

DIOCESE OF PROVIDENCE CATHOLIC ATHLETIC LEAGUE COACHES BACKGROUND CRIMINAL INVESTIGATION PROCEDURE

PLEASE BE AWARE THAT **ALL** COACHES, ASSISTANTS, MANAGERS ETC., MUST SUCCESSFULLY COMPLETE A BACKGROUND CRIMINAL INVESTIGATION (BCI) IN ORDER TO COACH A CAL TEAM.

All parish and school coaches in Rhode Island must submit a notarized disclaimer and a legible copy of a photo ID **every three years**. Parish and school coaches in Massachusetts must submit a copy of a current CORI **every three years**.

All coaches (both new *and* renewals) must submit the notarized disclaimer prior to the beginning of their respective season.

Procedure for coaches:

- Complete the attached form.
- Have it notarized.
- Attach a copy of the **front and back** of your driver's license.
- Include a check (no cash) for \$5.00 **made payable to BCI**.
- Submit all to your parish or school, who will forward it to:
Office of Education and Compliance
- Keep a copy for your records

Coach will be notified ONLY if there is disqualifying information.

Please direct any questions to the CAL Administration Office at 942-6571.

Diocese of Providence

Diocesan Child Protection and Outreach Policy Personnel Screening Procedures

(As Referenced Under Section 4 of the Policy)

In conformance with Section 4 of the *Diocesan Child Protection and Outreach Policy*, the Bishop requires all diocesan and parish employees, volunteers and contractors who presently have, or anticipate having regular contact with children, to undergo a background investigation conducted by the Bureau of Criminal Identification of the Department of the Attorney General for the State of Rhode Island. Should the BCI investigation indicate the existence of disqualifying information (see appendix 1), the individual shall be deemed “disqualified” for assignment in this capacity either as an employee, volunteer or contractor of the diocesan or parish organization. In the absence of disqualifying information (and consistent with other selection criteria as may be applied by the employing organization), the individual shall be cleared for ministry, employment or volunteer program service.

PROCEDURE

The pastor or agency administrator may delegate responsibility for completing the following screening steps.

I. New Employees/Volunteers/Contractors:

- a. All prospective employees/volunteers/contractors will be given a copy of this policy to review in advance of completing step (b.) below.
- b. New employees/volunteers/contractors will complete the BCI disclaimer form, attach to it a copy of photo identification, have it notarized and return it to the diocesan agency or parish-designated representative prior to commencement of employment or volunteer service. The agency/parish may cover any related costs if they apply (NOTE: when an agency or parish is screening a large number of individuals, such as catechists for religious education or coaches for youth sports, it may wish to arrange for a convenient location, date and time for applicants to complete the disclaimer form in the presence of a notary to facilitate the process.)
- c. The agency/parish representative will collect the disclaimer form(s) with attachments and forward the forms to the **Office of Education and Compliance, 80 St. Mary’s Drive, Cranston, RI 02920**. The Office of Education and Compliance will review the forms for completeness and then forward them to the Bureau of Criminal Identification for processing.
- d. Upon completion of the background investigation by the BCI, the results will be forwarded to the Office for Education and Compliance for review and recording. The Office will then provide notification of results to the agency/parish representative. No employee, volunteer or contractor will be authorized to begin an assignment requiring contact with children until the Office of Education and Compliance has provided written notification of clearance to the sponsoring agency or parish.
- e. The Diocesan Personnel Screening Board will review all cases of disqualifying information. The board will meet periodically to review cases of disqualifying information, obtain additional information or clarification as necessary, and render a decision on the status of the applicant. The Office of Education and Compliance will notify all disqualified applicants in writing as to the nature of the disqualifying information on record.

II. Current Employees:

Employees currently working for diocesan agencies or parishes will not be required to undergo a criminal background screening unless and until such time as that individual leaves the employ of their current employer for employment with another diocesan or parish employer. At that time, the individual shall be subject to the procedures outlined under I. above.

Definitions

Diocesan / Parish Personnel: Men and women religious, deacons and laity in the employ of a diocesan agency or parish who have regular contact with children through diocesan or parish programs or activities. (Note: separate Diocesan policy directs that seminarians undergo a comprehensive screening and background check, and diocesan priests are monitored on an ongoing basis.)

Volunteer: Any person performing voluntary service for a diocesan agency or parish who is entrusted with the care or supervision of children. Examples of volunteer assignments involving regular contact with children may include but not be limited to the following:

- Parish catechists
- Youth ministry volunteers
- Youth athletic program coordinators, coaches and assistant coaches
- Youth program facility monitors, custodians or chaperones

Contractor: An individual who is retained by a parish or diocesan organization to provide services on a part-time or temporary basis. Examples of contract assignments involving regular contact with children may include but not be limited to the following:

- Substitute teachers, tutors or classroom monitors
- Educational or program consultants who will have direct contact with children
- Paid athletic program directors, coaches or mentors

Disqualifying Information

Convictions of any of the following offenses will disqualify an individual from having a “child contact” assignment within any agency or parish of the Diocese of Providence.

Offenses Against the Person

Murder
Voluntary Manslaughter
Kidnapping
Kidnapping with the intent to extort
First, Second or Third degree sexual assault
Assault on spouse
Assault on persons who are 60 or older
Patient abuse
Assault with intent to commit specified felonies
Felony assault
Domestic assault
First or Second-degree child abuse

Offenses Against the Family

Incest
Child snatching
Exploitation for commercial or immoral purposes

Public Indecency

Transportation for indecent purposes
Harboring
Prostitution
Pandering
Deriving support or maintenance from prostitution
Circulation of obscene publications and shows
Sale or exhibition to minors of indecent publications, pictures or articles
Child nudity

Drug Offenses

Any offense constituting a felony that is enumerated in Rhode Island General Law 21-28-1 et. seq. (The Uniform Controlled Substances Act)

Other Offenses

Burglary
Robbery
Larceny
Felony Banking Violations (RI Stat. Sec. 23-17-37)