

YOUR CHURCH

Children"

CHILD SAFETY GUIDELINES



“But if anyone causes one of these little ones who believe in me to sin,
it would be better for him to have a large millstone hung around
his neck and to be drowned in the depth of the sea.”

Matthew 18:6



ce.foursquare.org

FOURSQUARE CHRISTIAN EDUCATION • INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL
1910 W. SUNSET BLVD. STE. 500 • PO BOX 26902 • LOS ANGELES, CA 90026 • PH. 213.989.4270

Thank you for caring about the safety of children!



Every pastor and church leader shares this concern. The young lambs of the congregation deserve to grow in Christ in a safe, healthy church home. As we strive to create healthy churches with spiritual and physical growth, we would like to encourage you to create healthy environments and relationships, both of which have a direct effect on the success of every church.

As a movement, Foursquare leaders must also share concern for fiscal responsibility. The mere fact that every church has developed and implemented child safety policies will be the single factor in saving literally tens of thousands of dollars every year in insurance premiums. The savings directly affects the ministry dollar that remains in the local church to reach others with the good news of Jesus' love. To help us document our progress and save even more, we need your help.

Please tell us how your church is doing in the area of child safety. Complete the response card below. It has been perforated and pre-addressed. All you need to do is check some boxes, complete your church information, and drop it in the mail. What could be easier? The printing cost of **Your Church a Safe Place for Children** and the expense to mail it to you has been shared by Foursquare Christian Education and the ICFG Insurance Fund. Our hope is that children will be lovingly cared for, disciplined in the ways of the Lord, and grow to be the healthy leaders of the church of tomorrow.

In gratitude,
Rod Light, rlight@foursquare.org
National Minister, Foursquare Christian Education

Jesus said

"Let the little children come to me"
...don't hinder them.

Please indicate the level of participation that best describes the response of your church to child safety. Then, return the self addressed postcard to Foursquare Christian Education.

- Our church has developed and uses a child safety policy.
- Our church will develop and use a child safety policy within the next ___ months.
- Our church will use/has used the following resource in the development and implementation of our child safety policy.

Church Name _____

Street _____

City _____ Zip _____

Code# _____





Making Disciples

ce.foursquare.org

Foursquare Christian Education • 888.635.4234, ext. 4270
1910 W. Sunset Blvd. Suite 500, Los Angeles, CA 90026

**PLACE
STAMP
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**Foursquare Christian Education
PO Box 26902
1910 W. Sunset Blvd., Suite 500
Los Angeles, CA 90026-0176**

“Your Church A Safe Place”

“But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depth of the sea.” Matthew 18:6

Dear Pastor,

Jesus’ words are strong and clear. The importance cannot be minimized. Pastors throughout the nation agree they want safety policies in place to further effective ministry. The undesirable alternative, of course, is the potential disruption of ministry, an abuse of personal trust and financial calamity for the people and churches we serve.

The information contained in this manual will help ensure safe, fruitful relationships -- the foundation of effective ministries. To be effective, however, these guidelines must first become uniquely yours. They must translate into policies that are embraced by your leaders and then implemented by everyone in your church.

We invite you to review this manual. Then, make a special invitation to one of your most trusted leaders to read the material in detail and begin to develop a safety team and the necessary policies to ensure that your church is, indeed, a safe place for children!

We stand ready to support you in this process!



Rod Light,
National Minister, Foursquare Christian Education

We are grateful for the significant contribution to the development and presentation of earlier editions of these safety guidelines by Rick and Patti Wulfestieg.

Editor's note: The following resolution conveys a corporate affirmation of Foursquare pastors and leaders to implement and encourage the safety policies included in this manual.

CORPORATE RESOLUTION REGARDING THE SAFETY OF CHILDREN

Providing a safe, secure and happy environment for children takes diligent oversight and heart-felt conviction that children deserve the best. Included here is a copy of a resolution regarding the safety of children adopted April 3, 1991, during the International Church of the Foursquare Gospel Convention in Van Nuys, California.

- WHEREAS the Holy Scripture declares children are a heritage from the Lord; and
- WHEREAS the Creator has made mankind in His image and sanctified human life with eternal destiny; and
- WHEREAS our Lord Jesus Christ received little children and clearly taught us that "of such are the Kingdom of Heaven;" and
- WHEREAS both a severe warning against offending little ones and solemn commandments to protect, nurture and teach our children are evident throughout the Word of God;

THEREFORE BE IT RESOLVED

- THAT the safety of the child be defended and sacred value of each individual be taught in the writings, the witness and the work of the International Church of the Foursquare Gospel;
- THAT we subscribe to a gracious balance between the safety of each individual and the responsibility to parental, civil and Church authority;
- THAT we boldly declare our belief that each child has the right to life, liberty and fulfillment in the pursuit of happiness according to the precepts of the Bible; and
- THAT together we demonstrate a deep respect for human life, a firm commitment for future generations to have access to Christ's calling and an entrance into His eternal Kingdom.

Present the Need

“Christians should be aware that church is a good place for a perpetrator to target potential victims. People are not suspicious enough... Sometimes we are not cautious enough about who we let have access to our children.” Bill Anderson, author of When Child Abuse Comes to Church.

One of the keys to implementing a successful child safety plan is PRESENTATION. It is communicating the very heart of Jesus with sensitivity and wisdom. The fundamental goal is to reduce the risk of child abuse and ensure intervention if it does occur within the boundaries of the local church.

Develop a project timeline for your church safety policy. Take small steps at first, if needed, but begin the process. For example, using a volunteer application and checking personal references may be a more practical first step than fingerprinting everyone on your church leadership team. Take a first step and add other steps to your timeline when they can be realistically accomplished.

Here are the key components to consider when developing your timeline and your church safety policy:

- ▶ Educate (yourself, congregation, staff)
- ▶ Create (a safety team, objectives, resources)
- ▶ Relate (use specialists, gather information, advertise your desire for safety in your ministries)

“Could I climb to the highest place in Athens, I would lift my voice and proclaim: ‘Fellow citizens, why do ye turn and scrape every stone to gather wealth and take so little care of your children to whom one day you must relinquish it all?’”

Socrates c. 420 B.C.

**“Keep me, O Lord, from the hands of the wicked; Preserve me from violent men, who have purposed to make my steps stumble.”
Psalm 140:4 (NKJ)**



Educate

- Yourself by reading *Your Church A Safe Place*.
- Your congregation to the importance of safety guidelines. through case studies or current news articles about the subject of child molestation.
- Your workers about the need to cooperate with new expectations.



Create

- A committee of people who can lead and influence (staff and non-staff).
- A church statement of purpose.
- Procedures, forms and applications for workers.



Relate

- Ask a specialist in child services, medicine or law enforcement to help communicate the importance of child safety in the church.
- Advertise the church's regard for the safety of children. Your child safety program will send a clear message of concern to parents and a warning to possible predators.



Yourself, as the overseer

Before making a presentation, understand the potential danger of child sexual abuse and why churches must have an activated plan for reducing the risk of child sexual abuse and child endangerment. Some of the information used to set church policies will have to be researched according to your local and state law enforcement agencies, local health department, Center for Disease Control, the church's insurance carrier, etc. Realize the potential danger of child sexual abuse and child endangerment. Understand the biblical mandate as to why churches must do something to prevent harm and abuse from occurring.

Some frightening statistics regarding child molestation.

One-in-five girls and one-in-seven boys are molested before the age of 18.

Ninety-percent of the time, the child molester is not a stranger to their victim.

Many of those who abuse children within the church have been members for many years. (Churches' Child Protection Advisory Service)

Four million convicted child molesters live in the U.S. (That averages out to 1 per square mile).

Nearly one-third of child-victimizers had never been arrested prior to the current offense.

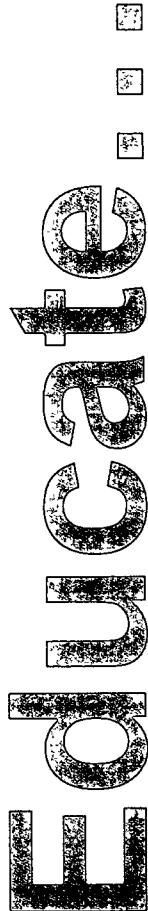
Something to think about:

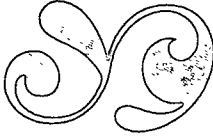
Do children in your church suffer from food allergies?

Are you familiar with the people the child can be released to when class time ends?

Do parents leave sick and infectious children in the nursery or classroom?

These are situations that many churches encounter, yet church staff is sometimes unable to handle such situations effectively. This resource will help you think about the child safety issues your church staff faces and guide you through the problem solving process.





The congregation

Why should my church be concerned?

Some of the main concerns or reasons that churches feel they don't need preventative procedures are:

1. Everyone knows everyone else.

It is difficult to believe that someone in the church would hurt a child. One church learned that one of its outstanding, well-liked members had not only molested a teenager in the church, but also other teenagers. His wife and daughter had no knowledge of his abusive behavior. The Churches' Child Protection Advisory Service has discovered that many cases of molestation in the church are perpetrated by long time members.

2. Many people do not want to submit to background checks because they have already proven themselves.

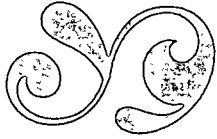
This is why it is important to have key people on your committee. All of whom submit to background checks as a model. They can influence others who might otherwise be reluctant to participate. Also, it is imperative that all information from the background checks remain confidential. Assign only one or two people to process the information and keep the information under lock and key.

A point to ponder: If you had a young child attending this church, wouldn't your confidence in Children's Ministry be increased if you knew every teacher and assistant had been willing to submit to a background check and they were competent to care for your children?

3. Due to past abuse or distrust of government, some find background checks intrusive.

Is anything more intrusive than being molested by an adult who is supposed to help protect children? Many adults (especially women) have been molested as children. It is a humiliating experience. This information will NOT disqualify a person from teaching. All information must be kept confidential. How the person chooses to answer the applications questions is their decision. The church's legal and moral responsibility is to ask the questions. In the case of past criminal behavior, forgiveness is mandatory; however, placing such a person in the arena of children's ministry is not wise, nor scripturally sound.

As far as not wanting to give information to government agencies, this is unavoidable. If a person has a driver's license or credit card, pays social security taxes, or rents an apartment, then the government already has their information. Reaffirm the church's responsibility to confidentiality.



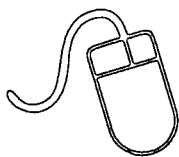
Your paid and volunteer workers

Defining sexual abuse

The National Center on Child Abuse and Neglect defines child sexual abuse as: "Contacts or interactions between a child and an adult when the child is being used for the sexual stimulation of that adult or another person. Adolescents and children can also be perpetrators, and an age spread of three years between the victim and perpetrator is sometimes used as a guideline for determining abuse."

Requiring people to participate in your child safety program accomplishes four things

1. It sets up a barrier for a child molester. Molesters are very devious people. They have been successful in keeping their sin secret.
2. It protects the church from lawsuits. A court will decide a case based on whether "a reasonable effort" was made to protect the children in your care.
3. It educates volunteers and staff members. They know what the church expects, how to care for the children, how to protect themselves, and how to respond to emergencies.
4. It sets a higher standard. As representatives of Jesus Christ, the church's primary goal should be to nurture and protect children from sexual exploitation, abuse and manipulation.



a safety team

Benefits of a Team

To create awareness of the need for child safety policies, secure support from the church leadership. The pastor or respected members of the church council can be valuable assets when convincing workers and church members of this need.

Form a safety team which includes parents, teachers/workers and staff. Keep the team small, but inclusive. A team should have a minimum of three people, but no more than ten to be manageable.

Establish Objectives

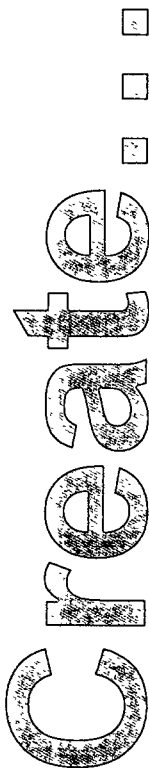
This team will help initiate your child safety policy statement and your goals and objectives. They will also help present the policy to the congregation. These people should show commitment to the complete process, be proactive in their prayer life, able to keep information confidential, and be diplomatic when handling difficult questions or situations.

