



## DIocese OF ST. PETERSBURG

Pastoral Center

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### MEMORANDUM:

FROM: Safe Environment Program Office

TO: All Diocesan Entities, Non-Diocesan Entities, Diocesan Contractors/Vendors, State and Federal Service Providers, Memorandum of Understanding Service Personnel, and other organizations and individuals wish access to children, youth, or vulnerable adults of the Diocese of St. Petersburg

SUBJECT: Safe Environment Program Certification Upgrade Announcement

DATE: January 10, 2016

Effective this date, the Safe Environment Program (SEP) Office is revising its background screening and SEP training certification processes for adults who wish to have unsupervised access to children and youth. These changes also affect Eucharistic Ministers of Holy Communion (to the Sick and Shut-in/Pastoral Care Providers (aka Vulnerable Adult SEP Training).

### BACKGROUND SCREENING:

The diocese will continue to perform fingerprint-based FBI/FDLE (AFRNP) Level 2 criminal history background checks under the Volunteer, Employee Criminal History System (VECHS) supplemented by the Applicant Fingerprint Retention Notification Program (AFRNP) on all employees as a condition of employment and on all Covered Volunteers. This criminal history screening process will also continue to be performed on all contractors (aka vendors, consultants, and licensees), Memo of Understanding personnel, state/federal employee service providers, and others who wish to have access to children, youth, or vulnerable adults on diocesan property or within diocesan programs. The diocese will also screen individuals for non-diocesan entities by special arrangement. (See Attachment #1 – DOSP SEP Training and Background Screening Requirements.

See Attachment #2 – Fingerprinting Instructions for revised online registration instructions for submitting fingerprints to initiate the background screening process outlined above. Please be aware that these are new online registration and payment instructions.

### SAFE ENVIRONMENT PROGRAM TRAINING (Available Online Only):

- Safe Environment Program Training for Unsupervised Access to Children and Youth (SEP-CY)

Safe Environment Program Training (diocesan child safety training) for unsupervised access to children and youth is required by the Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults for all employees as a condition of employment regardless of access to members of a vulnerable population. This training is available online only – live training has been discontinued. An individual who is authorized to have unsupervised access or to have the care, responsibility, and or supervision of a child, youth, or vulnerable adult must have a current FBI/FDLE (AFRNP) Level 2 Background check and must be current in Safe Environment Program training as indicated in Attachment #1.

SEP-CY training is also required for all other adults who wish to have unsupervised access to children and youth or to have the care, responsibility, and or supervision of a member of a vulnerable population. “All other adults” includes contractors, (aka vendors, consultants, and licensees), Memo of Understanding personnel, state/federal employee service providers, and others who wish to have unsupervised access to or to have the care, responsibility, and or supervision of children, youth. (See Attachment #1 for specific SEP training requirements)

- Safe Environment Program Training for Unsupervised Access to Vulnerable Adults
  - Safe Environment Program Training for Eucharistic Ministers of Holy Communion (to the sick and Shut-in) and Pastoral Care Providers (EMHC/PCPs) also known as Vulnerable Adult Training (SEP-VA) is required for all adults who wish to have unsupervised access to vulnerable adults in order to provide services as a ministry. The Diocesan Office of Worship provides training for EMHC/PC regarding the administration of the Rites of Holy Communion outside of Mass. Please see Attachment #1 for specifics.
  - For all others, the level of vulnerable adult training required depends on the job title or position of the individual. Please see the Attachment #1 for specifics.

Please be aware that there are new online Safe Environment Program Training instructions. See Attachment #3 for online SEP training for unsupervised access to vulnerable adults.

For questions, please contact the Safe Environment Program Office at 727-344-1611, Ext. 5303 or Ext. 5377 by phone. To reach the office by email, please use [emh@dosp.org](mailto:emh@dosp.org) or [ag@dosp.org](mailto:ag@dosp.org). For detailed information on the Safe Environment Program and certification requirements, please go online to the diocesan website at <http://dosp.org/safe-environment/about/>.

Attachments:

1. DOSP Safe Environment Program Training and Background Screening Requirements – dated 1/10/2017
2. Fingerprinting Instructions – dated 1/10/2017
3. Safe Environment Program Online Training Instructions – dated 1/10/2017

**Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults  
Safe Environment Program Training (SEP) and Background Screening Requirements**

(Attachment #1, January 10, 2017)

Job/Position Title	CMG SEP Training for UA to CY & VA Required?	DOSP EMHC Training Required?	Parish EMHC Training Required?	FBI/FDLE (AFRNP) Level 2 Background Check Required by DOSP?	Reference Check Required?
<i>See Table of Abbreviations Below</i>					
All Employees	Yes	No	No	Yes	Yes (Performed by DOSP employer)
All Volunteers with CRS or UA to CY	Yes	No	No	Yes	Yes (performed by DOSP organization)
All EMHC Volunteers with CRS or UA to VA	Yes	Yes	Yes	Yes	Yes (performed by the parish)
All Pastoral Care Providers	Yes	No	No	Yes, if they have UA to VA	Yes (performed by the parish)
All Contractors * with CRS of CV/VA	Yes	No	No	Yes	N/A
All Contractors with UA to CY/VA	Yes (or be under escort at all times)	N/A	N/A	Yes, if not under escort at all times	N/A
All Contractors without UA to CV/VA	No	No	No	No	N/A
Clergy (priests and deacons)	Yes	No	No	Yes	N/A
Religious	Yes	Yes	No	Yes	N/A
Seminarians	Yes	Yes	Yes	Yes	Yes (performed by Seminary)
Non-Diocesan Entities	Yes	Possibly	Possibly	Yes	Organizational Dependent

**Table of Abbreviations:**

CMG – Catholic Mutual Group Online Safe Environment Program Training  
 CRS – Care, Responsibility, and or Supervision  
 CY – Children and Youth  
 DOSP – Diocese of St. Petersburg  
 EMHC – Eucharistic Minister of Holy Communion (to the sick and shut-in) (Training provided by the Diocesan Office of Worship)  
 UA – Unsupervised Access  
 VA – Vulnerable Adults

**LEGEND**

*\*The term "Contractors" includes: Vendors, Consultants, Licensees, MOU personnel, state/federal employees, and other personnel who provide products or services to the Diocese of St. Petersburg or its members*

Attachment #1 to (1) SEP Certification Upgrade Announcement and (2) SEP Online Training Announcement and Access Instructions both dated 1/10/2017