

# **Policies and Procedures Concerning Sexual Boundaries**

EPISCOPAL DIOCESE OF IOWA

As approved by the Board of Directors

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### I. INTRODUCTION

Scripture teaches us that every human being is made in the image of God. Our Lord Jesus Christ urges us to receive and serve the least among us as we receive and serve him. Our churches are to be havens of safety for all. In Baptism, we promise to seek and serve Christ in all persons, love our neighbors as ourselves, strive for justice and peace, and respect the dignity of every human being. When a person is baptized, we in the congregation promise to help that child of God grow into the full stature of Christ.

The Church has always recognized that those who are set apart for ordained ministry bear a particular responsibility to pattern their lives according to Jesus' example. Not only are bishops, priests, and deacons regarded by the faithful and the world as examples of what a Christian life should be but any moral offense by clerics is especially hurtful because it betrays that trust committed to them by the Church to nurture and care for every member.

In recent years it has become increasingly clear that some clergy, lay employees and church volunteers have engaged in inappropriate sexual behavior which has hurt the very persons entrusted to their care. Unfortunately, in the past, instances of such behavior were sometimes denied by church authorities or dealt with secretly. Clergy offenders were sent on to another congregation or diocese. Lay employees and church volunteers were permitted to stay in positions of trust or quietly moved on to other congregations while victims were neglected or even blamed and congregations ignored. Such responses, however, fail to implement the standards of justice and Christian love that God requires of the Church.

Since at least 1992, the Diocese of Iowa has worked to establish clear standards concerning Sexual Misconduct and, where allegations of Sexual Misconduct have been made, to establish procedures which afford a full and fair hearing to persons making complaints, alleged victims (if not the person making the complaint) and to alleged offenders. The primary intent of these Policies has been and continues to be the prevention of occurrences of Sexual Misconduct in the first place and the assurance that, where allegations of Sexual Misconduct are made, the response to any allegation or instance of Sexual Misconduct will be just and compassionate, and so may allow God's grace to work redemptively and healing to occur for all involved.

#### Important Definitions

**Sexual Misconduct** includes sexual abuse, sexual harassment, and sexual exploitation. For the purposes of these Policies, the terms **Sexual Abuse**, **Sexual harassment** and **Sexual exploitation** shall have the following meanings:

- **Sexual abuse perpetrated by an adult** is any contact or activity of a sexual nature

with a person who is a child, youth, or dependent adult. Examples include but are not limited to contact with any sexual body part (genitals, breasts, buttocks) or the clothing which covers them; deep (tongue) kissing, exhibitionism, voyeurism, vaginal, anal or oral penetration, display of pornographic materials, attempts to photograph or record for purposes of producing pornography, and/or invitations to a minor to engage in any of the above with any person. Sexual abuse includes any activity that is meant to arouse or gratify the sexual desires of a child, youth or adult.

- **Sexual abuse perpetrated by another child or youth** is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent or consent is not possible, or when the child or youth has power over the other child or youth. Examples include but are not limited to contact with any sexual body part (genitals, breasts, buttocks) or the clothing which covers them; deep (tongue) kissing, exhibitionism, voyeurism, anal or oral penetration, display of pornographic materials, attempts to photograph or record for purposes of producing pornography, and/or invitations to a minor to engage in any of the above with any person. Sexual abuse includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.
- **Sexual harassment** includes but is not limited to sexually-oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements when such behaviors occur in a situation where there is an employment, mentor or colleague relationship between the persons involved.
- **Sexual exploitation** includes, but not limited to, the development of or the attempt to develop a sexual or romantic relationship between a cleric, employee or volunteer and a person with whom he/she has a Pastoral Relationship, whether or not there is apparent consent for the individual.

**Pastoral Relationship**, as used in these Policies, refers to -

- a relationship between a cleric, employee or volunteer and any person to whom such cleric, employee or volunteer provides counseling, pastoral care, spiritual direction or spiritual guidance or from whom such cleric, employee or volunteer has received a confession or confidential or privileged information.

**Children and Youth**, as used in these Policies are defined as follows:

- A **Child** is defined as anyone under the age of 12 years
- A **Youth** is defined as anyone who is at least 12 years old, but not yet 18 years old.
- A **Youth** may also be an individual who is 18 years old or older, but still in high school.

- A **Dependent Adult** is defined as an individual 18 years of age or older who is incapable of adequate self-care due to physical or mental conditions and requires assistance from other people.

**Church Personnel**, as used in these Policies includes:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All postulants, candidates or seminarians sponsored by or working in the Diocese.
3. All paid personnel whether employed in areas of ministry or other kinds of services by the Diocese, its congregations, camps or other organizations.
4. Those who contract their services to the Diocese, its congregations, camps or other organizations.
5. Volunteers including any person who performs a church related service. Volunteers include but are not limited to church school teachers, Vacation Bible School teachers, youth leaders, ushers, lay readers, lay eucharistic ministers and visitors, and members of advisory boards, vestries, bishop's committees, and boards of directors.

Church Personnel who **Regularly Work With or Around Children or Youth**, as used in these Policies include:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service to the church.
2. All postulants, candidates or seminarians sponsored by or working in the Diocese.
3. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds at times when children and youth can reasonably be expected to be present.
4. All persons who supervise or assist with supervising children or youth (other than church school teachers) in ministries, programs or activities more often than occasionally.
5. All persons who provide transportation to children or youth without another unrelated adult in the vehicle.
6. Any paid personnel whose living quarters are on the grounds of the church, camp, or other related agency.
7. All vestry or other members of similar decision-making groups who have the authority to approve the creation of ministries, programs, or activities for children or youth.

Examples of Church Personnel who regularly work with or around children or youth include but are not limited to children's or youth choir directors, organists who work with children or youth, lay youth directors, all who work or assist in the nursery other than occasionally, all who work in the nursery if they are the only person over 21 present at any time, all staff (whether volunteer or paid) at church camps, adults who participate in overnight activities with children or youth

Church Personnel who **Occasionally Work With or Around Children or Youth**, as used in these Policies include:

1. Church school teachers.
2. All persons who supervise or assist with supervising children or youth in ministries, programs, or activities infrequently (no more than three times a year or for one program or activity during a year that lasts less than a month – for example, assisting with preparation for the Christmas pageant or Vacation Bible School.)
3. All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
4. Adults who participate in overnight activities with children or youth once or twice a year.

## **II. POLICIES CONCERNING SEXUAL MISCONDUCT, PROTECTION OF CHILDREN, EXTENDED COUNSELING RELATIONSHIPS, SPIRITUAL DIRECTION AND CLERGY DATING**

**A. Sexual Abuse Prohibited.** The Diocese of Iowa strictly prohibits all forms of Sexual Misconduct.

**B. Protection of Children – Screening & Selection of Church Personnel Who Work With or Around Children or Youth.** The Diocese of Iowa strictly prohibits interaction with children and/or youth by anyone known to have a civil or criminal record of child sexual abuse or who has admitted prior sexual abuse or anyone known to have a paraphiliac diagnosis (e.g., pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

In order to protect children and youth all church personnel who **Regularly Work With or Around Children or Youth** are to be screened and selected utilizing at least the following:

1. The person must have been a part of the congregation for at least six months.
2. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks. (Appendix A)
3. Criminal records check in any state where the applicant has resided during the past seven years. (Appendices B, C and K)
4. Sexual offender registry check in any state where the applicant has resided during the past seven years. (Appendices D, E and K)
5. Individual Interview with the applicant.
6. Reference checks of persons outside the congregation who know the applicant, preferably who know how the applicant works with children. (Appendix F)
7. Driving or Motor Vehicle records check if the person may be transporting children or

youth. (Appendices G and H)

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2. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks. (Appendix A)
3. Sexual offender registry check in any state where the applicant has resided during the past seven years. (Appendices D, E and K)
4. Individual Interview with the applicant.
5. At least one Reference checks of persons outside the congregation who know the applicant, preferably who know how the applicant works with children. (Appendix F)
6. Driving or Motor Vehicle records check if the person may be transporting children or youth. (Appendices G and H)

All information gathered about an applicant is to be carefully reviewed by the rector (or canonical equivalent), in consultation with others as necessary, to determine whether or not the applicant is appropriate to work with children or youth.

Church personnel who work with or around children or youth must have a personnel file. This file is to contain the person's written application, documentation of references and background checks, including criminal record and sex offender registry, and documentation of participation in the required level of *Safeguarding God's Children* (sexual abuse prevention training developed by the Church Pension Fund). Personnel files should be kept in the church in a locked cabinet so that there is reasonable assurance of privacy. Personnel files shall be available to the Bishop, if he so desires, at the time of the Bishop's Visitation.