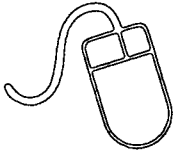
There are several advantages to a church when establishing a statement of policy and procedures. Such written policies help insure:

- continuity - as people change, such a plan will help new volunteers and workers.
- the legal and physical protection of the church, the paid staff, the volunteers, and the children.
- church sponsored events run smoothly.
- the church remains proactive rather than reactive.

Some of the objectives and policies to be decided by this safety team should include:

- defining sexual abuse
- appropriate supervision of children
- application and screening procedures
- mandatory reporting guidelines
- medical and natural disaster emergency plans





A Statement of Purpose

1. When people read your statement of purpose, ask yourself, "What will they read between the lines?"
2. Express everything from a positive perspective.
3. What do you want; why do you want it?
4. Keep it to 100 words or less.
5. The policy should be approved, dated, and signed by the church council and leadership.

Sample purpose statements:

Sample 1: "As a church, we believe that the spiritual, emotional, and physical well being of children is vital. Our Child Safety policy is intended to ensure that church activities involving children are consistent with the teachings and example of our Lord Jesus Christ and with the Christian tradition of nurturing children."

Sample 2: "We take the issue of child safety very seriously. We have done everything in our power to ensure the learning environment of our children, promote physical and emotional safety. All volunteers and workers have been screened, interviewed, and trained in order to serve your children and bring them into a relationship with their loving Heavenly Father."

Sample 3: "A safe environment for them, and peace of mind for you."

Sample 4: "Our church desires to be a safe place for all children who attend. We believe that preventive steps can be taken to promote the safety of children and those who volunteer to work with them."

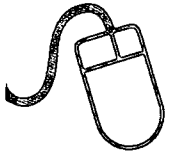
Sample 5: "We have adopted a needed prevention program to reduce the possibility of child sexual abuse occurring in this congregation. It will employ both education and new policies. Effective education will be implemented to safeguard children, youth, and workers. The guidelines and policies in this pamphlet are only part of the many faceted effort we will utilize to protect our children. Prudent policies, proven successful in other situations, are being implemented and are currently being disseminated by the staff to all who work in these critical areas. Let our 'it could never happen here' attitude become one of 'we won't let it happen here!'"



Policies and Procedures

Listed below are many of the components that should be discussed in your policy handbook. Further information for each of these components is available on the following pages.

1. Job Descriptions
Duties and expectations from paid and volunteer workers
2. Screening paid and volunteer workers
Needed information for applications
Where to process background checks
How to interview potential workers
3. Classroom management
Rules and expectations for classroom behavior
4. Facility safety
5. Field trips and special events
6. Handling accidents, illnesses & emergencies
7. Reporting requirements
Reporting accidents
Reporting suspected abuse



1. Job descriptions

A **job description** is a formalized statement of the duties, qualifications, and responsibilities of a job or position. Job descriptions bring clarity for workers as they learn what is expected of them. They may include information on Christian maturity, classroom discipline, knowledge and skills needed to do the job, and relationships with other positions and workers. It should be concise and complete, but not too restrictive. Job descriptions should encourage the workers not discourage them. Job descriptions help both the worker and the leader evaluate performance and adjust responsibilities accordingly. Well written job descriptions can help define accountability, where to seek assistance, and explain a chain of command.

A job description should include:

- Job title (e.g. lead teacher, crafts coordinator,)
- Length of service never to exceed one year (e.g. 3 months, every 3rd weekend)
- Responsibilities (e.g. prepare lessons, obtain/organize craft supplies, prepare handouts, attend training sessions)
- Contact person for guidance or in the case of an emergency

Samples of job descriptions are provided in the appendix.

The **duties and expectations** from volunteer workers should also be clearly defined. Most people desire to do a good job, but may not know what they should or shouldn't do. A job description describes the major areas of an employee's job or position. It also establishes the assignment and schedule for volunteers. A good job description begins with a careful analysis of the important facts about a job or activity—such as the individual tasks involved, the methods used to complete the tasks, the purpose and responsibilities of the job, the relationship of the job to other jobs, and the giftings needed for the job. Again, write the description in a positive tone.

Listed below are some requirements or expectations that can be added to the job description, discussed in the interview process, placed in a teacher's information packet or listed in a "contract" the teacher signs when his/her teaching assignment begins. These requirements are to help protect the integrity of the worker and the church. However, certain exceptions can be left to the discretion of the pastor.

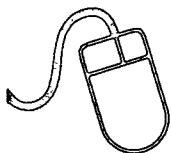
1. **Six month rule** - Any person wishing to volunteer will be required to have attended the church regularly for six months prior to their service.
2. **Promptness** - Establish what time a teacher is expected to be in the class room in order to set up the classroom and greet parents. Usually 15 - 20 minutes before the start time is sufficient.

3. **Two adult rule** - At no time will one adult (18 years of age or older) be left alone with a child or children unless the classroom is in a public and visible area. This is to assist the worker should there be an emergency, a discipline problem, a needed potty break, a need to obtain supplies, etc. If providing two adults is not possible, a designated "roamer" may be assigned for each service. A teenager may teach or help as long as there is an adult present in the classroom.
4. **Boundaries of physical affection** - Familiarize all workers with the "guidelines on touch" listed in the appendix.
5. **Emergency procedures** - Familiarize ushers, teachers, and other workers with an established emergency preparedness plan. Some considerations are listed on page 26 and in the appendix.
6. **Classroom management** - Provide a checklist for checking in students, dismissal, and handling discipline problems. Basic discipline policies are listed on pages 24 and 25.

Note: If you have a rotating staff, post the job descriptions in the classrooms or in an office.

A **teacher information packet** is an excellent resource that the church can provide for potential workers. Such a packet should contain the church's statement of faith, a synopsis of the ministry and the resources used, a job description, and application forms. The packet could also contain a guide for planning and teaching a lesson, a small gift such as a pen or magnet, and important telephone numbers in case the worker has questions.

2. Selection process/screening



“And we beseech you brethren, to know those who labor among you.”
1 Thessalonians 5:12

When a church faces an incident of abuse or injury, it not only harms the victims, but can result in expensive legal costs, public embarrassment, and loss of employment. Courts do not expect you to control everything that happens in your church, but they do expect you to take reasonable precautions. This includes screening workers. There will be areas of conduct a court will consider in the event of abuse or injury.

- Did you set policies and procedures to ensure compliance with any law or licensing procedures?
- Did you do a background check or investigate the potential worker?
- What investigatory tools did you use?
- If you had resources available to you, did you use them? If you needed additional resources, did you try to get them?
- Do you have records to verify your procedures?

Suggested steps to follow when recruiting new workers:

- a. Contact the potential worker and explain the process.
- b. Ask potential worker to complete an application.
- c. Ask applicant to sign an authorization to complete a background and reference check.
- d. Based on the application and reference check, decide whether or not to proceed with screening process.
- e. Briefly interview the applicant.
- f. Look for “red flags”, and proceed accordingly.
- g. Once the applicant is approved or declined, send him/her a letter or post card confirming or declining their volunteer status.
- h. Orient the person to the legal reporting procedures, wellness policy, discipline procedures, emergency plan, etc.
- i. Continue to communicate with the worker and assist in areas of need.

NOTE: Appendix F provides a list of state organizations that provide criminal records checks. While we have provided sample background check and release forms, please verify with state or local law enforcement agencies for the type of information or waiver they require and who can perform the service. In some instances an attendee of your church may be qualified to do the fingerprinting.

APPLICATION FOR CHILDREN'S/YOUTH WORK

(Church name & address)

CONFIDENTIAL

The intent of this form is to reduce the risk of child abuse in any form throughout our church environment. It is designed to protect children and youth, as well as to uphold the personal dignity of all who would be involved in serving them. All information on this application will remain confidential within the legal requirements of the church.

Name: _____ Date: _____
 Last First Middle

**Identity must be confirmed with a state driver's license or state identification.*

Present address: _____

Home Phone: _____ Other Phone: _____

Have you ever used another name? If yes, list name(s) with explanation including the dates and places where such names were used.

Name	Date	Place	Reason
------	------	-------	--------

Name	Date	Place	Reason
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Are you a U.S. Citizen? Yes _____ No _____ If no, please provide Alien Registration Number

What age and type of children/youth do you prefer to work with? _____

List all previous work involving children and youth. (Identify church or club, location, and type of work)

Personal References (other than former employers or relatives)

These references will be contacted.

Name _____	Name _____
Organization _____	Organization _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____

On what date would you be available?

Minimum length of commitment: _____

If you prefer, you may discuss your answer to any of the following questions with the senior minister rather than answering it on the form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work. As a representative for the International Church of the Foursquare Gospel, we are legally required to ask these questions.

Do you have any physical, mental, or emotional handicaps or conditions that would prevent you from performing certain types of activities related to working with children/youth? _____

Have you ever been accused of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes _____ No _____ If yes, please explain:

Are you involved in pornography? Yes _____ No _____

Were you a victim of abuse or molestation while a minor? Yes _____ No _____

Do you have a current, valid driver's license? Yes _____ No _____ If yes, please list your driver's license number _____.

Have you ever been convicted of a traffic offense? Yes _____ No _____ If yes, please describe all convictions of the past 5 years. _____

Have you ever been held liable by a court in any suite based on fraud, misrepresentation, failure to discharge the duties of any office, or violation of state regulatory law? Yes _____ No _____
If yes, please provide an explanation.

Have you ever been convicted by any court of a felony?
Have you ever been convicted by any court of a misdemeanor?
Have you ever been arrested for an offense for which a trial is pending?
If the answer is 'yes' to any of the above, indicate below the date and place of arrest and a brief explanation of the offense and the sentence imposed. If convicted under a different name, list the other name below. Use the back of this form if necessary.

Release for reference and background check:

The information contained in this application is correct to the best of my knowledge. I authorize any references, whether or not identified on this application to give you information regarding my character and fitness for children/youth work. In addition, I understand that for the protection of the children and youth of (church name), a criminal records check and fingerprints will be obtained and this information shall be confidential.

Should my application be accepted, I agree to be bound by the bylaws and policies of the International Church of the Foursquare Gospel and (name of church) and to refrain from unscriptural or inappropriate conduct in the performance of my service on behalf of the church.

Applicant's Signature _____ Date _____
Reviewed by senior pastor _____ Date _____
Reviewed by appropriate department leader _____ Date _____

Name Position

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

***** Confidential *****

This form is provided as a sample. The procedures and cost for this service varies with each agency. Please verify with the appropriate agency as to the information and/or release forms they require.

I, _____ (name of applicant) _____ hereby authorize

_____ (name of agency/organization) _____

to obtain information pertaining to any charges and/or convictions I may have had for federal and state criminal law violations. This information will include but not be limited to allegations and convictions for crimes committed upon minors and will be gathered from any law-enforcement agency of this state or any state or federal government, to the extent permitted by the state and federal law. I hereby release said law-enforcement agency for any and all liability resulting from such disclosure.

Signature _____ Date _____

Print name _____

Maiden name if applicable _____

Print all aliases _____

Social Security number or Identification number _____

Driver's License number _____

State of issuance _____ Expiration date _____

Date of birth _____ Place of birth _____

Personal Reference Interview

There are various ways to contact and interview a personal reference listed on the application. We have provided a few examples by which you can contact said reference with a phone call or by mailing a form to be completed and returned.

Phone interview example #1

Volunteer/applicant name _____

Name of personal reference _____

Current mailing address _____

Phone _____ Relationship to applicant _____

Staff person making call: _____
Date of call: _____
Summary of call: _____

Phone interview example #2

Applicants name _____ Date and time of contact _____

Name of reference _____ Relationship to applicant _____

How long have you known the applicant? _____

Have you ever observed the applicant with children/youth? _____ If so, in what capacity? _____

Do you know of any traits or problems which could be detrimental to the applicant's ability to work with children/youth?

To your knowledge, has the candidate had any criminal convictions? If so, what are they?

Would you be comfortable having the applicant as a mentor to your own child? _____

Optional questions you may wish to ask:

How well does the candidate communicate with parents? With others?

How does the candidate respond in stressful situations?

How would you describe the applicant?

