property where children are present:

- Categorize and be compliant as Volunteer with Children, per instruction from the Supreme Council

Helpful Information

Limited free record searches can be conducted by utilizing:

- Iowa Courts Online
- National Sex Offender Registry
- Iowa Sex Offender Registry

Contacts:

1. Victims Assistance Coordinator (VAC) report child abuse by clergy or church personal: Alicia Owens, vac@diodav.org or 563-349-5002

2. Parish/school local coordinator concerning anything related to your position/role in the parish or school and what requirements you should follow. They can also help with your user id, password, provide instructions, etc.

3. CMG Connect Support is available through the website via the blue question mark on the lower righthand corner. They provide system and account support. They can also help with your user id, password, provide instructions, troubleshoot module issues, etc.

4. Colleen Darland, Safe Environment Coordinator at the Chancery 563-888-4378 – after you have talked to the local coordinator and if you still need help.

5. Nancy Karn, Accounting Coordinator at the Chancery 563-888-4367 - Credit checks, internal controls, bags for money, check signers or finance related

6. Tiara Hatfield, Director of Human Resources/Risk Management at the Chancery 563-888-4366 – Anything involving risk management including driver information, rentals or insurance.