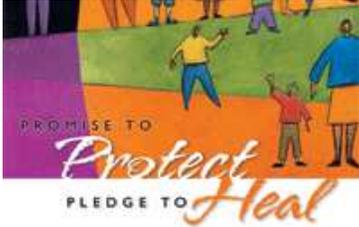


# TROOP 608 BSA

## Diocese of Pensacola-Tallahassee Training and Fingerprinting Requirements for Adult Leaders

- i. **Abuse Training.** As a Boy Scout Troop we must follow all of the guidelines prescribed by the Boy Scouts of America. Additionally, since our Troop is sponsored by the Cathedral of the Sacred Heart, which is part of the Catholic Diocese of Pensacola-Tallahassee, we must also comply with Diocesan requirements for volunteers. All leaders must complete, every 5 years, an appropriate abuse training approved by the Diocese. The current training is called “Shield the Vulnerable” and is completed online. For this reason, it is imperative that all registered adult leaders complete this training as soon as possible. To take this training course, visit <http://www.shieldthevulnerable.org>. Once you are on the site, register as an adult. Select “Catholic Diocese” and then select “Pensacola-Tallahassee.” When asked about your Diocesan affiliation, select “Volunteer” as your type and “Parish” as your location type. Select “Pensacola” for where located and then choose “Cathedral of the Sacred Heart” as your location name. Select “Other (not listed)” as your Primary Position. You need to complete courses entitled “Recognize & Report Child Abuse” and “Detecting Predators.” The courses will take about one hour, and if you need to stop before completing, you can return to the site and continue at any time. Once you have completed these courses, please print your certificate of completion and submit it to Erin Hernandez or Doug Parker for recording in TroopMaster.
  
- ii. **Fingerprints and Background Screening.** All volunteer leaders must have a Diocesan-approved background check completed every 5 years. Please note that this process has changed in the last couple of years, and that the Diocese now no longer retains the fingerprints. This process includes signing the waiver form, submitting it to Jim Matson, and having your fingerprints taken. Fingerprinting sessions are scheduled periodically at troop meetings, and you can also schedule an appointment have your fingerprints taken locally at the UPS Store on Cervantes Street. See the attached flyer with complete information about this process.

# Diocese of Pensacola-Tallahassee Charter Requirements for the Protection of Children, Young People and Vulnerable Adults



**Safe Environment course online at  
[www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)**

“Shield The Vulnerable” is an online safety education and prevention program that will provide Safe Environment training to those employed or volunteering for our Diocese. This training will help employees and volunteers to recognize, report and prevent abuse of children or vulnerable adults. All Diocesan employees must complete courses #1 & #2 before employment begins. All volunteers entrusted with the care or supervision of children or vulnerable adults must complete courses #1 & #2 before volunteering may begin. All individuals serving on any school advisory committee shall also complete courses #1 & #2. If a volunteer’s ministry only includes vulnerable adults they may substitute course #3 for #1.

Shield The Vulnerable offers the following courses:

1. *Recognize, Report & Prevent Child Abuse*
2. *Detecting Predators: GUARD the Children*
3. *Recognize & Report Vulnerable Adult Abuse*
4. *Cyber Bullying*
5. *Eliminating Bullying*
6. *Cyberspace: Risks and Solutions*

Contact your supervisor for confirmation on any additional course requirements unique to your position.

Individuals must be re-certified every five years with a safe environment course approved by our Diocese.

Individuals who already have taken two main safe environment courses within the last five years are still considered compliant. These courses were: *Abuse Prevention* and *Teaching Prevention*.

All Diocesan **Parishes** please use these Codes: **Codes are case sensitive**

Code for Fingerprinting as an **Employee** = **FPDioceseParishEmp**

Code for fingerprinting as a **Volunteer** = **FPDioceseParishVol**

Website to make your fingerprint appointment is:

[www.fieldprintflorida.com](http://www.fieldprintflorida.com)

**A Motor Vehicle Report (MVR) is to be completed and approved for all employees and volunteers driving on behalf of the Diocese.**

**All Diocesan Employees and Volunteers are required to have a Level 2 Criminal Background Search completed and approved before employment or volunteering may begin.**

Steps to take to complete a Level 2 Criminal Background Search:

1. Visit the diocesan site that you will primarily be employed or volunteering. Use this site name and code for your Level 2 Criminal Background Search.
2. Register online to make an appointment to be fingerprinted. Fill out all information required online.
3. Print the barcode and bring with you to the fingerprint appointment.
4. Bring to your fingerprint appointment the same Government issued ID you used online.