Written response example #1

Church name, address, and phone number
Attn: Appropriate person to receive information

Applicant's name _____

The above mentioned person has applied for a volunteer position working with children/youth. He/she has listed you as a personal reference. Please take a few moments to answer the following questions and return in the postage-paid, self-addressed envelope.

How long have you known the applicant? _____

Have you ever observed the applicant with children/youth? _____ If so, in what capacity?

What skills do you feel he/she demonstrates in working with children/youth?

Do you know of any traits or problems which could be detrimental to the applicant's ability to work with children/youth? _____

To your knowledge, has the candidate had any criminal convictions? If so, what are they? _____

Would you be comfortable having the applicant as a mentor to your own child? _____

Signature of respondent _____ Date completed _____

Should you have any questions, please contact us.

Optional questions you may wish to ask:

How well does the candidate communicate with the parents? With others?

How does the candidate respond in stressful situations?

How would you describe the applicant?

Written response example #2

Church name, address, and phone

Attn: Appropriate person to receive information

Applicant's name _____

The above mentioned person has applied for a volunteer position working with children/youth. He/she has listed you as a personal reference. Please take a few moments to answer the following questions and return it in the postage-paid, self-addressed envelope.

How long have you known the applicant? _____

Have you ever observed the applicant with children/youth? _____ If so, in what capacity?

On a scale of 1 to 10 (with 10 being the highest), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please leave it blank.

Characteristic	Rating	Comments
ability to work well with others		
personal motivation and initiative		
dependability		
trustworthiness		
attitude		
pride in one's work		
personal follow-through		
religious commitment		

Are you aware of any facts or attitudes demonstrating that the applicant's volunteer service should be restricted?

Signature of respondent _____ Date Completed _____

Should you have any questions, please contact us.

Optional questions you may wish to ask:

How well does the candidate communicate with parents? With others?

How does the candidate respond in stressful situations?

How would you describe the applicant?

Applicant Interview

Listed below are several questions you could ask a potential children's/youth worker. Please make sure they have received either an information packet or a job description. Try to listen carefully to their response and do not interrupt unless they digress. You can find out many things from an interview if you allow the applicant some freedom to speak.

Please share with me something of your salvation experience.

Why do you like attending _____ church?

Why do you want to serve in the children's/youth ministry department?

In what ways do you feel you can help the children/youth?

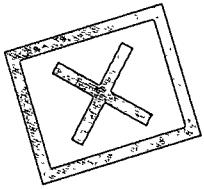
Can you share an experience where you have had an influence on a child/youth?

Are you willing to adjust your daily schedule to attend additional training sessions, workshops, or seminars?

What elements create a successful learning environment?

Have you experienced a recent lesson learned from God that you would like to share?

Have you reviewed the information packet/job description? Do you have any questions?



“Red flags” for applicants

Listed below are some warning signs to alert you to alert you to potential problems with an applicant. Please be aware that one item in itself may not be cause to worry. If two or more signs show up during the screening process, consider referring the applicant to a counselor or mentor to enable his/her spiritual growth.

- Unstable employment or residence history
- Chronic dissatisfaction with previous churches or organizations
- Unwilling to submit to authority or unteachable
- Inconsistent or noncommittal in ministry or volunteer work
- Inordinate need to be with children
- Dysfunctional relationship with family
- History or pattern of accusations or inappropriate behavior

DECLARATION OF MORAL INTEGRITY

As an applicant for employment or for a volunteer position with unsupervised access to children at _____ Church and its ministries

I (print name) _____ recognize, understand, and agree to live by the moral standards of the church.

I further declare that with regard to my personal moral character and conduct as of this date, I am not, nor have I been in the past engaged in inappropriate conduct, nor do I have inclinations toward such conduct.

Inappropriate conduct includes, but is not limited to, such behaviors as the following: adult heterosexual activity outside of a marriage commitment; homosexual or lesbian inclinations or actions; pornography; sexual abuse or improprieties towards minors as defined by Scripture and state law.

I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral integrity standards and Christian role model life-style requirements of

_____ Church.

Applicant's signature _____ Date _____

Pastor's signature (*after* discussion with applicant/volunteer)

CONFIDENTIALITY SAFEGUARDS

The church should have written policies defining who has access, how the background check information should be stored, the length of time it will be maintained and instructions for disposing of the confidential files. These files should include the application on which the person answered "yes" or "no" to child abuse allegations, the proof of fingerprint verification (in some states, such as California, the fingerprint cards must be destroyed within 72 hours of verification), and the background check.

- Only individuals who are responsible for deciding who will be selected should have access to this information. However, do keep in mind that this information must be kept confidential.
- Information retained by the church must be kept in controlled files. (The period of time could be as long as 20 years!) The reason is that a person who reaches the age of 18 years could go back to the church and sue for molestation that allegedly occurred when he/she was younger. This policy should be reviewed by an attorney to ensure that it requires record retention throughout the entire statute of limitations period.
- When your church disposes of these records, the disposal process should be secure shredding, tearing, or burning so the information in the files cannot be reconstructed.

Information contained in these records should not be the subject of general discussions. The church should not handle the information in a frivolous, careless, or unauthorized manner. For example, this information should not be left on a desk where other people could read the information. Staff should be subject to discipline or termination for violating the confidentiality of applicants' files.

Churches that use individuals' records for screening purposes have a legal responsibility to safeguard the information. Failure to maintain the confidentiality of this information could result in civil judgements for invasion of privacy.

3. Classroom management

In the past, disciplinary problems were usually related to a teacher's lack of preparation or poor classroom environment. Today, many discipline problems can also be attributed to family dysfunction or physiological deficiencies such as ADD or ADHD. The first step to helping both the teacher and child work through such challenges is to educate the teacher. Provide articles or books which would explain the special needs of such learners. Be ready to observe the child's behavior and offer helpful advice to the teacher.

Another step would be to provide adequate help for the teacher. Be aware of teacher-student ratios in the classroom, on the playground, and during transition time before, after, or between services. General classroom ratios:

Birth to 2.5 years	3 students to 1 teacher
2.5 to 3 years	6 to 1
3 to 5 years	8 to 1
5 years and older	10 to 1

The general rule regarding adequate adult supervision is, "more is better." Employ the "Two Adult Rule" in every department and for all activities whether they are held on the church property or in another location. If you use church vans or buses to transport children, always provide additional adult helpers. This rule serves to protect both the worker from false accusations as well as the child from potential violations.

Establish 3 - 5 classroom rules and post them in the classroom. Set realistic standards for each age group. Be sure each child and parent clearly understands those rules and the consequences of not following them. The rules should be simple, concrete and positive. Some examples of classroom rules are:

- Raise your hand if you need to say something.
- When someone else is speaking, listen carefully.
- Be considerate of others.
- Treat others as you would like to be treated.
- Use words that make people feel good.
- Use kind words.
- Our hands help, not hurt.

There are times when discipline or corrective measures are necessary. If the child is using negative behavior as a means to get attention it is best to ignore it, unless it is a safety issue. Also, make it a point to praise *any* good behavior the child displays. When behavior cannot be ignored, try one of the following suggestions to correct the situation.

- Make sure the child understands what is expected of him/her. Ask the child what he or she did. Don't ask why, as they may come up with excuses rather than understanding that his/her behavior was inappropriate.
- Talk with the child about what type of behavior would have been better. Explain natural consequences to bad behavior. For example, explain to the child, "hitting hurts people and makes them angry." "When you want a toy, ask kindly for it."

- Time out. If the offense is repeated, place the child away from the group (not standing in the corner) for approximately one minute per year of age. Do not exceed five minutes.

- Call for assistance. If the behavior problem persists, ask your helper or the "roamer" to send for the Children Ministries Director, head usher, or the person in charge for that service. That person may take the child to his or her parent or to sit with the child during class time.

- Pastoral involvement. Should behavior problems persist, ask a counselor or pastoral staff member to intervene.

- Voice control. Be positive and encouraging to the children. Even in a difficult situation, let your words be soft, but controlled and loving. Be clear that it is the action that is unacceptable, not the child.

NEVER use corporal punishment, shake the child, make degrading remarks, or threaten the child.

4. Facility safety

Whether you own or lease your church facilities, verifying the safety of said facilities is extremely important to the welfare of every person in your church. The following are hazards to be aware of:

- electrical cords and outlets
- heaters/fans
- unsafe toys or play equipment
- music equipment
- chemical substances within the reach of children (cleaners, office supplies, fertilizers, etc.)

Some precautionary measures to take:

- Install or inspect smoke detectors and fire extinguishers.
- Post emergency phone numbers in public place near phones.
- Evaluate emergency escape routes.
- Have a well-stocked first-aid kit available.

Emergency Procedures

One overlooked area of child safety is an emergency preparedness plan. Create a check list, review it with volunteers and staff, and post it in a visible area.

You need to have the following:

- an evacuation plan for fire or earthquake
- a way for nursery caregivers to communicate with someone outside the nursery and call for help if necessary
- immediate access to a person who is trained for first aid or CPR, especially for children
- a first-aid kit that is well stocked and regularly checked
- a procedure for notifying parents in case of injury
- a procedure to follow should someone enter the church property and try to approach a child

5. Field trips/special events/transportation

On-site activities and field trips

Proper supervision of any church sponsored activity is crucial to its success and safety. Usually, such activities are a way to build goodwill or relationship with a community. A well-planned, safe activity can increase stature in the community, help raise funds, and appeal to prospective volunteers.

When planning a field trip or special function the church should take a proactive posture in assessing two criteria:

- What can go wrong?
- If something does happen, how will we respond?

Keeping these two issues in mind, consider the following basic guidelines when planning an event, whether it be on church property or at an off site location.

1. Choose your volunteers wisely.
 - a. screen your volunteers
 - b. facilities should be accessible to people with disabilities
 - c. anticipate potential safety hazards
 - d. periodically check safety and performance of equipment
 - e. determine transportation and parking needs
2. Evaluate facilities and equipment.
 - a. determine the appropriate space needed for the event
 - b. facilities should be accessible to the people with disabilities
 - c. anticipate potential safety hazards
 - d. periodically check safety and performance of equipment
 - e. determine transportation and parking needs
3. Prepare people for the event.
 - a. make sure all children have a signed release form which explains the activity and rules of conduct and that the information is readily available
 - b. meet with volunteers and discuss risks and procedures for handling problems or emergencies
 - c. verify that vendors and outside contractors have insurance coverage
 - d. prepare clean-up crew and person(s) to secure facilities when activity closes

Transportation

Whether using a church owned vehicle, a leased vehicle, car pools, or a church member's vehicle, it is important to consider several factors before determining who will drive:

What does the church insurance policy state about driver's requirements and liability issues?

What groups or people can use church owned vehicles?

Who can transport people in their own vehicles?

Have drivers been instructed as to what to do in case of an emergency?

If the church is covered under the ICFG activities insurance, the policy will cover anyone "traveling as a member of a group directly to or from a church/school sponsored activity and under your supervision."

It is specifically stated that a bus, vehicle, or van driver is not considered "supervision." Therefore, the church must have a separate person to supervise the people in the vehicle.

The coverage guidelines for any claim that involves a church approved driver are listed below:

- The vehicle insurance that covers the vehicle transporting passengers is always primary. Obtain a copy of the vehicle insurance policy before the activity. ICFG recommends that the coverage includes medical pay of \$25,000 per person.
- In the case of an injury, the individual passenger's health insurance would be secondary.
- ICFG activities policy is third in line for coverage.

NOTE: If an accident should occur, and it is the other driver's fault, then his/her policy would be primary. ICFG does NOT cover people driving to and from church. This scenario only applies to transporting people to and from a specific church sponsored activity or the situation where a church as a specific bus ministry and it picks up people at home and takes them to the church sponsored activity.

Designated Driver Acknowledgment of Insurance Coverage (SAMPLE)

I have read and will adhere to the guidelines governing the use of either church owned vehicles or personal vehicles while transporting young people to and from church sponsored activities.

I am aware that automotive insurance liability will generally follow the coverage flows below in the event of an accident, and as such, subject me to certain liability risks.

1. Owner of vehicle
2. Driver of vehicle
3. Church (only for church sponsored activity)

Signature of driver _____ Date _____

Driver's Auto Policy # _____ Company _____

6. Illness, Accidents, and Emergencies

Universal Precautions

“Universal precautions” are defined as hygienic measures used to prevent the spread of all infectious diseases. Infectious diseases include, but are not limited to the following: any type of flu, Mononucleosis, Tuberculosis, HIV/AIDS, Hepatitis strains, Mumps, Measles, Chickenpox, “Pink eye”, Strep, Staph, Bronchitis, etc. These diseases also include contagious skin disruptions or fungus.

