

Appendix B

SCREENING INTERVIEW AND BACKGROUND CHECK PROCEDURE

The Episcopal Diocese of Milwaukee requires Screening Interviews and Background Checks of all clergy and paid employees. Volunteers who work with children and youth and those who perform pastoral ministries must also consent to Screening Interviews and Background Checks.

Abusive perpetrators, especially preferential perpetrators, are drawn to environments that enable them to carry out selection, grooming, and abuse. Responding to a steadily growing awareness of the link between past behavior and present actions, in 1998 President Clinton signed into law the Volunteers for Children Act, giving organizations that deal with children, elderly and the disabled, access to national criminal history records. When we take diligent advantage of this legislation, abusive perpetrators are made clearly aware that the Episcopal Diocese of Milwaukee insists on an environment that is not conducive for abuse.

The Screening Interview and Background Check conducted for clergy (priests and deacons), while equally thorough, is of a more specialized nature and involves the Bishop. Those procedures are not outlined in this manual. The following description applies to Screenings and Checks conducted for lay employees and volunteers.

THE SCREENING INTERVIEW

1. A Screening Interview is conducted before the Background Check. During the interview the applicant should be asked:
2. The task or type of task that interests the applicant, and why he or she is interested in this task.
3. A description of previous experiences, both generally and those that relate to the desired task what are his/her expectations of the church/agency, as related to this task.
4. Has he/she been charged with or convicted of any felonious or criminal offense, especially one of a sexual nature
5. To complete the standard application form (see below).

During the Screening Interview, the applicant should be provided with a copy of the Diocese of Milwaukee policies found in *Appendices A, B and C*.

THE SCREENING APPLICATION

A Background Check is initiated by the completion of a standard application form. The work provided by a volunteer is as valued as the work provided by a paid staff member. For this reason, both paid staffers and volunteers are expected to complete the same application.

GATHERING BACKGROUND INFORMATION

The success of the Screening and Check procedure depends on following up and conducting the reference checks listed on the application. The easiest way of conducting the check is to engage the services of a professional investigation firm. However, that route can be costly. With the assistance of the internet, it is possible to conduct the investigation for a very low cost, using present office staff or recruiting a knowledgeable volunteer. Of key importance is to be aware that the records produced as a result of the check are to remain confidential. The Screening application, and the replies resulting from the reference checks and reports, must be kept in a locked cabinet. Records stored electronically, on a computer or similar data storage system must be protected by a password.

The first step is to send out the reference letters. As a precaution, though, make a copy of the original, to be stored in the applicant's confidential file.

Next, check the State of Wisconsin Sexual Offender Registry (<http://offender.doc.state.wi.us/public/>). You can search by last name or by location. You will need to search by all names the person has used. **This should be done for all states where the applicant has lived in the past 10 years. To find websites for other states go to the FBI website (<http://www.fbi.gov/hq/cid/cac/registry.htm>).** The Sexual Offender Registry only lists individuals convicted of sexual offenses.

To check for other court proceedings, you can go to Wisconsin Simple Case Search (<http://wcca.wicourts.gov/simpleCaseSearch.xsl>). You can also type Wisconsin Simple Case Search into your search engine to get to this site. You must search by last name or at least the first three letters of the last name.

To access, please see *Appendix D*, Using CCAP and Milwaukee Municipal Court Internet Search Engines. If you live in the Milwaukee metro area, you will need to use their municipal court internet search engine. See *Appendix D* for details.

Note: It is important that you are not confused by the possibility of a duplicate name when doing a background. There can be more than one person with the same name in the country.

SPECIALIZED CHECKS

DRIVING RECORDS: indicated if the applicant will include driving, especially transporting others from one place to another.

To obtain the Wisconsin driving records for a person you will complete an information request for which is available at www.dot.wisconsin.gov/drivers/forms/mv2896.pdf. You must attach their consent in writing. See *Appendix C* for a sample consent form. If the person has had a driver's license from another state in the past 10 years, you will need to obtain that state's report as well.

CREDIT REPORTS: indicated if the applicant will be handling or overseeing significant amounts of money. A merchant member of your congregation or agency might be your best source for advice on the simplest, yet most productive way of researching an applicant's credit history.

YOUNG ADULT AND TEEN APPLICANTS: it is very likely that a young adult or teen may not have a list of previous employers and volunteer activities. School references are an acceptable substitute.

OF SPECIAL NOTE

The Episcopal Diocese of Milwaukee does not wish to entirely preclude those who may have criminal records from participating in a congregation's or agency's community. At the same time, it is imperative to be cautious. If the returning Background information raises questions of the applicant's appropriateness, the issues should be discussed with the Canon to the Ordinary.