Criminal records checks and sexual offender registry checks are to be conducted every five years for church personnel who **Regularly Work With or Around Children or Youth**.

It is preferred that no person supervise an immediate family member when working with children or youth. (For purposes of these policies, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, step-child, step-parent, step-sibling, grandparent, or co-habitant.

Church personnel who transfer within the Diocese of Iowa and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process in their new setting. This requirement may be met through a transfer of a copy of their personnel file to the new setting along with an updating which is to include a new application, individual interview, and reference check within the setting in which the applicant has worked with or around children or youth since the last screening shown in the personnel file.

**C. Prevention of Child Sexual Abuse – Mandatory Education & Training.** In order to prevent child abuse and to make our church a safe haven for all, all church personnel who **Regularly Work With or Around Children or Youth** are required to participate in three hours of diocesan approved child abuse prevention education and training before they start their work with children or youth, or,

if that is not possible, one hour of child abuse awareness training before they start work and the rest of the training within three months of starting. Church personnel who **Occasionally Work With or Around Children or Youth** are required to participate in one hour of diocesan approved child sexual abuse awareness education and training before they start their work with children or youth. Church personnel who are responsible for screening, selection, supervision, and training of others in child sexual abuse prevention are required to complete additional specialized education and training every two years.

**D. Prevention of Child Sexual Abuse – Standards for Programs with Children or Youth.**

Children and youth are protected through the establishment of codes of conduct and structural guidelines for all programs and activities in which they are involved. These standards include descriptions of behaviors that are expected of those participating and such things as who approves new programs, how many adults need to be present and the like. Congregations (and other groups working with children and youth such as camps and conferences) in the Diocese of Iowa are required to abide by the Guidelines for Appropriate Affection found in Appendix I. In addition to establishing such standards, church leaders must make sure the standards established are followed. Programs and activities have to be monitored and supervised to do that.

**E. Prevention of Child Sexual Abuse - Monitoring & Supervision of Programs.** As stated above, programs and activities have to be monitored and supervised to insure that standards are followed. It is the responsibility of the rector (or canonical equivalent) and the vestry or bishop's committee to make sure programs are adequately monitored and supervised based on at least the following:

1. At least two Church Personnel must supervise activities. To the extent that it is possible in the local situation, these two personnel should be unrelated to one another. When both boys and girls are participating, male and female adults must be present. (It is acceptable for one adult to be with a group of children in a church school or vacation Bible school class as long as the door is open or has a window and there are other adults nearby.)
2. Every program must have established ratios (1:5) for adults and children or youth. Compliance with the established ratio is required at all times, including activities that occur off church premises.
3. Church personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
4. An up to date list of approved congregation-sponsored programs for children and youth must be maintained in the church office or other place where church records are kept.
5. Church personnel are not permitted to develop activities for children or youth without approval from the rector (or canonical equivalent). Requests to develop new activities should be submitted in writing to the rector (or canonical equivalent) who will decide, consulting with others as needed, whether the plan includes adequate

adult supervision.

**F. Prevention of Child Sexual Abuse – Responding to Problems.** Congregations need to work together to keep children and youth safe. When Church Personnel observe inappropriate behaviors or behaviors that are inconsistent with established standards, they must immediately report their observations. Examples of inappropriate behavior or violations of established standards would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, or selecting or using staff or volunteers without the required screening. Inappropriate behaviors or possible policy violations that relate to interactions with children or youth are to be reported in a timely manner to the immediate supervisor of that person. If the immediate supervisor is not the rector, the supervisor and the person observing the questionable behavior, are to report the concern to the rector in a timely manner. (If the person engaging in the questionable behavior is the rector, the report is to be made to a church warden who is then to submit a Notice of Concern to the Bishop (Appendix J) or discuss the matter with the bishop in a timely manner.) All reports of inappropriate behavior or violations of established standards are to be taken seriously.

**G. Child Abuse Reporting** – It is Diocesan policy that the clergy of the diocese will make immediate reports to the proper authorities when they have reason to believe that neglect or physical, emotional, or sexual abuse of a minor or a legally dependent adult has occurred. The above policy shall also apply to any employee or volunteer of the Diocese or parish while he or she is in the service of parish or Diocese.

All incidents of sexual abuse shall be reported to the Department of Human Services in conformity with applicable law. See *Child Abuse – A Guide for Mandatory Reporters* (Appendix N). Although clergy are not currently mandated as reporters under Iowa law, it is the policy of the Diocese that there is a moral and ethical obligation to report child abuse in a manner that does not violate the secrecy of sacramental confession.

In addition, it is the policy of the Diocese of Iowa that other Church Personnel report known or suspected abuse or neglect of children or youth to the Department of Human Services. Reports may be made confidentially or anonymously. In addition to reporting to the state authorities, Church Personnel are required to report any suspected or known abuse or children or youth that may have been perpetrated by Church Personnel directly to the rector (or canonical equivalent) so that immediate and proper steps may be taken to ensure the safety to alleged victims. Reports of suspected or known abuse by Church Personnel are also to be reported to the Diocese of Iowa in one of the following ways:

1. A telephone call, meeting or fax to the bishop.
2. Submit a Notice of Concern (Appendix J) to the bishop.

The Diocese of Iowa (including its parishes, camps, conferences and other organizations) will cooperate with any investigation by state authorities to the fullest extent appropriate and inform authorities that a concurrent internal investigation will be directed by the diocese itself.

**H. Sexual Harassment and Exploitation Prohibited** - The Diocese of Iowa strictly prohibits Sexual Harassment and Sexual Exploitation.

**I. Prevention of Sexual Harassment and Exploitation** – In addition to the screening, selection and training required of those regularly working with or around children and youth, all clergy, lay spiritual directors and eucharistic visitors, postulants or seminarians sponsored by or working in the Diocese of Iowa and employees (excluding clerical and maintenance workers) are required to participate in training on issues of sexual harassment in employment, mentor and colleague relationships and sexual exploitation in pastoral relationships within six months of employment or becoming a postulant.

**J. Pastoral Counseling and Spiritual Direction.** The Diocese of Iowa requires that clergy and lay ministers doing pastoral counseling and/or spiritual direction shall be required to have ongoing professional supervision or to refer an individual to professional counseling after six sessions have been held. Fees or donations for pastoral care are prohibited; any person charging fees for counseling outside the scope of church employment must possess appropriate professional credentials and proof of separate professional liability insurance, including coverage for Sexual Misconduct, in force at all times. Persons practicing formal spiritual direction shall submit that ministry to peer or supervisory review with a spiritual advisor approved by the Bishop.

**K. Clergy Dating - Single Clergy.** In the past, the danger of sexual exploitation in romantic relationships between single clerics and other single persons with whom the cleric has a pastoral relationship has not always been recognized. There are a number of priests, for example, who are married to persons who were parishioners in a parish that they have served. Nevertheless, such relationships may be complex and subject to later interpretation. While they may appear consensual, these relationships may not truly be mutual because of the imbalance of power between the cleric and the parishioner. Similar relationships are recognized as inappropriate by members of other professions, such as doctors and therapists. Thus, in a single clergy parish, a parishioner dating a cleric loses his or her priest. If the relationship between the parishioner and the cleric ends, the parishioner may feel ill-treated. Regardless of the outcome of the relationship, the parish may be harmed by secrecy surrounding the relationship or by the sense of ownership and responsibility accompanying even a relationship that results in marriage.

Any cleric contemplating a relationship with a person with whom the cleric has a pastoral relationship is advised to seek discernment in the Christian community. This includes consultation with the Bishop or a person appointed by the Bishop and with representatives of the parish or other place of ministry. In addition, care must be taken in such a situation that pastoral care for the parishioner is available from another priest. Even with these precautions, there is the possibility for jealousy in the congregation, pressure to marry, and the risk of a painful termination of the relationship. If a complaint is made regarding such a relationship, this Diocese will investigate it according to these procedures.

While not an official part of diocesan policy, Karen Lebacqz's suggestions for protection in courtship between pastor and parishioner are worth considering:

- New Pastor for Parishioner: Avoid Dual Relationship
- Prior Disclosure to Parish Officials
- Honest Feedback by Colleagues to Cleric
- No Previous Exchange of Privileged Information

- Parishioner Must Have no History of Abuse

**L. Annual Review of Policies by Congregations.** It is expected that all congregations will abide by these Policies. The Vestry/Bishop's Committee of each Congregation in this Diocese shall review these Policies yearly and document the review in the official minutes of the Vestry/Bishop's Committee meeting. A copy of the minutes, along with a completed Compliance Checklist (Appendix M), shall be sent to the Diocesan Office on or before August 31st of each year. All clergy, all lay employees and all volunteers who regularly supervise youth activities, *including* unpaid Sunday School teachers, and vestry members shall be furnished with a copy of these Policies and shall complete and sign a certificate evidencing the receipt of these Policies. A sample form of receipt is provided as Appendix L. Each Congregation shall retain the receipts among its permanent records and copies are to be provided to the Diocese of Iowa with the annual Church Information forms.