The church must behave as if *every* individual might be infected with *any* germ in *all* situations that result in contact with blood or body fluids. OSHA (Occupational Safety and Health Administration) requires workers who might come into contact with blood and other body fluids (stool, urine, vomit, draining wounds) to practice the following precautions:

handwashing

- after diapering or toileting children
- after handling body fluids of any kind
- before and after giving first aid
- after cleaning up spills or objects contaminated with body fluid
- after taking off the disposable gloves

wearing latex gloves

- when coming into contact with blood or other body fluids
- when individuals have cuts, scratches, or rashes which cause breaks in the skin of their hands

disinfection

- should be done regularly and as needed

proper disposal of materials

- double bagging, in plastic bags item soaked or caked in blood
- sending items home with children or wash them separately from other items
- safely disposing lancets or syringes

complete an Accident Report Form (sample on page 31)

As a means of compassionately and comprehensively caring for children, each church needs to create and adhere to a “Universal Precautions” policy.

Legal Guidelines

The information provided is general guidelines. **NOT absolutes.** The laws concerning these areas are defined through state or country agencies and either vary from state to state or do not exist; therefore, the following guidelines have been provided.

Blood/Body Fluid Spill/Report

All bloody/body fluid spills are to be cleaned up by using the provided disinfectant cleaner, wearing rubber/latex gloves, and disposal towels. Such spills are recorded on an Accident/Clean--up Report Form and given to appropriate leadership. (See form on following page.) Also, please check with your state or county health agency to determine their legal requirements.

HIV/AIDS

When HIV enters the body, it damages the immune system that fights infection. The virus enters the body in three ways: 1) through direct contact with the bloodstream; 2) through the mucous membranes lining the eyes, mouth, throat, rectum, and vagina; and 3) through the womb, birth canal, or breast milk.

The virus cannot enter the skin unless it is cut or broken at the point of contact; even then it is unlikely. Saliva is not known to spread aids. Following the universal precautions should protect workers from contracting any infections disease.

Children or adults with HIV/AIDS should be dealt with "as needed." Talk with the person or the family to discover any special needs or medications. Educate yourself and your staff about the disease. Seek infirmation from medical professionals and medical reports. (See Appendix for Denominational Statement concerning HIV/AIDS)

Wellness Policy

Parents should not bring their children to class if they have or had the following:

- a temperature of 100 degrees or higher
- a runny nose, congestion, or cough
- diarrhea or vomiting within the last 24 hours
- any rash or skin condition unless deemed non-contagious by a physician
- symptoms of Conjunctivitis (Pink eye) such as colored discharge from the eye or red, puffy eye lids

These conditions should also apply to teachers and helpers.

When to call "911"

- When the person is unconscious or has difficulty breathing
- When the person is bleeding severely or has broken bones
- If a person has injuries to the head, neck, or back
- If a person has pain or pressure in the chest or abdomen
- When a person has seizures, severe headache, or slurred speech
- If a person appears to be poisoned, is vomiting, or passing blood

**BLOOD/BODY FLUID SPILL
CLEAN-UP REPORT FORM**

Date _____

Time _____

Name of person injured _____ Age _____

Name of parent/guardian (if applicable) _____

A. How did the accident occur? _____

B. How was the person injured? _____

C. Describe fully the nature of the injury and what part of the body was injured. _____

D. Were there other people involved? Who? How? _____

E. If a minor is involved, how and when were the parents/guardian notified? _____

F. If a blood/body fluid spill occurred:

1. Approximate amount of fluid involved _____

2. Person who cleaned up the spill _____

3. Description of clean-up (location, items used, etc.) _____

G. Was a doctor notified? _____

H. Was anyone taken to the hospital? _____

Person in charge _____

Signature of person in charge _____

Additional comments

7. Abuse Reporting Requirements

Understand child sexual abuse

To understand or recognize symptoms of child sexual abuse contact your local Child Welfare Department.

Some aspects of child sexual abuse:

- Any physical injury that was not caused by accident including suspect injuries that occur with frequency and an explanation given or injuries that do not seem to concur with explanations given
- Cruelty to a child that causes mental injury
- Sexual abuse as defined in the Criminal Code, including but not limited to rape, sodomy, sexual abuse, unlawful penetration, exposing or fondling
- Sexual exploitation including employing, authorizing, permitting, inducing or encouraging a minor to engage in the performance of any sex act including prostitution or pornography
- Negligent treatment or maltreatment of a child including failure to provide adequate necessities of life
- Threatening to harm a child; subjecting a child to substantial risk of harm to the child's health or welfare

Reporting Procedures

Please note that all 50 states have passed some form of a mandatory child abuse reporting law in order to qualify for funding under the Child Abuse Prevention Treatment Act. Every state requires certain professionals and institutions to report suspected abuse, including health care providers, teachers, day care workers, and other paid personnel. Check with your local Child Protection Service or Welfare Department for specific state requirements.

A mandatory reporter is defined in its most basic form as anyone who is required by law to report suspected instances of child abuse to law enforcement authorities. Persons who are mandatory reporters are defined by state law and, thus, vary from state to state. Typically, clergy are mandatory reporters as are health care professionals, counselors, teachers and day care workers. However, some states require volunteer staff to be aware of mandatory reporting responsibilities. For further definition learn the laws of your state by contacting an attorney, law enforcement agency, or the state/county agency that protects children.

Overall, look for seven basic elements in a reporting statute:

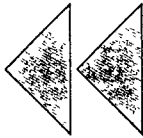
- Definition of abuse either physical or sexual
- The level of proof required to make a report
- Mandated reporters of suspected abuse
- Conditions for immunity from lawsuits
- Sanctions for failure to report
- Privileged communication guidelines
- Reporting procedures

The National Incidence Study of Child Abuse and Neglect statistics show that, since 1988, the number of reported abuse cases increased by 41 percent. However, underreporting continues to be a problem because of the generalized definitions of abuse.

Another concern is inappropriate reporting of abuse. For example, a person may assume abuse if the child talks about being spanked or has bruises resulting from playing or tripping if that child comes from a low income, minority family because of a stereotypical belief that abuse typically occurs in these demographics. Also, some immigrant groups continue using culturally accepted discipline methods though they are not accepted in the United States.

Usually the local or state law requires that a report must be made upon "reasonable suspicion" of abuse or neglect. All states require the report to be made to some type of law enforcement or child protection agency. Reporting to a parent or relative will not satisfy a reporter's legal duty under the statutes. Again, check with your state agencies for proper reporting procedures.

Keep information confidential. Some states allow for certain privileges regarding communication and confidentiality between a "professional" and a client/patient. On the other hand, some professionals (clergy) may have a higher moral obligation to report information which may be helpful in such an investigation. Seek advice from a state child protection agency, legal counsel, or the ICFG insurance department.



Relate

Use specialists

There are specialists in many fields that can assist in relating the importances of child safety. Whether in the beginning states of developing a safety policy or dealing with an abuse or accident incident, enlist the help of someone who can communicate well with the congregation, media, and the community.

For example, a nurse, physician, or hospice worker can explain infectious diseases, how to respond to attendees who have infectious diseases and how to prevent the spread of these diseases. A welfare department worker, medical specialist, or law enforcement official can explain what child abuse is, reporting requirements, and how to counsel the family. Such emotional sessions with your workers, pastoral leaders, and church membership can alleviate both fear and fallacy.

Advertise

Make your safety policy clear to your community, to visitors, to staff, to parents, and to the children. There are various ways you can do this.

- When planning outreach activities or field trips, provide an outline or brief description of safety and emergency procedures.
- Post "Guidelines for Safe Touch" in every classroom. (A sample is provided in Appendix C)
- Print the church "Statement of Purpose" every few months in the church bulletin.
- In church advertisements, add a statement explaining that the church values children and provides a safe environment.
- Host an "open house" and allow parents to tour classrooms. Allow time for the C.E. director or a teacher to explain curriculum, class structure, and church safety policies.

Appendix A

Sample Job Descriptions

Note: This sample serves only as a guide to assist you in developing job descriptions for both your paid and voluntary Christian education staff. While the job title is up to your discretion, we recommend only contracting for one year of service with the option of renewing the contract each year. This type of contract leaves options for both the church and the coordinator/director. The responsibilities can include all of the suggestions, or additional suggestions depending on the church's size and need. However, be aware that this is an important job and the church should compensate the person as fairly as possible.

Job Title: **C.E. Coordinator/Sunday School Director**
Length of Service: One year, renewable contract
Supervisor: Pastor/Associate Pastor/C.E. Committee
Major Function: Work directly with (supervisor) to fulfill the Christian education vision of the church.
Responsibilities:

- Recruit leaders, teachers, and volunteers for all Christian education departments or ministries.
- Communicate goals and strategies to staff and volunteers and evaluate progress.
- Plan a calendar of special events that coordinates with church's vision and activities.
- Plan a quarterly/yearly budget for submission to finance committee.
- Evaluate facilities, resources, policies, and curriculum needs and recommend changes or purchases for these items.
- Plan and/or coordinate regular training opportunities for paid and volunteer staff.
- Oversee/assist with/communicate safety policy to staff, volunteers, and parents.

Job Title: **Sunday School Teacher/Small group leader**
Length of Service: One quarter/nine months/one year with 2 - 4 weeks off/one Sunday per month.
Supervisor: Department Leader/CE Coordinator/Sunday School Director
Major Function: Create an effective learning environment and guiding learners in truth application.
Responsibilities: Study and prepare the teaching curriculum and plan appropriate teaching activities. Keep attendance and personal records and inform church leadership of special situations which may affect a child's personal safety (i.e. allergies, abuse, custody issues)

Appendix B

First Aid Information

In the case of any emergency, provide a well stocked first aid kit which is checked and restocked regularly. Some of the elements of first aid kit should include:

Various sizes of **gauze pads** and rolled gauze

Adhesive tape (1")

Antiseptic ointment

Activated charcoal for absorbing poisons (see local pharmacist)

Ipecac for vomiting up poisons

Triangular bandage for holding dressings in place, attaching splints, and making slings

Blanket

Cold pack

Assorted sizes of **band aids**

Ace bandage

Tweezers

Scissors

Flashlight & batteries

waterless **hand cleaner** or antibacterial cleaner

Plastic bags for disposal

Latex/rubber gloves

First steps of first aid:

1. Assess the injury and check for any other injuries.
2. It is best not to move an injured person. If it becomes necessary to move a victim, do so without bending or twisting any part of the victim's body.
3. Call 911 or local emergency number. If possible, send another person to make the call.

Appendix C

Guidelines on touch for those who work with children

Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.

Touch should be related to the child's needs, not the worker's.

Touch should be age-appropriate and generally initiated by the child rather than the worker. Some "safe" types of affection are a pat on the head, back, arm, or shoulder; a side hug; and holding the child's hand.

Avoid any physical activity which is, or may be thought to be, sexually stimulating to the adult or the child.

Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misunderstood. Concerns about possible abuse should always be reported.

Appendix D

National Child Protection Act of 1993

The purpose of the *National Child Protection Act of 1993* and its amendments is to encourage states to improve the quality of their criminal history and child abuse records. The Act was passed in October 1993 and amended in the *Crime Control Act of 1994*.

Requires states to submit "child abuse crime information" to, or index such information in the national criminal history background system maintained by the FBI. A state's reporting all felonies and serious misdemeanors to the FBI will satisfy this requirement of the Act.

Mandates that the U.S. Attorney General establish timetables for each state's criminal history records system to reach milestones for improvement and completeness.

Authorizes a state to establish procedures requiring organizations serving youth, the elderly and individuals with disabilities to request a nationwide criminal history background check on prospective employees and volunteers.

Provides access to the National Criminal History Records system maintained by the FBI in order to perform criminal history record checks. Access is limited to the states in which permissive legislation or regulations have been established.

Establishes minimum procedural safeguards for conducting criminal history record checks. Procedures require checks to be based upon fingerprints; the agency checking the records must attempt to obtain disposition date; the actual record cannot be conveyed into seeking organization but a statement must be provided by the state agency indicating whether or not the individual has been convicted or is under pending indictment for a crime that bears upon the individual's fitness for taking care of children; and, the individual authorizes the check and signs a statement that he or she has never been convicted of a crime or if he or she has been convicted of a crime, lists the particulars of that crime on the form requesting the criminal history background check.