APPLICATION FORM

Diocesan Policy requires that church personnel (paid and volunteer, clergy and laity) cooperate with a background check. Please, accurately and completely, provide the information requested on this form. Additional sheets may be attached, if needed. Thank you for your cooperation.

(PLEASE PRINT)

PARISH OR ENTITY NAME

ADDRESS

VICAR/RECTOR/LEADER

PHONE NUMBER

YOUR NAME

ADDRESS

CITY

STATE

ZIP CODE

How long at this address?

TELEPHONE

Home

Work

Cell

E-MAIL ADDRESS

Best time-of-day/day-of-week to contact you?

How long have you been a member of this congregation?

DRIVER LICENSE

State

Number

Expires

Are you legally eligible to work in this country? ____ Yes ____ No

Note: If chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.

If the answer to any the following questions' is yes, please explain on a separate sheet of paper.

Have you ever been accused of physically, sexually, or emotionally abusing a child or an adult?

Have you ever been accused or convicted of driving under the influence of alcohol or other impairing substance?

Have you ever been accused or convicted of a misappropriation of funds?

Have you ever been accused or convicted of a felonious offense?

Application Form, page 2

Please list all of your addresses during the past five years, including county name:

Address	City	State & Zip	County

FOR WHAT POSITION ARE YOU APPLYING?

WHAT INTERESTS YOU ABOUT THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING?

WHAT HAS PREPARED YOU FOR THE POSITION FOR WHICH YOU ARE CURRENTLY APPLYING?

You will be asked to sign letters addressed to each of the following references and contacts, permitting the individual to reply to our request for information. Your cooperation is appreciated. Thank you.

Application Form, page 3

REFERENCES

Please provide the names, addresses, and phone numbers of three references. Please submit the name of only one family member as reference.

Name & How Known	Address	City State & Zip	Telephone Number

VOLUNTEER EXPERIENCES

Please list all the organizations for which you have volunteered during the previous five years, describing the nature of your volunteer activity. Provide, also, the name of a contact person with each organization, including that person's address and phone number. Additional sheets may be attached, if needed.

Organization & Activities	Contact Person Address Telephone Number	Dates of Volunteer Work	Are you still active with this organization? If no, please indicate the reason for leaving.

Application Form, page 4

EMPLOYMENT EXPERIENCES

Please list all your places of employment for the previous five years, describing the nature of your job and the reason you left that employer. Provide, also, the name of a contact person with each organization, including that person's address and phone number. Additional sheets may be attached, if needed.

Employer & Description of Work	Contact Person Address Telephone Number	Dates of Employment	Reason for Leaving

REFERENCE QUESTIONNAIRE

NAME

ADDRESS

CITY-STATE-ZIP

PHONE

I have submitted an application for a position as employee or volunteer (please circle) with _____ (Church/Agency) and gave your name as a reference. I hope to work as a _____. This letter, bearing my signature, indicates that I give you my consent to answer the following questions, and to provide information to the above-named Church or Agency and to the Episcopal Diocese of Milwaukee. This consent is valid for one from the date signed.

Sincerely,

Signature

Date

The churches and agencies within the Episcopal Diocese of Milwaukee are strongly committed to reducing the risk of sexual misconduct. In support of that commitment, clergy, employees, and volunteers agree to participate in Background Checks and to seek references from individuals such as you. PLEASE NOTE: This form is used for both volunteers and paid staff; receipt of this form does not necessarily imply that the applicant is contemplating a change in his/her present employment.

Please complete the following questionnaire at your earliest convenience and return it in the provided envelope. The information gathered from this questionnaire is held in confidence, as the law provides. If you have any questions or concerns regarding this application please contact me at _____.

Thank you,

Rector/Vicar, Program Director, Volunteer Coordinator

Date

REFERENCE QUESTIONNAIRE, page 2

Applicant	Position
Address	Phone
Church/Agency	Address
Contact Person	Phone
How long have you known the applicant?	
In what capacity do you know the applicant?	
Are you aware of any problems that might limit the applicant's suitability or ability to fulfill the requirements of the above job? (If yes, please explain; use additional sheets, if needed.)	
<p>This is the Policy of the Episcopal Diocese of Milwaukee:</p> <p>Sexual Misconduct is prohibited in the congregations, agencies, schools, and programs of the Episcopal Diocese of Milwaukee. This includes, but is not limited to, sexual abuse, sexual contact, sexual involvement, sexual exploitation, and sexual harassment.</p> <p>In reference to this policy, please check one of the following:</p>	
<input type="checkbox"/> I do not know, nor do I have reason to know, that this applicant has ever engaged in sexual misconduct	
<input type="checkbox"/> I have the following information regarding the possibility that the applicant has engaged in sexual misconduct. (If checked, please provide details; use additional sheets, if needed)	
<p>Would you recommend the applicant for work in a setting such as ours? If so, why? (Please use additional sheets, if needed)</p>	