### **III. DIOCESAN PROCEDURES FOR RESPONDING TO COMPLAINTS OF SEXUAL MISCONDUCT**

#### **A. When a complaint is received**

1. All complaints involving Sexual Misconduct by any cleric, lay employee or volunteer affiliated with the Diocese of Iowa, any Congregation or other institution affiliated with the Diocese of Iowa immediately shall be reported to the Standing Committee.

2. If complaints of sexual misconduct are made concerning lay volunteers of the church, they may involve another adult or a child or dependent adult.

a. For the purposes of this policy adult lay volunteers will be considered to be peers of other adults, and unless the action is illegal, any sexual activity will not be considered the responsibility of the church to monitor or rectify. Pastoral support will be offered to both parties in assessing and dealing with the personal dilemma posed.

If a complaint is made by one adult against another adult volunteer alleging criminal behavior against him/herself or another adult, it will be the responsibility of the complainant to make a criminal complaint to the secular authorities. The person making the complaint will at all times be treated with respect, and if the complaint results in a conviction, the perpetrator will be relieved of any leadership responsibilities.

b. If the complaint involves criminal activity perpetrated against a child or dependent adult, the legal authorities will be informed immediately. While the matter is investigated, the accused volunteer will withdraw without prejudice from all leadership positions. The parish clergy will not, while the complaint is under investigation, hear the formal sacramental confession of the either the accused or the complainant; but will make every effort to provide for ongoing pastoral care for both parties. Both the complainant and the accused will refrain from discussing the case with the congregation at large.

If the complaint is found to be true, the perpetrator will resign formally from any position of responsibility in the church and will be barred from further service for a period of time to be determined by the nature of the charges. Assuming that the misconduct is against a child, the perpetrator will be permanently prohibited from further ministries involving children or youth.

3. Complaints made against lay professional employees (e.g., paid youth directors, Directors of Christian Education, Music Directors) of the church will be handled carefully, in accordance with employment law as well as the church's policies and procedures. A carefully written job description will include directions about expectations regarding dating relationships with members of the congregation. In the event of a complaint involving a child or dependent adult, once again the appropriate legal authorities will be notified, and the accused will be removed from any supervision of or work with children and youth., Where the lay employee directly supervises adult volunteers, the professional will be expected to refrain from exploitative relationships with those supervised, and to report to the priest in charge any dating relationship within the church.

Any party to a complaint may ask the Bishop and Standing Committee to be involved if they are not satisfied with the resolution offered on the local level.

4. If a complaint alleges sexual misconduct by the Bishop the procedure to be followed is that specified in Title IV, Canon 3, of the *Constitution and Canons of the Episcopal Church (Revised 1994)*.

5. If a complaint alleges sexual misconduct by a Priest or Deacon, the following procedure shall be followed:

a. Upon receiving a complaint of Sexual Misconduct the Standing Committee will personally assure the person making the complaint of the Church's concern regarding the complaint and that the complaint will be promptly and thoroughly investigated.

At the earliest opportunity, the Standing Committee will ask the person making the complaint to sign a written statement which includes the name, address, and telephone number of that person. The written statement shall also include the date, location, time and a description of the alleged misconduct as well as the name and title of the alleged offender and the name, addresses and telephone numbers of any witnesses if known. The Bishop shall appoint a person to assist the complainant in the formal preparation of charges to be submitted to the President of the Standing Committee.

b. The President of the Standing Committee, within five working days of receiving the written statement described in section 2 above, will assign the complaint to a Church Attorney for investigation. The Standing Committee will immediately notify the complainant, the alleged victim (if not the complainant) and the alleged offender, that the complaint has been assigned to a Church Attorney for investigation. Simultaneously, the President of the Standing Committee also will make available to the complainant, the alleged victim (if not the complainant) and to the alleged offender an Advocate, lay or ordained (supporter, communicator). This is not a legal counsel. The President of the Standing Committee will personally assure the complainant, the alleged victim (if not the complainant) and the alleged offender of the Church's concern regarding the complaint and of the thorough investigation and response which the complaint will receive. The Bishop may temporarily

inhibit the alleged offender, and shall prohibit further contact by the alleged offender with the complainant. Nor may the offender take the initiative to engage in his/her own advocacy efforts in the community until the Church Attorney has completed his/her investigation. The alleged offender is free to seek legal counsel at any point in the process.

The Bishop will not at any time following the making of the complaint hear the sacramental confession of any of these persons.

c. The Church Attorney will begin investigating the complaint no later than five working days following the receiving of the written complaint.

d. The Church Attorney will attempt to interview the complainant, the alleged victim (if other than the complainant), the alleged offender, and all other witnesses. Both the alleged victim and the alleged offender may be accompanied by a person of their choosing at the interview. The Church Attorney may, at his/her discretion, consult with parish wardens, Vestry members and staff members from present or previous contexts of ministry. The Church Attorney will at all times strive to ensure the privacy of the alleged victim and the complainant (if other than the alleged victim) from the general public.

e. Any party or witness to an alleged act of Sexual Misconduct may submit a statement in writing if desired.

f. The Church Attorney will make a preliminary written report to the Standing Committee within fifteen (15) working days. The final report of the Church Attorney shall be made within two months. This report shall include the original written statement of the complainant and all written statements submitted by other persons. The Church Attorney's final report will include a recommendation that a Presentment issue or not issue.

g. All matters and information related to accusations or charges shall be confidential until such time as the Standing Committee issues a Presentment, or declines to issue a Presentment.

h. After receiving the Church Attorney's recommendation, the Standing Committee may meet with the complainant, the alleged victim (if other than the complaining witness) and/or the alleged offender.

i. A Presentment may be brought by two thirds (2/3) of the Standing Committee, after receiving the recommendation by the Church Attorney. The Presentment shall be immediately transmitted to the trial court (Canon 35, Diocese of Iowa), the Bishop, the accused and each complainant. A copy shall be served upon the Bishop who shall file it with the Secretary of the Convention of the Diocese, the Respondent, the Church Attorney, each Complainant, and, unless waived in writing, the Victim. (IV.3.18)

The Standing Committee will arrange for an evaluation of the alleged offender within thirty days by a person professionally qualified and experienced in the evaluation of Sexual Misconduct. The Bishop will encourage the alleged offender to undergo the evaluation. Upon receipt of the appropriate releases, the results of the evaluation will be available to the Bishop and the Standing

Committee, the Church Attorney, and the alleged offender. An evaluation may be waived at the Standing Committee's discretion if the Church Attorney recommends that the evidence does not initially appear to warrant an evaluation. The Diocese will pay for the evaluation only if a release is signed by the alleged offender.

j. If, after receiving the recommendation of the Church Attorney, the Standing Committee votes not to issue a Presentment, a report of that decision shall be in writing and shall include an explanation. This report shall be placed in the cleric's diocesan personnel file. The Bishop will meet with the complainant to discuss the determination and will also meet with the alleged offender to discuss steps necessary to make the determination known.

k. Nothing outlined above affects the right of the accused cleric to exercise his/her option under the Canons of the Episcopal Church (Title IV, Canon 2) to submit to the Bishop at any point in the proceedings, with a full confession and the acceptance of summary sentence.

## **B. When a Presentment is Made**

1. **The Trial Court.** Upon receipt of a Presentment issued by the Standing Committee, the Presiding Judge of the elected trial court (Canon 35, Diocese of Iowa) shall advise the members of the Court and shall establish a time sequence for the selection process whereby the accused may strike members from the whole of the elected body of the Court to determine those who shall sit in judgment. At trial, the Church Attorney shall serve as prosecutor, the accused may be represented by counsel of the accused's choice, and the procedure for trial shall be dictated by the provisions of Title IV (IV.4.9 and IV.4.10). In the event the Court finds the accused guilty of the charges made in the Presentment, the findings of the Court, with a recommendation for sentence, shall be immediately transmitted to the Bishop for sentencing (Art. IX). Any finding of conviction or acquittal shall be promptly transmitted to the Bishop in whose diocese the trial was held, the Bishop of the diocese in which the accused is canonically resident, the Standing Committee of that diocese, the accused, and the complainant (IV.4.27).

2. A member of the Standing Committee will meet with the victim to express the Church's deep regret and to discuss appropriate responses by the Church to assist in the victim's healing. The victim may be accompanied by persons of the victim's choosing. The Bishop will ordinarily offer therapeutic or other assistance to the victim.