Once fingerprinted, your results of approved or not approved will be placed into the Diocesan database.

If not approved, your site supervisor will be notified and inform you as well. You may use the formal appeal process with the Office of Safe Environment. See the “Policy and Procedural Guidelines relating to screening of Church Personnel” on the Diocesan website. [www.ptdiocese.org](http://www.ptdiocese.org)

**Please use the code provided to you from this site as each code is unique to each site.**

Individuals must meet these requirements:

- Three years of clean driving record history or less than six points on their license within the last year
- Must be at least 21 years old to drive a diocesan vehicle.
- Must be at least 25 years old to drive children and youth.
- Must be a Florida licensed driver
- Must have \$100,000/\$300,000 car insurance liability
- Complete a Level 2 Criminal Background Search and complete two safe environment courses.
- Must not have any medical condition nor be taking any medications that would impair their ability to operate a motor vehicle
- Submit a MVR form, a legible copy of Driver’s License and a Certificate of Insurance / Verification of Coverage from insurance provider to the Office of Safe Environment/HR Department.

The Diocese uses A.J. Gallagher Risk Management Services, Inc., an outside source to check driving records of all drivers whose information is submitted. A.J. Gallagher, Inc. cannot share information but only communicate the results based on the agreed upon underwriting criteria as to approved and not approved.



Here is how to schedule your fingerprinting appointment:

1. Log onto the [www.fieldprintflorida.com](http://www.fieldprintflorida.com) website to schedule your appointment.
2. You will create a secure username/password to enter the system. Password must be at least 8-16 characters long and contain 1 capital letter, 1 lower case letter, 1 number and 1 special character (!@#%\$\*) may not contain the word "password". Password is case sensitive.
3. Reason why you need to be fingerprinted is the first answer in the dropdown box: FL-AHCA/DCF/VECHS
4. Use the provided Fieldprint Code to gain access to the online scheduling tool:

**Parish Fieldprint Codes only:**

Employment purposes: **FPDioceseParishEmp**

Volunteer purposes: **FPDioceseParishVol** ← Troop 608 leaders:  
use this code

**Please note the access code IS case sensitive.**

5. Provide your Personal and Demographic Information. The information requested on the scheduling site is the information required by the FDLE/FBI in order to process the criminal search. Employer would be the place you will be working or volunteering within the Diocese. If you do not know the address or phone of the site, enter your home address and number again.
6. Schedule your fingerprint time you would like to have and select a location. Make your appointment. If you need to change or cancel appointment please do so before 48 hours of your appointment time. Not cancelling or not showing for your appointment will incur you a \$15.00 fee.
7. If you have any issues or questions, you may contact our customer service team at (800) 799-1067 or at [CustomerService@fieldprint.com](mailto:CustomerService@fieldprint.com). You may also contact Jeanne Blake at (850) 435.3570 or [blakej@ptdiocese.org](mailto:blakej@ptdiocese.org)
8. Please print the appointment confirmation number or write this number down and bring it with you to the fingerprint site. Also, bring two forms of ID, one being a photo ID.

Troop 608 Volunteer Leaders: Please complete and sign this form and submit to Jim Matson, Chartered Organization Representative. You may turn the form in at any troop meeting.

Form A

Florida Department of Law Enforcement  
Criminal Justice Information Services Division/User Services Bureau



**VECHS WAIVER AGREEMENT AND STATEMENT**

Volunteer & Employee Criminal History System (VECHS)  
for Criminal History Record Checks  
under the National Child Protection Act of 1993, as amended,  
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (enter Name of Qualified Entity) Diocese of Pensacola-Tallahassee to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me has previously been requested by:

\_\_\_\_\_  
(Name and Address of Previous Qualified Entity) (Year of Request)

I  have OR  have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I  do OR  do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee  Volunteer  Contractor/Vendor

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

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: Diocese of Pensacola-Tallahassee

Address: 11 North "B" St Pensacola, FL 32502

Telephone: 850-435-3570 Fax: \_\_\_\_\_

FDLE Assigned Qualified Entity Number: 17040002 /17040043

ORIGINAL - MUST BE RETAINED BY QUALIFIED ENTITY