Places responsibility on the states to define crimes that bear upon the individual's fitness to work with children, the elderly and individuals with disabilities.

Places responsibility on the states to identify the positions that will require criminal history background checks. Requirements for criminal history background checks will vary from state to state.

Shields organizations from liability "solely for failure to conduct a criminal background check..." The Act allows organizations to use other kinds of child abuse prevention strategies so that failure to conduct a criminal history record check could not be used as a sole reason for liability.

Limits the cost of criminal history record checks so that "fees to nonprofit entities for background checks do not discourage volunteers from participating in child care programs." Amendments to the Act limit the fee that can be charged by the states. The amendments also permit some federal funds to be used to offset some or all of this cost.

Used with permission from the Nonprofit Risk Management Center and the U.S. Department of Justice's "Guidelines for Screening Persons Working with Children."

Appendix E

Sample Permission Slip

This sample permission slip is an example of the pertinent information needed for parental release at special activities. As you can see there are specific facts a parent or guardian should know about the event:

- 1) A description of the event, place, and activities.
- 2) The rules of behavior.
- 3) What the church is and is NOT responsible for during the event.

(Fill in Church Name) Foursquare Church
 Parent/Guardian Information and Permission Form
 (Fill in name of activity and dates)

Name of Student (please print) _____ Date of Birth _____

Address _____ Age _____

Town _____ State _____ Zip _____

Phone # (_____) _____ Sex _____

(Student Information and Code of Behavior Agreement) Fill in with appropriate information

Description of the event and dates	Description of activities
Departure and return times/locations	Supervision and free-time activities
Accommodations and curfew times	Phone numbers of facility, chaperone, and church

Listed below are some of the activities we have planned to offer the students during the trip. Initial your approval for your child's involvement in the specific activities listed below (example. Fill in appropriate information)

Swimming Rock Climbing

Rules of behavior expected of each student (fill in appropriate rules for the activity your church will be participating in). Clearly state the repercussions if a child breaks the rules.

- | | |
|----------------------------------|------------------------|
| 1. No alcohol or drugs permitted | 2. No violating curfew |
| 3. No smoking | 4. No swearing |

Parent and Student Release statements:

As parent/legal guardian of (name of student) I have reviewed the information about the youth ministry/activity event and give my permission for the subject of this release to be involved in the overall activities and in the specific activities that I have initialed above.

I/We have reviewed the rules of the activity and agree to that the subject of this release will abide by them. I/We also acknowledge that if the subject of the release has to return home early for any discipline violations it will be at my/our expense.

I/We consent to the use of any video images, photographs, audio recordings, or any visual or audio reproduction that may be taken of the subject of this release during the activity/event to be used, distributed, or shown as (name of church) sees fit.

I/We understand all reasonable safety precautions will be taken at all times by (name of church) and its agents during the events and activities. I/We understand the possibilities of unforeseen hazards and know the inherent possibility of risk. I/We agree not to hold (name of church), its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form.

Parent/Guardian Signature _____

Parent/Guardian Name (please print) _____

Emergency Phone Number _____

Student Signature _____

Date _____

Appendix F

Excellent resources to help your church with child safety and liability issues are listed here for your reference. For new resource and contact information, please visit our web site, ce.foursquare.org, for the latest updates.

Managing Special Event Risks: 54 pages
Nonprofit Risk Management Center
1001 Connecticut Avenue, NW Suite 900
Washington, DC 20036
202/785-3891
www.nonprofitrisk.org

\$12.00; Defines risks and how to manage them. Provides 10 steps to safety. Many helpful sample forms in the appendix.

Better Safe Than Sued: 240 pages
Jack Crabb
Group Publishing

\$16.99; Specifically geared to young ministry, but also includes information that can be used for camps and various church activities. The book relates actual accounts of negligence or abuse. Sample forms included in the appendix.

Kidding Around? Be Serious: A Commitment to Safe Service Opportunities for Young People
Anna Seidman and John Patterson
(see address listed above)

\$7.50; Any church that uses teenagers or older children for volunteer service projects should read this book. The authors explain the risk relevant characteristics of these age groups, understanding specific laws and risks for young volunteers, and case studies

Child Abuse Prevention Primer for Your Organization
John Patterson
Nonprofit Risk Management Center

\$12.00; Patterson enlisted the help of many nonprofit organizations that work with young people. This resource explains what child abuse is, the characteristics of abusers, the symptoms of child abuse, screening workers, how to respond to and report suspected abuse and legal responsibilities of the nonprofit organization.

Staff Screening Too Kit: Keeping the Bad Apples Out of Your Organization
John Patterson
Nonprofit Risk Management Center

\$15; Covers many legal requirements for screening and hiring workers. Provides sample forms, interview tools, reference check tools, the appropriate state child protective agencies, motor vehicle record evaluations. Provides many tips on how to "uncover" needed information in a legal and dignified manner.

Reducing the Risk of Child Sexual Abuse in Your Church
Richard R. Hammar, et al.
P.O. Box 1098
Matthews, NC 28106
704/841-8066

Includes video, guidebook, and training manual for prevention and risk reduction.

Managing Special Even Risks 10 Steps to Safety
Nonprofit Risk Management Center

\$12.00; Provides helpful tips on controlling the risks associated with special events.

Appendix G

State Screening Resources

ALABAMA

Child Abuse Registry:

Alabama Department of Human Resources
Division of Family and Children's Services
Office of Protective Services
64 North Union Street
Montgomery, AL 36130-1801

Criminal History Records:

Alabama Bureau of Investigation
Department of Public Safety
PO Box 1511
Montgomery, AL 36192-1511
(205) 242-4372

By paying a start-up fee of \$100 plus \$35 per month and a per minute usage charge of \$.17 - \$.35 you can obtain online access to court records including criminal history arrests and convictions and traffic tickets. The contact for this service is:

Administrative Office of Courts
300 Dexter Avenue
Montgomery, AL 36104-3741
(800) 302-6077

Sex Offender Registry:

Information is available from the county sheriff or local police department. The main registry is maintained by the Criminal Justice Information Center (205) 242-4900

Motor Vehicle Operator Records:

Department of Public Safety
Driver License Records Unit
PO Box 1471
Montgomery, AL 36192-2301
(205) 424-4400

ALASKA

Child Abuse Registry:

Department of Health and Social Services
Division of Family and Youth Services
Box H-05
Juneau, AK 99811

Criminal History Records:

In Alaska, criminal history record information is considered confidential and is not considered "public information." Release of all or part of a subject's criminal history record information is dependent on the agency or individual requesting the information and the reason the information is needed. Fingerprints and a fee of \$35 are required. If your organization anticipates the routine submittal of applicants' fingerprints, a single letter of explanation on organizational stationery stating the purposes of the background check, who will receive it, the name and nature of the organization's business, and the physical mailing address will suffice. For further information, contact:

Department of Public Safety
Division of the Administrative Services
5700 East Tudor
Anchorage, AK 99507
(907) 269-5765

Sex Offender Registry:

The central registry is located at the Alaska Department of Public Safety, Division of State Troopers. A list of all registered sex offenders is available at each troopers' office. The entire sex offender registry is available on the Internet at www.dps.state.ak.us/Sorcr/.

Department of Public Safety
Division of State Troopers
(907) 258-8892

Motor Vehicle Operator Records:

Department of Public Safety
Division of Motor Vehicles
Driver Services
PO Box 20020
Juneau, AK 99802-0020
(907) 255-0072

ARIZONA

Child Abuse Registry:

Department of Economic Security
Administration for Children, youth, and Families
PO Box 6123
Site COE 940A
Phoenix, AZ 85005
(888) 505-CHILD/(800)541-5781

Criminal History Records:

Arizona will disseminate results of criminal history record searches only to agencies located within the state of Arizona. There is a \$3 charge for state name checks.

ACJIS Division
Arizona Department of Public Safety
PO Box 6638
Phoenix, AZ 85005-6638
(602) 223-2272

Sex Offender Registry:

Information from the Arizona sex offender registry is available from local police departments and sheriffs' offices. Information about the registry is available from:

Fugitive Unit
Community Corrections Division
Arizona Department of Corrections
(602) 255-4244

Motor Vehicle Operator Records:

Motor Vehicle Division
PO Box 2100
Driver Improvement
Phoenix, AZ 85001
(602)255-0072

ARKANSAS

Child Abuse Registry:

Arkansas Department of Human Services
Division of Children and Family Services
PO Box 1437
Little Rock, AR 72203
(800)422-4453/ (800)482-5964

Criminal History Records:

Arkansas performs state name-based checks for a fee of \$15 per check. Additional information is available from:

Arkansas Crime Information Center
One State Police Plaza Drive
Little Rock, AR 72209
(501)618-8500

Sex Offender Registry:

Information is available from local law enforcement agencies in accordance with guidelines issued by the Child Abuse/Rape/Domestic Violence Commission. Contact for the state sex offender registry is:

Arkansas State Police
(501) 221-8223

Motor Vehicle Operator Records:

Office of Driver Services
Driver Control Section
PO Box 1272
Little Rock, AR 72203
(501) 682-1400

CALIFORNIA

Child Abuse Registry:

Office for Child Abuse Prevention
Department of Social Services
714-744 P Street, Room 950
Sacramento, CA 95814
(916)657-2030

Criminal History Records:

Criminal history record checks are free in California for nonprofit organizations. Organizations must request authorization to receive criminal record history information, and nonprofit organizations must submit proof of their nonprofit status. Fingerprints are required.

Bureau of Criminal Identification
California Department of Justice
PO Box 903417
Sacramento, CA 94203-4170
(916)227-3824

Sex Offender Registry:

Citizens in California can call a 900 telephone number and pay a fee of \$10 to check individuals. Local law enforcement agencies also have a CD-ROM containing information about registered sex offenders to which they are required to provide public access. For additional information contact:

California department of Justice
(916) 227-3743

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver License Operations
PO Box 942890
Sacramento, CA 94290-0001
(916) 657-6525

COLORADO

Child Abuse Registry:

Department of Social Services Central Registry
PO Box 181000
Denver, CO 80218-0899
(303) 334-5700

Criminal History Records:

Colorado permits both name-based and fingerprint-based checks. A state name-based check costs \$7; a fingerprint-based check, \$14. For additional information, contact:

Crime Information Center
Colorado Bureau of Investigation
690 Kipling Street #3000
Denver, CO 80215-5825
(303) 239-4270

Sex Offender Registry:

The local law enforcement agency must provide information to anyone who requests it and resides within the jurisdiction or demonstrates a need to know. For the information, contact:

Colorado Bureau of Investigation
(303) 239-4207

Motor Vehicle Operator Records:

Motor Vehicle Division
Driver Control Section
140 West Sixth Avenue
Denver, CO 80204

CONNECTICUT

Child Abuse Registry

Connecticut Department of Children and Youth Services
Division of Child and Protective Services
170 Sigourney Street
Hartford, CT 06105
(203) 566-3661 / (800) 842-8822

Criminal History Records

Connecticut will perform state name-based record checks for both employees and volunteers. The fee is \$15 for the record search, and if a copy of the record is needed there is an additional charge of \$10. For additional information contact:

Bureau of Identification
Department of Public Safety
Division of State Police
1111 Country Club Road
PO Box 2794
Middletown, CT 06457-9894
(860) 685-8130

Sex Offender Registry:

Information is available from the local police departments. Connecticut has some limited public disclosure provisions, so you may need to demonstrate a need to know. For additional information, contact:

Board of Parole
(860) 566-3710

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver Services Division
60 State Street
Wethersfield, CT 06109

DELAWARE

Child Abuse Registry:

Delaware Department of Services for Children, Youth, and Families
Division of Child Protective Services
330 East 30th Street
Wilmington, DE 19802
(302) 577-2163 / (800) 292-9582

Criminal History Records:

Delaware requires all criminal history record checks to be fingerprint-based. The state charges \$25 for employees and \$18 for volunteers. For additional information contact:

State Bureau of Identification
Delaware State Police
PO Box 430
Dover, DE 19903
(302) 739-5880

Sex Offender Registry:

The local point of contact for the sex offender registry is the chief law enforcement agency in your jurisdiction. Employers may make inquiries of the state police as part of a background screening of individuals to work with children. For additional information, contact:

Department of Correction
(302) 856-5243

Motor Vehicle Operator Records:
Division of Motor Vehicles
Driver Improvement Section
PO Box 698
Dover, DE 19903
(302) 739-4497

DISTRICT OF COLUMBIA

Child Abuse Registry
District of Columbia Department of Human Services
Commission on Social Services
Family Services Administration
Child and Family Services Division
500 First Street, NW
Washington, DC 20001

Criminal History Records:

Organizations wishing to receive criminal history information in the District of Columbia must submit a P.D. Form 70 along with a notarized letter from the person(s) to whom the records relate. There is a \$5 charge for each name checked. For additional information, contact:

Identification and Records Division
Metropolitan Police Department
300 Indiana Avenue, NW, Room 2100
Washington, DC 20001
(202) 727-4302

Motor Vehicle Operator Records:

Bureau of Motor Vehicle Services
Traffic Records and Rehab Branch
301 C Street, NW
Washington, DC 20001
(202) 727-6761

FLORIDA

Child Abuse Registry:

Florida Child Abuse Registry
1317 Winewood Boulevard
Tallahassee, FL 32301
(904)487-2625/800-962-2873

Criminal History Records:

Criminal history record checks in Florida may be either name- or fingerprint-based. The cost for either is \$15. For additional information, contact:

Division of Criminal Justice Information Systems
Florida Department of Law Enforcement
PO Box 1489
Tallahassee, FL 32302
(904) 488-6236

Sex Offender Registry:

Information about sexual offenders in Florida is available through a toll-free 800 telephone number and on the Internet at http://www.fdle.state.fl.us/index.asp?Sexual_Predators. For additional information, contact:

Sexual Predators Program
User Services Bureau
Florida Department of Law Enforcement
(904) 488-5224

Motor Vehicle Operator Records:

Bureau of Records
PO Box 5775
Tallahassee, FL 32314-5775
(904) 488-9145

GEORGIA

Child Abuse Registry:

Georgia Department of Human Resources
Division of Family and Children Services
878 Peachtree Street, NW
Atlanta, GA 30309
(404) 894-5672

Criminal History Records:

Name-based checks are available from local law enforcement agencies at costs set by the local chief of police. State fingerprint-based checks are available for \$15. For additional information, contact:

Crime Information Center
Georgia Bureau of Investigation
PO Box 370748
Decatur, GA 30037-0748

Sex Offender Registry:

The sheriff of each county maintains a registry of all registered sex offenders, which members of the public may examine. For additional information, contact:

Bureau of Investigation
Crime Information Center
(404) 244-2895

Motor Vehicle Operator Records:

Department of Public Safety
Revocation Section
PO Box 1456
Atlanta, GA 30371
(404) 624-7561

HAWAII

Child Abuse Registry:

Department of Social Services and Housing
Public Welfare Division
Family and Children's Services
PO Box 339
Honolulu, HI 96809 (808) 832-5300

Criminal History Records:

In Hawaii, only records that have resulted in convictions are considered to be public records. Public access is available only in Oahu at the Hawaii Criminal Justice Data Center public access computer and costs \$5 per name. A name check costs \$10; a fingerprint record check is \$15.

Hawaii Criminal Justice Data Center
Attn: CHRC Unit
465 South King Street, Room 101
Honolulu, HI 96813
(808) 548-2090

Sex Offender Registry:

County police departments and the Hawaii Criminal Justice Data Center are the points of contact for the Hawaii sex offender registry. Payment of fees may be required. For additional information, contact:

Office of the Attorney General
(808) 586-1160

Motor Vehicle Operator Records:

Motor Vehicle Safety Office
1505 Dillingham Boulevard, Suite 214
Honolulu, HI 96817
(808) 832-5826

IDAHO

Child Abuse Registry:

Department of Health and Welfare
Field Operations Bureau of Social Services and Child Protection
450 West State, Tenth Floor
Boise, ID 83720
(208) 334-5700

Criminal History Records:

Idaho offers either a name-based check for \$5 or a fingerprint-based check for \$10. National records are permitted for child care organizations covered by the Idaho statutes.

Bureau of Criminal Identification
Idaho Department of Law Enforcement
700 South Stradford
Meridian, ID 83642
(208) 327-7134

Sex Offender Registry:

Registration information is available to the public through the central registry. Requesters must provide the offenders name and date of birth or name and address. For additional information, contact:

Bureau of Criminal Identification
Idaho Department of Law Enforcement
700 South Stradford
Meridian, ID 83642
(208) 327-7134

Motor Vehicle Operator Records:

Motor Vehicle Bureau
Driver Services Section
PO Box 7129
Boise, ID 83707
(208) 334-8736

ILLINOIS

Child Abuse Registry:

Illinois Department of Children and Family Services
Station 75
State Administrative Offices
406 East Monroe Street
Springfield, IL 62701
(217) 785-4010 / (800) 252-2873

Criminal History Records:

The Illinois State Police has implemented a Uniform Crime Conviction Information Act dial-up modem system. This system allows the Bureau of Identification to accept computerized files for automated name searches. To use the system, you must register for the service and make a deposit of at least \$1,000. Name checks using this system are \$7 per name, which is deducted from your deposit. Name-based checks not submitted through the computerized system cost \$12 per name, and fingerprint checks cost \$14. Federal checks are not authorized.

Bureau of Identification
Division of Forensic Services and Identification
Illinois State Police
260 North Chicago Street
Joliet, IL 60431-1060
(815) 740-5160

Sex Offender Registry:

Information from the Illinois sex offender registry may be released to any person or organization likely to encounter sex offenders. For additional information, contact:

Illinois State Police
Intelligence Bureau
(217) 785-2316

Motor Vehicle Operator Records:

Department of Motor Vehicles
2701 South Dirksen Parkway
Springfield, IL 62723
(217) 785-1687

INDIANA

Child Abuse Registry:

Indiana Department of Public Welfare – Child abuse and Neglect
Division of Child Welfare – Social Services
141 South Meridian Street
Sixth Floor
Indianapolis, IN 46225
(317) 232-4431 / (800) 562-2407 (24hr)

Criminal History Records:

To secure criminal history records, you must submit State Form 8053, Request for Criminal History Information for an exact copy, and \$7 for each individual being checked. Enclose a stamped, self-addressed envelope, in which the results of the record checks will be returned to you. For additional information, contact:

Indiana State Police
Records Division
100 North Senate Avenue
Indiana Government Center North
Room 312
Indianapolis, IN 46204
(317) 232-8262

Sex Offender Registry:

The Indiana Criminal Justice Institute maintains a sex offender registry available on a computer disk and on the Internet (<http://www.state.in.us/acin/cji/html/sexoffender.html>). Paper copies of the registry are distributed to schools, registered child care facilities, state licensing agencies, and other requesting entities providing services to children. For additional information, contact:

Criminal Justice Institute
(317) 232-1233

Motor Vehicle Operator Records:

Bureau of Motor Vehicles
Safety Responsibility and Driver Improvement
State Office Building, Room 410
Indianapolis, IN 46204
(317) 232-2894

IOWA

Child Abuse Registry:

Iowa Department of Human Services
Division of Social Services
Central Child Abuse Registry
Hoover State Office Building
Fifth Floor
Des Moines, IA 50319
(800) 362-2178

Criminal History Records:

Iowa permits anyone access to criminal history records, including out-of-state requesters. Two forms are required f Form A, Non-Law Enforcement Record Check Request and Billing Form, Non-Law Enforcement Record Check. These forms are available on the Internet at www.state.ia.us/dps/dci/crimhis.htm. The charge for a record check is \$13 per surname.

Bureau of Identification
Division of Criminal Investigation
Iowa Department of Public Safety
Wallace State Office Building
Des Moines, IA 50319
(515) 281-5138

Sex Offender Registry:

The sheriff of each county will release information regarding a specific offender to the general public if the person requesting the information gives his or her name and address in writing, states the reason for requesting the information, and provides the name and address of the person about whom information is sought. For additional information, contact:

Bureau of Identification
Division of Criminal Investigation
(515) 281-5138

Motor Vehicle Operator Records:

Driver Records
100 Euclid Park Fair Mall
PO Box 9204
Des Moines, IA 50306-9204
(515)244-9124

KANSAS

Child Abuse Registry:

Kansas Department of Social and Rehabilitation Services
Division of Social Services
Child Protection and Family Services Section
Smith-Wilson Building
2700 West Sixth Street
Topeka, KA 66606
(913) 296-4657 / (800) 922-5330

Criminal History Records:

Prior to receiving criminal justice records from the Kansas Bureau of Investigation, requesters must complete an agreement using a form, Criminal History Request and Agreement. If the requester is required by law to obtain criminal history records, a copy of the statute should be included with the form. Records are requested using a form, Records Check Request, one of which must be completed for each person to be checked. Cost of a record check is \$10 for a name check and \$17 for a fingerprint check. For additional information, contact:

Kansas Bureau of Investigation
Criminal Justice Information Systems Division
Attn: Adult Records (NCJRC)
1620 Tyler Street
Topeka, KS 66612
(913) 232-6000

Sex Offender Registry:

Kansas maintains a central registry for all sex offenders on a statewide basis. Selected offender information is available on the Internet at www.ink.org/public/kbi/kbisexpage.html. Members of the public can access the registry in sheriffs' offices. The sex offender registry is subject to the Open Records Act. For addition information, contact:

Crime Data Information Center
Kansas Bureau of Investigation
(913) 296-8277

Motor Vehicle Operator Records:

Division of Vehicles
Driver Control and Licensing Bureau
Robert Docking State Office Building
Topeka, KS 66626
(913)296-3671

KENTUCKY

Child Abuse Registry:

Kentucky Cabinet of Human Resources
Division of Family Services
Children and Youth Services Branch
275 East Main Street
Frankfort, KY 40621
800-752-6200

Criminal History Records:

Kentucky performs name searches on applicants for both employment and volunteer positions. If the applicant is going to work with children, the report will include convictions related to sex crimes, pornography, controlled substances, and driving under the influence. If the applicant will be working with vulnerable adults, the report will include only convictions for crimes in which the Kentucky State Police was the arresting agency. The report will not include offenses in which local law enforcement agencies made the arrests. The cost is \$4 per name. For additional information, contact:

Information Services Branch
Kentucky State Police
1250 Louisville Road
Frankfort, KY 40601
(502) 227-8700

Sex Offender Registry:

The sex offender registry in Kentucky is accessible to law enforcement agencies only and is not accessible to the public for any reason at this time. For additional information, contact:

Kentucky State Police
(502) 227-8700

Motor Vehicle Operator Records:

Department of Vehicle Regulation
Division of Driver Licensing
State Office Building, Second Floor
Frankfort, KY 40622
(502) 564-6800

LOUISIANA

Child Abuse Registry:

Louisiana Department of Health and Human Resources
Office of Human Development
Division of Children, Youth, and Family Services
PO Box 3318
Baton Rouge, LA 70821
(504) 925-4571

Criminal History Records:

Access to criminal history records in Louisiana is limited to those serving children or working in nursing homes or home health care. Name checks will only be performed for eligible entities. The cost of a record check is \$10, and the applicant must complete an authorization form. Fingerprint checks will be performed if further clarification of identity is required. For additional information, contact:

Bureau of Criminal Identification
Office of State Police
PO Box 6614
Baton Rouge, LA 70896
(504) 925-6095

Sex Offender Registry:

Louisiana recently passed amendments to its sex offender registry laws providing for increased public access. Guidelines are currently being formulated, and the system is becoming automated and centralized. Future plans call for the registry to be accessible through the Internet. For further information, contact:

Bureau of Criminal Identification
Office of State Police
(504)925-4867

Motor Vehicle Operator Records:
Department of Public Safety
Office of Motor Vehicles
PO Box 64886
Baton Rouge, LA 70896
(504)925-3720

MAINE

Child Abuse Registry:
Maine Department of Human Services
Child Protective Services
State House, Station 11
Augusta, ME 04333
(207)289-2983 / 800-452-1999

Criminal History Records:
Maine offers name-based checks and will report adult conviction records only. The cost of a criminal history record check is the same for both employees and volunteers — \$7. For additional information, contact:

State Bureau of Identification
Maine State Police
36 Hospital Street
Augusta, ME 04330
(207) 624-7009

Sex Offender Registry:
Local law enforcement agencies in Maine are responsible for notifying members of the community when the agencies deems it necessary for public safety. For additional information, contact:

State Bureau of Identification
Maine State Police
(207) 624-7009

Motor Vehicle Operator Records:
Secretary of State
Motor Vehicle Division
State House Station 29
Augusta, ME 04333
(207) 287-2386

MARYLAND

Child Abuse Registry:
Maryland Department of Human Resources
Social Services Administration
Saratoga State Center
311 West Saratoga Street
Baltimore, MD 21201
(301)361-2235

Criminal History Records:

To gain access to criminal history records in Maryland, your organization must complete an application and be approved and registered with the CJIS Central Repository. Fingerprints are required, and the cost of a state record check is \$18 for both employees and volunteers. Federal record checks are authorized and cost an additional \$24 for employees and \$18 for volunteers. Results will include only convictions after 1978. Prior records are not automated.