3. **Court of Review.** Each province shall establish a Court of Review, to whom a convicted priest or deacon may appeal, appointed from a panel consisting of a Bishop, five priests, and five lay persons (IV.4.3).

In order for the offender to be eligible for continued service by the Diocese of Iowa, any Congregation or other affiliated institution of the Diocese of Iowa, the Bishop must receive an acceptable professional rehabilitation assessment by a credentialed professional approved by the Church Insurance Company.

In most cases, significant involvement in personal psychotherapy and employment outside the Church will be required before any re-deployment in the Church will be considered. Satisfactory

public acknowledgment of the misconduct, including exoneration of and restitution to the victim, will be required in order for an offender to be eligible for continued service or re-deployment.

### **C. Confidentiality**

1. All records of Church Attorney investigations and determinations by the Standing Committee will be held in strict confidence and separate from ordinary personnel files except as specified above but these records will be made available by the Diocese if they are requested by subpoena from a civil or criminal court.
2. The Bishop, Standing Committee, Church Attorney, and all other representatives of the Diocese will make every effort to protect the privacy of victims of Sexual Misconduct.

## **IV. DIOCESAN POLICY FOR RESPONDING IN THE CONGREGATION TO ALLEGATIONS AND INCIDENTS OF SEXUAL MISCONDUCT**

These policies generally refer to the person with whom the cleric, lay employee or church volunteer was sexually involved as the victim of the misconduct. While it is true that such a person is a victim, there are also other victims whenever there is an instance of Sexual Misconduct. Those persons include the families of the persons involved, the clergy who have succeeded an offending cleric, and the congregation. The response of the congregation to the betrayal and violation of the trust relationship is akin to that in cases of physical or other psychic trauma as if the congregation has experienced the behavior firsthand. Despite growing awareness of the incidence of Sexual Misconduct and the Church's attempt to respond in justice, compassion and Christian love, there is still little experience with models of effective response in congregations. The impact on the life of the congregation is enormous. Research evidence shows that many congregations which have experienced the misconduct of a pastor subsequently have higher levels of conflict and other problems.

The following procedures are intended to facilitate the healing that will be needed in the congregation. They will be revised as new learning suggests improvements. They should be read in conjunction with the policies and procedures set out above for the diocesan response to complaints of Sexual Misconduct.

The principle guiding these procedures is that the healing of a congregation occurs best when people are informed of the facts of misconduct and are able to move forward as a community from the trauma. The Church is a place for telling the truth because, in our Lord's words, "You will know the truth, and the truth will make you free." (John 8:32)

### **A. When a Presentment is made**

1. When a Presentment of Sexual Misconduct is made by the Standing Committee, the Standing Committee will inform the Vestry or Bishop's Committee of the parish of the priest or deacon against whom the Presentment is made. The Bishop may provide such additional information as seems appropriate.
2. If the Presentment involves sexual abuse of a minor or, a dependent adult, the Standing

Committee will inform the Vestry of the details of the complaint and of the notification which has been given to the relevant law enforcement authorities. The Standing Committee shall direct the Vestry to cooperate fully with the law enforcement authorities.

3. The Bishop or the Bishop's representative shall with the Vestry make provisions for ongoing priestly ministry in the parish and to discuss plans for congregational healing as necessary.

## **B. Congregational healing**

1. The Bishop and the Vestry may invite other members of the congregation as appropriate to participate in the planning for congregational healing.

2. At the time deemed appropriate by the Bishop and Vestry, an open congregational meeting will normally be held if the misconduct occurred in the current congregation or if the misconduct is the subject of rumor or gossip in the congregation. The format of this meeting should follow the outline of a Trauma Debriefing Process, with minor modifications made as needed to fit the particular circumstances. Normally, the congregational meeting will be held in the nave of the church and the Bishop, or the Bishop's representative, will be present at the meeting.

3. The Bishop, or the Bishop's representative, will also encourage and assist the Vestry in planning regular follow-up sessions with the congregation in the first year after disclosure of the incident of misconduct.

4. If an interim priest is engaged, the Bishop, or the Bishop's representative, will assist the Vestry in finding an interim priest trained in working with congregations who have experienced Sexual Misconduct. If an interim priest is engaged who does not have such training, the Bishop's representative will assist the Vestry in making available this training. The Bishop's representative will also offer the interim priest and the Vestry regular opportunities to debrief, report, and consult about the congregation with the Bishop or with designated representatives.

5. The Bishop's representative will assist the Vestry in making available information about local mental health resources (including sliding-scale fee agencies) so that members of the congregation know how to obtain counseling services if necessary.

6. The Bishop and the Bishop's representative will work with the parish in making every effort to protect the privacy of victims of Sexual Misconduct.

7. If the incident of Sexual Misconduct occurred at sometime in the past and not immediately before the complaint and determination were made, the Bishop will adapt these procedures as seems appropriate. The aim of Diocesan policy is to avoid the festering of secrecy and rumors regarding incidents of misconduct.

8. As soon as practicable following the resolution of the case, the Bishop and a member of the Standing Committee will meet with the Vestry and clergy of the parish. At this meeting a summary will be provided outlining the sequence of events; the response of the parish, Bishop and Standing Committee; the outcome and the assistance offered, and this summary will be recorded in Vestry minutes.

Approved by Board of Directors of the Episcopal Corporation of the Diocese of Iowa: January 21, 2005

**VOLUNTEER APPLICATION  
FOR WORKING WITH CHILDREN OR YOUTH**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Driver's License # \_\_\_\_\_  
Emergency Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_ Name and relationship

Occupation: \_\_\_\_\_  
Current job responsibilities and schedule: \_\_\_\_\_

Employment History (include present and prior employers for the past ten years – add additional pages as needed)

Company name: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Name of Supervisor and Phone # \_\_\_\_\_  
Dates of employment: from \_\_\_\_\_ to present \_\_\_\_\_

Company name: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Name of Supervisor and Phone # \_\_\_\_\_  
Dates of employment: from \_\_\_\_\_ to present \_\_\_\_\_  
Reason for leaving position: \_\_\_\_\_

Company name: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Name of Supervisor and Phone # \_\_\_\_\_  
Dates of employment: from \_\_\_\_\_ to present \_\_\_\_\_  
Reason for leaving position: \_\_\_\_\_

Current and previous volunteer experience (include present and past experience for the past ten years – add additional pages as needed)

Organization: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Name of Supervisor and Phone # \_\_\_\_\_  
Dates: from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_  
Duties: \_\_\_\_\_  
Name of Supervisor and Phone # \_\_\_\_\_  
Dates: from \_\_\_\_\_ to \_\_\_\_\_

Organization: \_\_\_\_\_

Duties: \_\_\_\_\_

Name of Supervisor and Phone # \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Special interests, hobbies, and skills: \_\_\_\_\_

Why would you like to work with children and/or youth? \_\_\_\_\_

What qualities do you have that would help you work with children and/or youth? \_\_\_\_\_

How were you parented as a child? \_\_\_\_\_

How do/did you discipline your own children? \_\_\_\_\_

Would you be available for periodic training sessions? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Protection of Children and Youth**

In order to protect children and youth, the Diocese of Iowa strictly prohibits interaction with children or youth by anyone known to have a civil or criminal record of child abuse, or who has admitted to sexually abusing children or youth, or has a paraphiliac diagnosis (i.e. pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

In order to keep our children safe, the Diocese of Iowa requires that all those who work with or around children and/or youth be screened. This screening includes completion of this application, reference checks, sexual offender registry checks, driving or motor vehicle checks (if the person may be transporting children or youth) and criminal history checks (except for church school teachers, adults who participate in overnight activities with children or youth once or twice a year, adults who work or assist in the nursery four or fewer times a year, and adults who supervise or assist with supervising children or youth infrequently – no more than three times a year or for one program or activity during a year that lasts less than one month – for example, assisting with preparation for the Christmas pageant or Vacation Bible School).

In order to complete your screening, we need the following information:

**References:** (Please provide three character references - other than family members - who can identify your strengths and weaknesses and describe your background and ability to relate with children and youth.)

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Home/ work phone #s \_\_\_\_\_  
How does this person know you? \_\_\_\_\_

2. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home/ work phone #s \_\_\_\_\_  
 How does this person know you? \_\_\_\_\_
3. Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home/ work phone #s \_\_\_\_\_  
 How does this person know you? \_\_\_\_\_

**Please answer the following questions.** (If any of your answers are yes, please attach another page and write a full explanation.)

1. Have, you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, neglect or mistreatment (emotional or physical) of children or youth? Yes\_\_\_\_\_ No\_\_\_\_\_
2. Have you ever been accused or convicted of possession/sales of controlled abuses or of driving under the influence of alcohol or drugs? Yes\_\_\_\_\_ No\_\_\_\_\_
3. Are you using illegal drugs? Yes\_\_\_\_\_ No\_\_\_\_\_
4. Have you ever been arrested or convicted for any criminal act more serious than a traffic violation? Yes\_\_\_\_\_ No\_\_\_\_\_
5. Have you ever been involved romantically or sexually with any student in youth ministry or had sexual relations with any minor after you became an adult? Yes\_\_\_\_\_ No\_\_\_\_\_
6. Have you ever had a paraphiliac diagnosis (pedophilia, exhibitionism, or voyeurism)?  
 Yes\_\_\_\_\_ No\_\_\_\_\_
7. Have you ever been asked to step away from ministry or work with children or youth in any setting, paid or volunteer? Yes\_\_\_\_\_ No\_\_\_\_\_
8. Is there anything in your past or current life that might be a problem if we found out about it later? Yes\_\_\_\_\_ No\_\_\_\_\_
9. Have you ever been the victim of any form of child abuse? Yes\_\_\_\_\_ No\_\_\_\_\_  
 (If so, would you like to speak with your priest or a counselor? Yes\_\_\_\_\_ No\_\_\_\_\_)
10. Do you have any medical conditions or take any medications that might affect or make ministry with children and youth hazardous for you or them? Yes\_\_\_\_\_ No\_\_\_\_\_

**Acknowledgement, Release and Signature**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my educational, employment, volunteer, driving, criminal record, sexual registry or other qualification for my employment or volunteering. I also authorize \_\_\_\_\_ (parish) to request and receive such information.

In consideration of the receipt and evaluation of this application by the Church, I hereby release any individual, church, youth organization, charity, employer, supervisor, reference, or other person or organization, including records custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs or family, because of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

If hired or chosen, I agree to be bound by the Diocese of Iowa Policies and Procedures Concerning Sexual Boundaries. I have been given and have read a copy of these Policies & Procedures. If, I violate these Policies and Procedures, I understand that my volunteer status may be terminated.

I state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT. This is a legally binding document, which I have read and understand.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## Appendix B – **How to conduct a CRIMINAL BACKGROUND CHECK in the State of Iowa**

The Diocese of Iowa requires that the background of church personnel *who regularly work with or around children or youth* be checked for any history of criminal behavior prior to beginning employment or volunteer work and every five years thereafter. The initial background check must go back at least seven years.

To check for a criminal record in the State of Iowa, contact the following:

Iowa Division of Criminal Investigation  
Bureau of Identification  
Wallace State Office Building  
Des Moines, IA 50319

In Appendix C you will find the forms required for a criminal background check in the State of Iowa. These forms can also be obtained by calling (515) 281-4776 or downloaded from <http://www.state.ia.us/government/dps/dci/crimhist.htm>

The form is available in either Word for Windows 6.0 format (with .doc as the extender on the file name) or in Portable Document Format (with .pdf as the extender). Adobe Acrobat Reader, or another program compatible with the format, is required for viewing .pdf files.

A billing form (also available in Appendix C) must be submitted, along with one record check request for each surname on which a check is being requested. The fee for each request is \$5 per surname if you are checking a volunteer's background and \$13 per surname if you are checking an employee's background. (If the applicant has changed their name, you will need to check under both surnames.) The fee is \$7 and \$15 per surname for every fax-in/ fax-back request. The fax number is (515) 242-6876. A fax-back request requires a credit/debit card as the method of payment.

A waiver for the record check and an explanation of the waiver is included in the record request form. Include a self-addressed envelope along with the request and billing forms. **Be sure you have the applicant's signature before you request the criminal record check.** Keep a copy of the request form so that you have a record of the applicant's signature.

If the applicant has lived outside the State of Iowa in the past seven years, you will need to contact the other state(s) in which the person has lived to complete the check. In Appendix J, you can find the information needed to check for a criminal record in other states.

Appendix C – Forms needed to conduct **CRIMINAL BACKGROUND CHECKS** in the **State of Iowa**

**STATE OF IOWA**  
**NON-LAW ENFORCEMENT RECORD CHECK REQUEST**  
**FORM A**

**TO:** Iowa Division of Criminal Investigation  
 Bureau of Identification  
 Wallace State Office Building  
 Des Moines, Iowa 50319  
 (515) 281-5138  
 (515) 242-6876 (fax)

ACCOUNT NUMBER \_\_\_\_\_  
**FROM** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Phone#** \_\_\_\_\_  
**Fax #** \_\_\_\_\_

I am requesting an **IOWA CRIMINAL HISTORY** check on:

(Type or Print Legibly)

**REQUEST**

<b>Last Name</b> <small>(mandatory)</small>	<b>First Name</b> <small>(mandatory)</small>	<b>Middle Name</b> <small>(recommended)</small>
____/____/____ <b>Date of Birth</b> <small>(mandatory)</small>	____ <b>Sex</b> <small>(mandatory)</small>	____-____-____ <b>Social Security Number</b> <small>(recommended)</small>
_____ <b>Signature of Requester</b>		

***There is a separate Form "A" required for each last name submitted***

(DCI Use Only)

**RESULTS**

As of \_\_\_\_\_, a Name and date of birth check revealed:

**CCH record attached**                         
 **No CCH record found**   

DCI initials \_\_\_\_\_

**WAIVER**

I hereby give permission for the above requesting official to conduct an Iowa criminal history record check with the Division of Criminal Investigation. Any information maintained by the DCI may be released as allowed by law.

_____ <b>Signature</b>	_____ <b>Date</b>
---------------------------	----------------------

## **WAIVER:**

Iowa law does ***not*** require a waiver. However, without a waiver any arrest over 18 months old, ***without*** a disposition, cannot be given to a non-law enforcement agency.

Deferred judgments where DCI has received notice of successful completion of probation also cannot be given out to non-law enforcement agencies without a signed waiver.

## **General Information:**

The information requested is based on ***name*** and ***exact date of birth only***. Without fingerprints, a ***positive*** identification cannot be assured. If a person disputes the accuracy of information maintained by the Department, they may challenge the information by writing to the address on the front of this form or personally appearing at DCI headquarters during normal working hours.

The records maintained by the Iowa Department of Public Safety are based upon reports from other criminal justice agencies and therefore, the Department cannot guarantee the completeness of the information provided.

The criminal history check is of the Iowa Central Repository only. No other state or federal agency records can be searched under current law.

In Iowa, a ***deferred judgment is not*** considered a conviction once the defendant has been discharged after successfully completing probation. However, it should be noted that a deferred judgment may still be considered as an offense when considering charges for certain specified multiple offense crimes, i.e. second offense OWI. If a disposition reflects that a deferred judgment was given, you may want to inquire of the individual his or her current status.

A ***deferred sentence is*** a conviction. The judge simply withholds implementing a sentence for a certain probationary period. If probation is successful, the sentence is not carried out.

Any questions in reference to Iowa criminal history records can be answered by writing to the address on the front of this form or calling (515)281-5138 between 8:00 a.m. and 4:30 p.m., Monday - Friday.

If the "No CCH record found" box is checked, it could also mean that information in the file is not releasable per Iowa law without a waiver.

**REMINDER** - (1) Send in a separate form for each last name (2) \$13 for each surname, (3) Attach a billing form with request(s), and, (4) submit a self-addressed envelope. Iowa law requires employers to pay the fee for potential employees' record checks.

**BILLING FORM**  
**NON-LAW ENFORCEMENT RECORD CHECK**

DATE \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

**TO:** Iowa Division of Criminal Investigation  
**Bureau of Identification**  
Wallace State Office Building \_\_\_\_\_  
Des Moines, IA 50319  
(515) 281-5138 \_\_\_\_\_  
(515) 242-6876 (fax) \_\_\_\_\_

**FROM:** \_\_\_\_\_

**Ph. #** \_\_\_\_\_

A completed billing form is required when submitting record check requests to the DCI. \*Each last name submitted requires a separate request form with payment for each. Only one billing form is needed when submitting several requests at the same time.

**Payment must be included unless a pre-paid account is established.** All pre-paid accounts must submit an account number.

**MAIL-BACK**

**\$13.00**

Fee per last name \_\_\_\_\_  
Number of requests\* \_\_\_\_\_  
Amount enclosed \_\_\_\_\_

**METHOD OF PAYMENT:** \_\_\_ Check \_\_\_ Money Order \_\_\_ Cash \_\_\_ Pre-arranged billing

**MC / VISA Acct.#:** \_\_\_\_\_ **Exp. date:** \_\_\_\_\_  
(Circle one)

**Cardholder's Name:** \_\_\_\_\_

On the lines provided below, please write the last name(s) of the person(s) you are submitting the record check on. This is important for tracking purposes.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_  
5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_

## Appendix D – **How to check the SEXUAL ABUSE REGISTRY in the State of Iowa**

The Diocese of Iowa requires that the Sexual Offender Registry be checked for any church personnel *who work (either regularly or occasionally) with or around children* prior to beginning employment or volunteer work and every five years thereafter. The initial check must go back at least seven years.

To check for a criminal record in the State of Iowa, contact your local Sheriff/Police Department using the form found in Appendix E. Prior to checking the sexual abuse registry, **be sure you have a signed release** from the individual whose background you are checking. This release is part of the Volunteer Application for Working With Children or Youth (See Appendix A.)

If the applicant has lived outside the State of Iowa in the past seven years, you will need to contact the other state(s) in which the person has lived to complete the check. In Appendix J, you can find the information needed to check the Sexual Abuse Registries in other states.

## Appendix E – **Forms needed to check the Iowa Department of Public Safety Sex Offender**

## Registry

<http://www.iowasexoffenders.com/dci150.pdf>

### REQUEST FOR REGISTRY INFORMATION

1. A member of the general public can request registry information.
2. The person requesting the information must provide the following information in writing:
  - a. Their own name and address;
  - b. Name and address of the person about whom the information is sought.
3. The requesting person must identify if they want this written request for this information to be a public or confidential record.
4. Upon completion of this form, the Sheriff shall release only registry information of the person whose name and address was requested.
5. Dissemination of the Request for Registry Information form:
  - a. Original to Sheriff;
  - b. Copy to person making request.



## Appendix F – How to check REFERENCES

The Diocese of Iowa requires references submitted by those who will be working with children or youth be checked. At least one reference must be checked for those who occasionally work with or around children or youth and it is recommended that all three be checked for those working regularly with children and youth.

The following form is offered for your use:

\_\_\_\_\_ is applying to work with children and/or youth at \_\_\_\_\_ and has given your name as a reference.

Church Name

This person will have close contact with children and/or youth and we want to ensure that these relationships will be healthy ones. Please complete the form below and use the enclosed envelope to send us your evaluation of this person's character and integrity. Your response will remain confidential.

1. Describe your relationship with this person.
2. How long have you known this person.

Please use the following scale to respond to questions 3 through 8:

1-low    2-below average    3-average    4-very good    5-excellent

How would you rate the following:

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 3. Involvement in peer relationships? _____   | 1 | 2 | 3 | 4 | 5 |
| 4. Emotional maturity? _____                  | 1 | 2 | 3 | 4 | 5 |
| 5. Resolving conflict? _____                  | 1 | 2 | 3 | 4 | 5 |
| 6. Following through with commitments _____   | 1 | 2 | 3 | 4 | 5 |
| 7. Ability to relate to children (3-12) _____ | 1 | 2 | 3 | 4 | 5 |
| 8. Ability to relate to youth (13-18) _____   | 1 | 2 | 3 | 4 | 5 |

9. What are this person's greatest strengths?

10. How would you feel about having this person working with your child or youth?

11. Do you have any concerns with this person working with children or youth? If so, please explain. (Please check here \_\_\_\_ if you have concerns that you would prefer discussing in person.)

12. Is there anything else we should know in our consideration of this person?

Thank you for taking the time to fill this out. If you have questions regarding this reference, please contact \_\_\_\_\_ at \_\_\_\_\_ .

Your name \_\_\_\_\_  
Printed

Phone #s \_\_\_\_\_  
day and evening

\_\_\_\_\_  
Signature

## Appendix G – **How to check Motor Vehicle Records in the State of Iowa**

The Diocese of Iowa requires checking the driving record of any person who may be transporting children or youth. This information can be obtained, with the person's permission, from the Iowa Department of Transportation.

In order to check the person's driving record, follow the steps below:

1. Obtain a release of information indicating the person authorizes release of the driving record to the church. The person's signature must be notarized. (This can be done at most banks.)
2. Along with the release, include the person's driver license number (or a photocopy of their license).
3. The cost for each driving record check is \$5.50. (Include a check with your request.)
4. If the request is taken to the office in Des Moines, the information is given immediately. If the request is mailed, allow approximately 3 days for processing.
5. Send the request along with the required materials (1-3) to:

IDOT  
100 Euclid Ave  
Des Moines, IA 50306

In Appendix H you will find a sample form that can be used both to obtain the needed release of information and to send to Des Moines to request the person's driving record. It is a good idea to make a copy of this form and put it in the person's file.

## Appendix H – **Forms to use when checking Motor Vehicle Records (driving record) in the**

**State of Iowa**

**State of Iowa – Driving Record Request**

TO: IDOT  
100 Euclid Ave  
Des Moines, IA 50306

FROM: Rector's Name  
Church Name  
Church Address  
Church Phone Number

I am requesting the driving record of \_\_\_\_\_ .

Driver's license # \_\_\_\_\_

I have included a check to IDOT for \$5.50

Below is a signed and notarized release of information.

Release of Information

I hereby give permission for the above requesting official to conduct a check of my driving record with the Iowa Department of Transportation. Any information maintained by IDOT may be released as allowed by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_\_\_ (date).

\_\_\_\_\_  
Notary Public in and for the State of Iowa

My commission expires \_\_\_\_\_

(Notary seal)

## Appendix I

### Guidelines for Appropriate Affection

The Diocese of Iowa is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate, otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered INAPPROPRIATE with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

## Appendix J

## Confidential Notice of Concern

Individual(s) of Concern: \_\_\_\_\_

Date of occurrence: \_\_\_\_\_

Time of occurrence: \_\_\_\_\_

Type of Concern:

Inappropriate behavior with a child or youth

Policy violation with a child or youth

Possible risk of abuse

Other concern:

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by: (Please print) \_\_\_\_\_

Telephone number: \_\_\_\_\_

Location and address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Once completed, please fax to the confidential fax line 515-277-0106.

Appendix K – **How to Check Other States' Criminal Records and Sex Offenders Registry**

## Information

### ALABAMA

AGENCY Alabama Bureau of Investigation  
Identification Unit - Record Checks

P. O. Box 1511

Montgomery, AL 36102-1511

(334) 260-1100 phone

(334) 395-4350 fax

jamespotts@gsiweb.net

WEBSITE [www.dps.state.al.us](http://www.dps.state.al.us)

#### CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

#### SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at [www.gsiweb.net](http://www.gsiweb.net).

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### ALASKA

AGENCY Department of Public Safety  
Records and Identification Bureau

5700 East Tudor Road

Anchorage, AK 99507

(907) 269-5511 phone

(907) 269-5091 fax

WEBSITE [www.dps.state.ak.us](http://www.dps.state.ak.us)

#### CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

#### SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (907) 269-5767.

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### ARIZONA

AGENCY Arizona Department of Public Safety  
Attn: Applicant Clearance Card Team

Mail Code 2200

P. O. Box 6638

Phoenix, AZ 85005-6638

(602) 223-2223 phone

(602) 223-2972(Attn: Applicant Team 1) fax

WEBSITE [www.dps.state.az.us](http://www.dps.state.az.us)

#### CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

#### SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (602) 223-2876.

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### ARKANSAS

AGENCY Arkansas State Police  
Identification Bureau

#1 State Police Plaza Drive

Little Rock, AR 72209

(501) 618-8500

(501) 618-8404 fax

WEBSITE [www.aps.state.ar.us](http://www.aps.state.ar.us)

#### CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

#### SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (501) 682-2222.

-----  
**CALIFORNIA**

AGENCY State of California  
Department of Justice  
Record Security Section, C-121  
P. O. Box 903387  
Sacramento, CA 94203-3870  
(916) 227-2928

WEBSITE [www.caag.state.ca.us](http://www.caag.state.ca.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (860) 685-8060.

-----  
**COLORADO**

AGENCY Colorado Bureau of Investigations  
690 Kipling Street, Suite 3000  
Denver, CO 80215  
(303) 239-4300 phone

WEBSITE [www.sor.state.co.us](http://www.sor.state.co.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (303) 239-4208.

The online Sex Offender Registry is available at [www.sor.state.co.us](http://www.sor.state.co.us).

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**CONNECTICUT**

AGENCY State of Connecticut  
Department of Public Safety  
Attn: Bureau of ID, Records Section  
1111 Country Club Road  
P. O. Box 2794  
Middletown, CT 06457-9294  
(860) 685-8480 (for Name and Date of Birth Check)  
(860) 685-8270 (for Fingerprint Check)

WEBSITE [www.state.ct.us/dps/](http://www.state.ct.us/dps/)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (860) 685-8060.

The online Sex Offender Registry is available at [www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm](http://www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm)

Currently, information on registered sex offenders is only available to law enforcement personnel. This law is being appealed before the U.S. Supreme Court.

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**DELAWARE**

AGENCY Delaware State Police  
State Bureau of Identification  
1407 N. Dupont Highway  
Dover, DE 19901  
(302) 739-5880

WEBSITE [www.state.de.us](http://www.state.de.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**

The online Sex Offender Registry is [www.state.de.us](http://www.state.de.us).

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**DISTRICT OF COLUMBIA**

AGENCY Metropolitan Police Department

Attn: Mail in Correspondence

300 Indiana Ave. N.W., Room 3061

Washington, DC 20001

(202) 727-4245

WEBSITE [www.ci.washington.dc.us](http://www.ci.washington.dc.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (202) 727-4407.

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**FLORIDA**

AGENCY Florida Department of Law Enforcement

P.O. Box 1489

ATTN: USB (User Services Bureau)

Tallahassee, FL 32302

(850) 410-8109

WEBSITE [www.2.fdle.state.fl.us](http://www.2.fdle.state.fl.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or on the internet.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (850) 410.8572.

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**GEORGIA**

AGENCY Georgia Bureau of Investigations

3121 Panthersville Road

Decatur, GA 30034

(404) 244-2770

WEBSITE [www.ganet.org/gbi](http://www.ganet.org/gbi)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The online Sex Offender Registry is [www.ganet.org/gbi](http://www.ganet.org/gbi).

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**HAWAII**

AGENCY Hawaii Criminal Justice Data Center

465 South King Street

Room 101 Administration

Honolulu, HI 96813

(808) 587-3100

WEBSITE [www.state.hi.us](http://www.state.hi.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (808) 587-3100.

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**IDAHO**

AGENCY Idaho State Police

Attn: BCI(Bureau of Criminal Identifications)

P. O. Box 700

Meridian, ID 83642

(208) 884-7134

WEBSITE [www.isp.st.id.us](http://www.isp.st.id.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (208) 884-7305.

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**ILLINOIS**

AGENCY Illinois State Police

Information and Technology Command

Bureau of Identification

260 North Chicago

Joliet, Illinois 60432-4075

(815) 740-5189

WEBSITE [www.state.il.us/isp/isphpage.htm](http://www.state.il.us/isp/isphpage.htm)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (815) 740-5211.

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**INDIANA**

AGENCY Indiana State Police, Central Repository

100 North Senate Avenue, Room N302

Indianapolis, IN 46202-259

(317) 232-8266

WEBSITE [www.in.gov/isp/lch](http://www.in.gov/isp/lch)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (317) 232-2560.

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**IOWA**

AGENCY Iowa Division of Criminal Investigation

Bureau of Identification

Wallace State Office Building

Des Moines, IA 50319

(515) 281-5138

(515) 242-6876 fax

WEBSITE [www.state.ia.us/govt/dps/dci/crimhist.htm](http://www.state.ia.us/govt/dps/dci/crimhist.htm)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (515) 281-4976.

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**KANSAS**

AGENCY Kansas Bureau of Investigations

Criminal Justice Information Systems Division

Attn: Adult Records(NCJRC)

1620 S. W. Tyler

Topeka, KS 66612-1837

(785) 296-8200

WEBSITE [www.kbi.state.ks.us](http://www.kbi.state.ks.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.  
SEX OFFENDER REGISTRY  
The online Sex Offender Registry is available at [www.kbi.state.ks.us](http://www.kbi.state.ks.us).

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KENTUCKY

AGENCY Kentucky State Police

Records Branch

1250 Louisville Road

Frankfort, KY 40601

(502) 227-8700

(502) 227-8734 fax

Website Website is unavailable at this time.

Criminal Background Check

Criminal background records are obtained through name and date of birth checks.

Sex Offender Registry

The Sex Offender Registry hotline is (502) 227-8700.

The Sex Offender Registry is only available with a criminal background check.

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LOUISIANA

AGENCY Louisiana State Police

Bureau of Criminal Identification and Information

P. O. Box 66614, Mail Slip 18

Baton Rouge, LA 70896-6614

(225) 925-6095

(225) 925-7005 fax

WEBSITE [www.state.la.us](http://www.state.la.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (225) 925-6100.

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MAINE

AGENCY State Bureau of Identification

42 State House Station

Augusta, ME 04333

(207) 624-7009

WEBSITE [www.state.me.us](http://www.state.me.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (207) 624-7100.

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MARYLAND

AGENCY Central Repository

CJIS

P. O. Box 32708

Pikesville, MD 21282-2708

(410) 764-4501

WEBSITE Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410)653-5690 or e-mailed to [sor@dpscs.state.md.us](mailto:sor@dpscs.state.md.us).

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MASSACHUSETTS

AGENCY Criminal History Systems Board

Attn: CORI unit

200 Arlington Street

Chelsea, MA 02150

(617) 472-2881 ext. 340

WEBSITE [www.state.ma.us/chsb](http://www.state.ma.us/chsb)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (978) 740-6400.

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MICHIGAN

AGENCY Michigan State Police

CJIC

7150 Harris Dr.

Lansing, MI 48913

(517) 322-1956

WEBSITE [www.michigan.gov](http://www.michigan.gov)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (517) 322-4939.

The online Sex Offender Registry is available at [www.mipsor.state.mi.us](http://www.mipsor.state.mi.us).

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MINNESOTA

AGENCY Minnesota Department of Public Safety

Bureau of Criminal Apprehension

Criminal Justice Information Systems Section

1246 University Avenue

St. Paul, Minnesota 55104

(651) 642-0670

WEBSITE [www.dps.state.mn.us](http://www.dps.state.mn.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry phone number is (651) 603-6748.

The online Sex Offender Registry is available at [www.doc.state.mn.us](http://www.doc.state.mn.us).

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MISSISSIPPI

AGENCY Mississippi State Department of Health

Child Care Facilities Licensure Central Office

P. O. Box 1700

Jackson, MS 39215

(601) 576-7613

WEBSITE [www.msdh.state.ms.us](http://www.msdh.state.ms.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (800) 222-8000.

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MISSOURI

AGENCY Missouri State Highway Patrol

Criminal Records and ID Division

P. O. Box 568  
1510 East Elm St.  
Jefferson City, MO 65102  
(573) 526-6153

WEBSITE [www.state.mo.us](http://www.state.mo.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through your local sheriff's department.

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MONTANA

AGENCY ID Bureau  
P. O. Box 201403  
Helena, MT 59620-1403  
(406) 444-3625

WEBSITE Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (406) 444-9479.

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NEBRASKA

AGENCY Nebraska State Patrol  
Attn: CID  
P. O. Box 94907  
Lincoln, NE 68509  
(402) 471-4545

WEBSITE [www.state.ne.us](http://www.state.ne.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (402) 471-8647.

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NEW HAMPSHIRE

AGENCY New Hampshire State Police  
James Hayes Safety Building  
10 Hazen Drive  
Concord, NH 03305  
(603) 271-2538

WEBSITE [www.state.nh.us](http://www.state.nh.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (603) 271-2663.

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NEW JERSEY

AGENCY New Jersey State Police  
Records and Identification Section  
P. O. Box 7068  
West Trenton, NJ 08625-0068  
(609) 882-2000

WEBSITE [www.state.nj.us](http://www.state.nj.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (609) 882-2000.

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NEW MEXICO

AGENCY Department of Public Safety  
4491 Cerrillos Rd.  
Santa Fe, NM 87504  
(505) 827-9181

WEBSITE [www.state.nm.us](http://www.state.nm.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (505) 827-9181.

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NEW YORK

AGENCY Office of Court Administration  
Criminal Search Intake Unit  
25 Beaver Street  
New York, New York 10004  
(212) 428-2810

WEBSITE [www.courts.state.ny.us](http://www.courts.state.ny.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (900)288-3838.

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NORTH CAROLINA

AGENCY State Bureau of Investigation  
North Carolina Department of Justice  
P. O. Box 29500  
Raleigh, NC 27626-0500  
(919) 662-4500

WEBSITE [www.state.nc.us](http://www.state.nc.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.  
SEX OFFENDER REGISTRY  
The online Sex Offender Registry is available at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

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NORTH DAKOTA

AGENCY North Dakota Bureau of Criminal Investigations  
Criminal Records Section  
4205 State Street (zip code is 58503)  
P.O. Box 1054  
Bismarck, ND 58502-1054  
(701) 328-5500

WEBSITE [www.ag.state.nd.us](http://www.ag.state.nd.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (701) 328-5500.

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OHIO

AGENCY Ohio Bureau of Criminal Identification

P. O. Box 365  
London, OH 43140  
(740) 845-2000

WEBSITE [www.state.oh.us](http://www.state.oh.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is only available with a criminal background check.

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**OKLAHOMA**

AGENCY Oklahoma State Bureau Identification

Criminal History Reporting

6600 North Harvey, Building 6, Suite 140

Oklahoma City, OK 73116

(405) 879-2528

WEBSITE [www.osbi.state.ok.us](http://www.osbi.state.ok.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (405) 228-2060.

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**OREGON**

AGENCY Oregon State Police

Attn: Open Records

Unit 11

P.O. Box 4395

Portland, OR 97208-4395

(503) 378-3070

WEBSITE [www.osp.state.or.us](http://www.osp.state.or.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (503) 378-3720.

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**PENNSYLVANIA**

AGENCY Pennsylvania State Police

Records and Identification Division

1800 Elmerton Avenue

Harrisburg, PA 17110

(717) 783-5492

WEBSITE [www.state.pa.us](http://www.state.pa.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (717) 705-4253.

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**RHODE ISLAND**

Agency Department of Attorney General Office

Attn: BCI

150 South Maine Street

Providence, RI 02903

(401) 421-5268

WEBSITE [www.state.ri.us](http://www.state.ri.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through name and date of birth checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline is (401) 421-5268 ext.2288

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SOUTH CAROLINA

AGENCY SLED (State Law Enforcement Division)

Attn: Records

P. O. Box 21398

Columbia, SC 29221

(803) 737-9000

WEBSITE [www.sled.state.sc.us](http://www.sled.state.sc.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

Criminal background records can be obtained online at [www.sled.state.sc.us](http://www.sled.state.sc.us).

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at [www.sled.state.sc.us](http://www.sled.state.sc.us).

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SOUTH DAKOTA

AGENCY Division of Criminal Investigation

Identification Section

500 East Capital

Pierre, SD 57501-5070

(605) 773-3331

WEBSITE [www.state.sd.com](http://www.state.sd.com)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (605) 773-3331.

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TENNESSEE

AGENCY Tennessee Bureau of Investigation

Records and Identification Unit - Applicant Processing

901 R. S. Gass Blvd.

Nashville, TN 37216

(615) 744-4000

WEBSITE [www.tbi.state.tn.us](http://www.tbi.state.tn.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (615) 744-4000.

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TEXAS

AGENCY Texas Department of Public Safety

Crime Records Division

P. O. Box 4143

Austin, Texas 78765

(512) 424-5664

WEBSITE [www.txdps.state.tx.us](http://www.txdps.state.tx.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (512) 424-2279.

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UTAH

AGENCY Utah Department of Criminal Identification  
3888 W. 5400 South  
Salt Lake City, UT 84114-8280  
(801) 965-4569

WEBSITE [www.bci.utah.gov](http://www.bci.utah.gov)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (801) 538-4003.

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**VERMONT**

AGENCY Vermont Criminal Information Center  
Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101  
(802) 244-8727

WEBSITE [www.dps.state.vt.us](http://www.dps.state.vt.us)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (802) 241-5400.

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**VIRGINIA**

AGENCY Virginia State Police  
7700 Midlophian Turnpike  
Richmond, VA 23235  
(804) 674-2000

WEBSITE [www.virginiatrooper.org](http://www.virginiatrooper.org)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry hotline is (804) 674-2000.

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**WASHINGTON**

AGENCY Washington State Patrol  
Identification and Criminal History Section  
P. O. Box 42633  
Olympia, WA 98504-2633  
(360) 705-5100

WEBSITE <https://watch.wsp.wa.gov>

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

**SEX OFFENDER REGISTRY**

The Sex Offender Registry is available through your local sheriff's department.

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**WEST VIRGINIA**

AGENCY West Virginia State Police  
Criminal Identification Bureau  
Records Section  
725 Jefferson Road  
South Charleston, WV 25309  
(304) 746-2100

WEBSITE [www.wvstatepolice.com](http://www.wvstatepolice.com)

**CRIMINAL BACKGROUND CHECK**

Criminal background records are obtained through fingerprint checks.  
SEX OFFENDER REGISTRY  
The Sex Offender Registry hotline (304) 746-2133.

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WISCONSIN

AGENCY Crime Information Bureau  
Record Check Unit  
P. O. Box 2688  
Madison, WI 53701-2688  
(608) 266-5764

WEBSITE <http://wi-recordcheck.org>

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (800) 398-2403.

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WYOMING

Agency Division of Criminal Investigation  
316 West 22nd St.  
Cheyenne, WY 82002  
(307) 777-7523

WEBSITE [www.wy.state.us](http://www.wy.state.us)

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (307) 777-7809.

Appendix L

Individual Form of Receipt

I hereby acknowledge that I have received a copy of the Policies and Procedures Concerning Sexual Boundaries of the Diocese of Iowa and that I understand the content of these Policies and Procedures.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

(All clergy, all lay employees and all volunteers who regularly supervise youth activities, *including* unpaid Sunday School teachers, and vestry members shall be furnished with a copy of these Policies and shall complete and sign a certificate evidencing the receipt of these Policies. A sample form of receipt is provided as Appendix L. Each Congregation shall retain the receipts among its permanent records and copies are to be provided to the Diocese of Iowa with the annual Church Information forms.)

Appendix M – Compliance Checklist for Congregations

Name of Church \_\_\_\_\_

Church location \_\_\_\_\_

- \_\_\_ 1. This Compliance Checklist is to be attached to a copy of the official minutes of the Vestry/Bishop’s Committee meeting documenting the annual review of the Policies and Procedures Concerning Sexual Boundaries in the Episcopal Diocese of Iowa.
- \_\_\_ 2. A personnel file has been established for every lay person who works with or around children or youth. The personnel files are kept in a locked cabinet in the church where there is reasonable assurance of privacy. (Documentation for clergy is to be kept in their personnel file in the diocesan office.)
- \_\_\_ 3. A standard application has been completed and placed in the personnel file of each person who works with our around children or youth.
- \_\_\_ 4. A criminal records check has been completed and placed in the personnel file of each person who regularly works with or around children or youth.
- \_\_\_ 5. A sexual offender registry check has been completed and placed in the personnel file for each person who works with or around children or youth.
- \_\_\_ 6. An individual interview has been conducted with each person who works with or around children and youth and documented in their personnel file.
- \_\_\_ 7. Reference checks have been completed on each person working with or around children or youth and documented in their personnel file.
- \_\_\_ 8. A motor vehicle driving record check has been completed and placed in the personnel file of each person who may be transporting children or youth.
- \_\_\_ 9. All church personnel who work with or around children or youth have completed the required level of Safeguarding God’s Children training. Documentation of completion of training has been placed in each person’s personnel file.

Date \_\_\_\_\_ Signature of Person completing Checklist: \_\_\_\_\_

Return Checklist to: Episcopal Diocese of Iowa, 225-37th Street, Des Moines IA 50312-4305

Appendix N – (These publications are no longer being printed in booklet form by Iowa's Department of Human Services; however, they are available online.)

Child Abuse – A Guide for Mandatory Reporters

[http://www.dhs.state.ia.us/policyanalysis/policymanualpages/Manual\\_Documents/Forms/comm164.pdf](http://www.dhs.state.ia.us/policyanalysis/policymanualpages/Manual_Documents/Forms/comm164.pdf)

*Dependent Adult Abuse – A Guide for Mandatory Reporters*

[http://www.dhs.state.ia.us/policyanalysis/policymanualpages/Manual\\_Documents/Forms/comm118.pdf](http://www.dhs.state.ia.us/policyanalysis/policymanualpages/Manual_Documents/Forms/comm118.pdf)

## **List of Appendices**

- A. Standard Application (including release form)
- B. How to Conduct a Criminal Background Check
- C. Forms Needed to Conduct Criminal Background Check in the State of Iowa
- D. How to check the Sexual Abuse Registry in the State of Iowa
- E. Forms need to check Iowa Department of Public Safety Sex Offender Registry
- F. How to Check References
- G. How to Check Motor Vehicle Records in the State of Iowa
- H. Form to use when checking Motor Vehicle Records (driving record) in the State of Iowa
- I. Guidelines for Appropriate Affection
- J. Confidential Notice of Concern
- K. How to Check Other States Criminal Records and Sex Offender Registries
- L. Sample Form of Receipt
- M. Compliance checklist for congregations
- N. Child Abuse – A Guide for Mandatory Reporters; Dependent Adult Abuse – A Guide for Mandatory Reporters