CJIS Central Repository
PO Box 32707
Pikesville, MD 21282-2708
(410) 784-4501

Sex Offender Registry:

The Maryland central sex offender registry is available on the Internet at www.dpscs.state.md.us/. Written requests for information should be submitted to your local law enforcement agency and include your name, address, and the reason for the inquiry. For additional information, contact:

Department of Public Safety and Correction
Division of Correction
(401) 764-4188

or

Department of Public Safety and Correction
CJIS (410) 784-5665

Criminal Justice Institute
(317) 232-1233

Motor Vehicle Operator Records:

Motor Vehicle Administration
Division of Driver Records
6601 Ritchie Highway, NE
Glenn Burnie, MD 21062
(410) 768-7659

MASSACHUSETTS

Child Abuse Registry:

Massachusetts Department of Social Services
Protective Services
150 Causeway Street
11th Floor
Boston, MA 02114
(617) 727-0900 ext.573 / (800) 792-5200

Criminal History Records:

Organizations wishing to receive criminal history record information in Massachusetts must first be certified by the Criminal History Systems Board. The application process for certification takes approximately three months. Once certified, nongovernmental agencies are assessed a fee of \$10 per record requested. Massachusetts's law permits the release of criminal history record information only for "current criminals." In order for the information to be publicly available, the individuals must have been convicted of a crime punishable by a sentence of one or more years or convicted of any crime and incarcerated. At the time of the request, the person whose record is requested must either be in custody, or be under supervision, or within the last one to three years (depending on the crime), been released from supervision. Due to the complexities of the law, a clean criminal history record check in Massachusetts should not give the requesting organization much reassurance. For additional information, contact:

Criminal History System Board
200 Arlington Street, Suite 2200
Chelsea, MA 02215
(617) 727-0090

Sex Offender Registry:

Access to the Massachusetts sex offender registry is provided through local law enforcement agencies. The police department where the offender lives is required to notify the appropriate organizations or individuals in both community where the offender intends to live and work and the community where the offense took place. For additional information, contact:

Sex Offender Registry Board
Executive Office of Public Safety
(617) 727-7755

Motor Vehicle Operator Records:

Registry of Motor Vehicles
Attn: Suspensions
1135 Tremont Street
Boston, MA 02120
(617) 351-7200

MICHIGAN

Child Abuse Registry:

Michigan Department of Social Services
Office of Children and Youth Services
Protective Services Division
300 South Capitol Avenue
Ninth Floor
Lansing, MI 48926
(800) 942-4357

Criminal History Records:

Michigan performs both name- and fingerprint-based criminal history record checks. A state name check costs \$5 for either employees or volunteers. Fingerprint-based checks are available for \$15, and the state charges \$24 for a national record check which must be fingerprint-based. Organizations must submit their request on letterhead and provide the applicant's name, date of birth, Social Security number, race, sex, and driver's license number. For additional information, contact:

Central Division Records
Michigan Department of State Police
7150 Harris Drive
Lansing, MI 48913
(517) 322-1957

Sex Offender Registry:

The Michigan Department of State Police is responsible for creating, maintaining, and disseminating the central sex offender registry to local law enforcement agencies. Local law enforcement agencies make information available to the public from the offender registry for the zip code area located within the agency's jurisdiction. State Senator Jaye posts the information on Macomb County offenders at www.jaye.org/MACPSOR.html. For additional information, contact:

Michigan Department of State Police
Violent Crimes Unit
(517) 336-6683

Motor Vehicle Operator Records:
Department of State
Bureau of Driver and Vehicle Records
7064 Crowner Driver
Lansing, MI 48918
(517) 322-1571

MINNESOTA

Child Abuse Registry:
Minnesota Department of Human Services
Protective Services Division
Centennial Office Building
St. Paul, MN 55155

Criminal History Records:
Minnesota permits criminal history record checks for both employees and volunteers. For those close to the Twin Cities, the Bureau of Criminal Apprehension offers free access to a computer terminal in its lobby. Individuals using the computer must have the exact name and birth date of the applicant. If a printed record is needed, the cost is \$4. To request the Bureau of Criminal Apprehension to perform a criminal history record check, you must submit a notarized informed consent form and a completed background check form. The cost is \$8 for record checks are authorized for individuals working in programs for children and must include the individual's fingerprints. An additional fee of \$24 is required for the FBI record check.

Criminal Justice Information System
Bureau of Criminal Apprehension
1246 University Avenue
St. Paul, MN 55104
(612) 642-0670

Sex Offender Registry:
Sex offenders in Minnesota are classified according to their perceived level of risk to the community. For sex offenders classified as moderate to high risk, law enforcement agencies may disclose information to agencies and groups that the offender is likely to encounter.

Motor Vehicle Operator Records:
Driver and Vehicle Services Division
Transportation Building, Room 108
395 John Ireland Boulevard
St. Paul, MN 55155
(612) 297-2442

MISSISSIPPI

Child Abuse Registry:
Mississippi Department of Public Welfare
Bureau of Family and Children's Services
Protection Department PO Box 352
Jackson, MS 39205
(31) 354-6659 / (800) 222-8000

Mississippi Department of Human Services/ Division of Family and Children Services
(601) 359-4488

Criminal History Records:
To conduct a state criminal history record check in Mississippi, you should contact your local police department or sheriff's office. Any fees charged are at the discretion of the agency conducting the record check. The central repository is maintained by:

Records and Identification Division
Criminal Information Center
Department of Public Safety
Jackson, MS 39205
(601) 933-2600

Sex Offender Registry:

The sheriff of each county is required to maintain the registry for that county and to make the information available to any person upon request. For additional information, contact:

Department of Public Safety
Criminal Investigation Bureau
(601) 987-1592

Motor Vehicle Operator Records:

Driver and Vehicle Services Division
Transportation Building, Room 108
395 John Ireland Blvd.
St. Paul, MN 55155
(612) 297-2442

MISSOURI

Child Abuse Registry:

Missouri Child Abuse and Neglect Hotline
Department of Social Service
Division of Family Services
PO Box 88
Broadway Building
Jefferson City, MO 65103
(314) 751-3448 / (800) 392-3738

Criminal History Records:

Missouri offers criminal history record checks for volunteers and employees. Name-based checks cost \$5, and fingerprint-based checks cost \$14. Requests are submitted on Form SHP-158D, Request for Criminal Record Check. FBI record checks are authorized for state licensing agencies for an additional \$24 and require the fingerprints of the applicant.

Criminal Records Division
Missouri State Highway Patrol
PO Box 568
Jefferson City, MO 65102
(573) 526-6153

Sex Offender Registry:

Access to the Missouri sex offender registry is through local county sheriffs' offices which are required to provide information on each offender registered within the agency's jurisdiction upon request. For additional information, contact:

Missouri Sheriffs Association
(573) 635-5925

Motor Vehicle Operator Records:

Drivers License Bureau
PO Box 200
Jefferson City, MO 65105
(573) 751-4475

MONTANA

Child Abuse Registry:

Department of Family Services
Child Protective Services
PO Box 8005
Helena, MT 59604
(406) 444-5900 / (800) 332-6100

Criminal History Records:

To receive criminal history information in Montana from a name-based check, you must either submit the list of individuals to be checked on either a form provided by the Bureau of Identification to follow that format on your organization's letterhead and send a money order or check amounting to \$5 per individual. For fingerprint-based searches, you must submit a fingerprint card filled out in its entirety and \$8 per individual searched. In each case a self-addressed stamped envelope is required for the return of search results.

Sex Offender Registry:

The state of Montana maintains a sex offender registry, but access to the information, other than the offender's name, contained in the registry is controlled by the district court. The only information permitted to be released by the county sheriff is the offender's name. For additional information, contact:

Department of Corrections
(406) 444-4907

Motor Vehicle Operator Records:

Motor Vehicle Division
Driver Services Bureau
Driver Licensing Record Section
303 North Roberts Street
Helena, MT 59620
(406) 444-4590

NEBRASKA

Child Abuse Registry:

Nebraska Department of Social Services
Human Services Division
301 Centennial Mall South
PO Box 95026
Lincoln, NE 68509
(402) 471-7000 / (800) 992-5757

Criminal History Records:

Nebraska provides access to criminal history records through a name-based check process. Organizations must submit the name, date of birth, and Social Security number. The cost of the record check is \$10. IF a FBI record check is required, fingerprints must be submitted and an additional \$24 paid. For additional information, contact:

^Criminal Identification Division
Nebraska State Patrol
PO Box 94907
Lincoln, NE 68509-4907
(402) 471-4545

Sex Offender Registry:

Organizations in Nebraska wishing to screen staff or volunteers by using the sex offender registry should send a letter on their letterhead that tells of the interest and the reason they are seeking access to sex offender registry information. Once approved, the organizations can then submit the names, Social Security numbers, and dates of birth for the individuals to be screened. For further information, contact:

Sex Offender Registry
Criminal Identification Division
Nebraska State Patrol
PO Box 94907
Lincoln, NE 68509-4907
(402) 471-4545

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver Records Section
PO Box 94789
Lincoln, NE 68509
(402) 471-3985

NEVADA

Child Abuse Registry:

Department of Human Resources
Division of Welfare
2527 North Carson Street
Carson City, NV 89710

Criminal History Records:

Nevada requires fingerprints for both state and national record checks. The cost is \$15 for a state search and an additional \$24 for an FBI record check. National record checks are authorized under state law for employees and volunteers working with children. A consent form from the applicant must accompany your request. For additional information, contact:

Nevada Highway Patrol
Criminal Information Services
555 Wright Way
Carson City, NV 89711-0585
(702) 687-5713

Sex Offender Registry:

Sex offenders in the Nevada registry are divided into three classifications according to their perceived level of risk. Information on low-risk individuals is limited to law enforcement officials. Information concerning medium- and high-risk individuals is supposed to be disseminated to schools, camps, day care centers, youth organizations, or other religious or community groups that care for or provide services to children or women and are likely to encounter the offender. Local law enforcement agencies are responsible for information dissemination. For additional information, contact:

Department of Probation and Parole
(702) 687-5752

Motor Vehicle Operator Records:

Department of Motor Vehicles
Records Services Section
555 Wright Way
Carson City, NV 89711-0300
(702) 687-5505

NEW HAMPSHIRE

Child Abuse Registry:

New Hampshire Department of Health and Welfare
Division for Children and Youth Services
6 Hazen Drive
Concord, NH 03301-6522
(603)71-4451 / (800) 852-3388

Criminal History Records:

To obtain criminal history record information in New Hampshire, you must submit a Criminal Record Release Authorization Form along with a \$10 fee for each name to be checked. The state will conduct a name-based check for any convictions that occurred in New Hampshire. For further information, contact:

New Hampshire State Police
Central Repository for Criminal Records
10 Hazen Drive
Concord, NH 03305
(603) 271-2538

Sex Offender Registry:

Law enforcement agencies in New Hampshire may provide organizations with the following information: the offender's name and address, a recent photograph, offenses for which the offender was convicted, the offender's method of approach, and the profile of previous victims. In order to perform a search of the sex offender registry, you should obtain consent from the applicant giving specific authorization to your organization for conducting the search. Since release of information appears to be discretionary on the part of local law enforcement agencies, organizations should attempt to establish a relationship with their local law enforcement agency to facilitate the release of sex offender information. For additional information, contact:

New Hampshire State Police
(603) 271-2663

Motor Vehicle Operator Records:

Division of Motor Vehicles
Records Section
James H. Hayes Safety Building
Hazen Drive
Concord, NH 0330

NEW JERSEY

Child Abuse Registry:

New Jersey Division of Youth and Family Services
PO Box CN717
One South Montgomery Street
Trenton, NJ 08625
(800) 732-8610

Criminal History Records:

New Jersey offers organizations the option of either a name-based or fingerprint-based criminal history information record check. State record checks for the following programs are conducted free of charge: neighborhood watch programs; block parents/helping hand programs; Big Brothers/Big Sisters; McGruff programs; programs for volunteer firemen, ambulance drivers, and first aid squads; and Safe House programs. Such programs coordinate requests through a law enforcement agency. Fingerprints are required for each volunteer, and the specific program should be identified on the fingerprint card. The law enforcement agency through which the request is made will review the "rap sheet" and advise the program of the

results of the check. The organization will not receive a copy of the record. Other organizations must request and submit form 212B along with \$15 for a name search or \$25 for a fingerprint search. The report will only show convictions for sex-, violence-, and drug-related charges. For further information, contact:

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

Sex Offender Registry:

Sex offender registration information concerning moderate, and high-risk individuals must be given to community organizations, including schools and religious and youth organizations. County prosecutors are the local sources of information concerning sex offenders. For further information, contact:

Office of the Attorney General
(609) 984-0231

Motor Vehicle Operator Records:

Division of Motor Vehicles
Driver Record Abstract Section
NC-142
120 South Stockton Street
Trenton, NJ 08666
(609) 292-6500

NEW MEXICO

Child Abuse Registry:

New Mexico Department of Human Services
Social Services Division
PO Box 2348
Santa Fe, NM 87504
(505) 827-8400

Criminal History Records:

New Mexico offers the option of state name-based checks for \$5 or fingerprint-based checks for \$20. Criminal history record check requires either a state release form or a statutory requirement for records check. New Mexico permits FBI record checks if they are required by statute. The fee for an FBI check is an additional \$24.

Technical and Emergency Support Division
Department of Public Safety
PO Box 1628
Santa Fe, NM 87504-1628
(505) 827-9192

Sex Offender Registry:

Currently New Mexico's sex offender registry is limited to us by law enforcement personnel. Legislation is under consideration that could open up access to relevant organizations and provide for community notification. For additional information, contact:

Department of Motor Vehicles
Driver Services Bureau
PO Box 1028
Santa Fe, NM 87504-1028
(505) 827-0582

Motor Vehicle Operator Records:

Division of Motor Vehicles
Driver Services Bureau
PO Box 1028
Santa Fe, NM 87504-1028
(505) 827-0582

NEWYORK

Child Abuse Registry:

New York State Department of Social Services
Division of Family and Children's Services
State Central Register of Child Abuse and Maltreatment
40 North Pearl Street
Albany, NY 12243
(518) 474-9003 / (800) 342-3720

Criminal History Records:

Access to criminal history record information is tightly controlled in New York. Criminal history record checks on volunteers are not available. For employees, only organizations that are authorized through statute or regulation are permitted to obtain criminal history record checks, which are required to be fingerprint-based. The organization must have a submission agreement with the repository and pay a \$25 fee for each name checked. For additional information, contact:

Division of Criminal Justice Services
Four Tower Place
Albany, NY 12203
(518) 457-6113

Sex Offender Registry:

Local law enforcement agencies may notify schools and other entities with vulnerable populations about an offender's presence in the community if the offender appears to pose a threat to public safety. Information on high-risk sex offenders is available at law enforcement agencies throughout the state. The state operates a 900 telephone number allowing public access, for a fee, to information in the sex offender registry – (900) 288-3838. For further information, contact:

Division of Criminal Justice Services
(518) 457-3167

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver Licensing Division
Swan Street Building, Room 222
Empire State Plaza
Albany, NY 12228
(518) 474-0735

NORTH CAROLINA

Child Abuse Registry:

North Carolina Department of Human Resources
Division of Social Services
Child Protective Services
325 North Salisbury Street
Raleigh, NC 27611
(919) 733-2580 / (800) 662-7030

Criminal History Records:

Organizations seeking access to criminal history record information in North Carolina must qualify under North Carolina law and enter into an access agreement with the state's repository. Since the qualifying organizations include "and other organization or corporation, whether for profit or nonprofit, that provides direct care or services to children, the sick, the disabled, or the elderly," most organizations will be able to meet the requirements for access. State name checks cost \$10, and fingerprint-based checks cost \$14. For additional information, contact:

Division of Criminal Information
North Carolina Bureau of Investigation
3320 Garner Road
PO Box 29500
Raleigh, NC 27626-0500
(919) 662-4500 ext. 6300

Sex Offender Registry:

Requests for sex offender registry information must be made to a county sheriff. Any person may inspect it. Access to the registry is also available on the Internet at <http://sbi.jus.state.nc.us/sor>. A copy of the entire registry may be provided to any group, entity, organization, or school working with children, the disabled, or the elderly upon written request and payment of a fee. For additional information, contact:

Department of Justice
(919) 716-6400

Motor Vehicle Operator Records:

Division of Motor Vehicles
Driver License Division
1100 New Bern Avenue
Raleigh, NC 27697
(919) 715-7000

NORTH DAKOTA

Child Abuse Registry:

North Dakota Department of Human Services
Division of Child and Family Services
Child Abuse and Neglect Program
State Capitol
Bismarck, ND 58505
(701) 224-2316

Criminal History Records:

To obtain criminal history record checks in North Dakota, submit Form SFN 50744, Non-criminal Justice Request for Criminal History Record Information; a signed release form from each person to be searched; and \$20 for each record check requested. Organizations may request either name- or fingerprint-based record checks. For additional information, contact:

Information Services Section
Bureau of Criminal Investigation
PO Box 1054
Bismarck, ND 58502
(701) 328-5500

Sex Offender Registry:

Local law enforcement agencies are the registering agencies and have the discretion to release information from the registry. For additional information, contact:

Bureau of Criminal Investigation
(701) 328-5500

Motor Vehicle Operator Records:

State Highway Department
Driver License and Traffic Safety Division
600 East Boulevard Avenue
Bismarck, ND 58505
(701) 328-2603

OHIO

Child Abuse Registry:

Ohio Department of Human Services
Bureau of Children's Protective Services
30 East Broad Street
Columbus, OH 43266-0423
(614) 466-9824

Criminal History Records:

Organizations wishing to obtain criminal history record information in Ohio must submit the official BCI&I civilian identification fingerprint card for the state check. A waiver of release (the reverse side of BCI&I's card) must be signed by the applicant and witnessed by a nonrelative. A money order or company check in the amount of \$15 for each check must accompany the card. Your organization must request, using your letterhead, an agency number from BCI&I. For additional information, contact:

Identification Division
Ohio Bureau of Criminal Identification and Investigation
PO Box 365
London, OH 43140
(614) 466-8204

Sex Offender Registry:

County sheriffs are responsible for community notification in the assigned geographical area to entities specified by law. Generally this includes schools, child care programs, children's services agencies, and institutions of higher education. For additional information, contact:

Bureau of Criminal Identification and Investigation
(614) 466-8204

Motor Vehicle Operator Records:

Bureau of Motor Vehicles
Driver License Division
PO Box 16520
Columbus, OH 43266-0020
(614) 752-7500

OKLAHOMA

Child Abuse Registry:

Oklahoma Department of Human Services
Division of Children and Youth Services
Child Abuse/ Neglect Section
PO Box 25352
Oklahoma City, OK 73125
(405) 521-2283 / (800) 841-0800 or (800) 522-3511

Criminal History Records:

Oklahoma offers access to state criminal history record information through either a name-based search for \$15 or a fingerprint-based search for \$35. Members of the public requesting Oklahoma criminal history record information must apply using Form CHID01, OSBI Criminal History Information Request. For additional information, contact:

Oklahoma State Bureau of Investigation
Criminal History Information
6600 North Harvey, Building 6, Suite 140
Oklahoma City, OK 73116
(405) 848-6724

Sex Offender Registry:

Information from the Oklahoma sex offender registry is available to members of the public upon request. Local law enforcement registries are open to all groups that provide services to children. For additional information, contact:

Department of Corrections
(405) 425-2615

Motor Vehicle Operator Records:

Department of Public Safety
Driver Improvement Bureau
PO Box 11415
Oklahoma City, OK 73136
(405) 425-2098

OREGON

Child Abuse Registry:

Department of Human Resources
Children's Services Division
Child Protective Services
198 Commercial Street, SE
Salem, OR 97310
(503) 378-4722 / (503) 378-4722

Criminal History Records:

To obtain criminal history record information, submit a written request with the name and address of the individual or agency making the request; the full name, date of birth, Social Security number, and current address of the subject of the request; and \$15 for a name-based check. If the information is being sought by an employer, the employer must first have informed the employee or prospective employee that the information may be sought. Your request for the record check must state that you have advised the applicant of the intent to conduct the record check. Fingerprint-based checks are available to the subject of the search upon submission of a set of fingerprints and \$12. For additional information, contact:

Oregon State Police
Identification Services Section
3772 Portland Road, NE
Salem, OR 97303
(503) 378-3070

Sex Offender Registry:

Registration information will be available upon request from local law enforcement agencies, with the exception of information that could interfere with the rehabilitation of the offender. For additional information, contact:

Oregon State Police
(503) 378-3720

Motor Vehicle Operator Records:

Motor Vehicles Division
Driver Licensing Section
1905 Lana Avenue, NE
Salem, OR 97314
(503) 945-5400

PENNSYLVANIA

Child Abuse Registry:

Pennsylvania Department of Public Welfare
Office of Children, Youth, and Families
Child Line and Abuse Registry
Lanco Lodge, PO Box 2675
Harrisburg, PA 17105
(717) 783-8744 / (800) 932-0313

Criminal History Records:

Pennsylvania permits both state and national record checks for some kinds of positions. National record checks require submission of fingerprints and \$24 in addition to the fees for the state record checks. The cost for both name-based checks and state fingerprint-based checks is \$10. For additional information, contact:

Bureau of Records and Information Services
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 787-9092

Sex Offender Registry:

Information from Pennsylvania's sex offender registry is available to the public upon request through local law enforcement agencies. For additional information, contact:

Megan's Law Section
Pennsylvania State Police
(717) 783-4363

Motor Vehicle Operator Records:

Bureau of Driver Licensing
Information Sales Unit
PO Box 8691
Harrisburg, PA 17105
(800) 523-6429

RHODE ISLAND

Child Abuse Registry:

Rhode Island Department for Children and Their Families
Division of Child Protective Services
610 Mount Pleasant Avenue
Building 9
Providence, RI 02908
(401) 547-4708 / (800) 742-4453

Criminal History Records:

In Rhode Island all criminal history record information is considered to be confidential and may be released only upon submission of a signed and notarized release for information; payment of \$5; and a stamped, self-addressed envelope for the report to be returned. Some day care programs require fingerprint state and national checks; the cost is \$25 for both.

For additional information, contact:

Bureau of Criminal Identification
Department of the Attorney General
150 South Main Street
Providence, RI 02903
(401) 274-4400 ext. 2353

Sex Offender Registry:

The Rhode Island Sex Offender Registry laws require notification to all homes within a quarter-mile of the offender's residence. The chief law enforcement agency of the city or town in which the offender lives is responsible for developing guidelines for community notification. For additional information, contact:

Department of the Attorney General
(401) 274-4400

Motor Vehicle Operator Records:

Division of Motor Vehicles
Operator Control Section
345 Harris Avenue, Room 212
Providence, RI 02909
(401) 277-2994

SOUTH CAROLINA

Child Abuse Registry:

South Carolina Department of Social Services
1535 Confederate Avenue
PO Box 1520
Columbia, SC 29202-1520
(803) 734-5670

Criminal History Records:

South Carolina will conduct state name-based criminal history record checks on both employees and volunteers. It will also conduct national FBI fingerprint-based check son employees and volunteers if required by law – for example, on child care workers and foster parents. The cost for name-based checks is \$25. FBI fingerprint-based checks cost \$48 for employees and \$36 for volunteers. For additional information, contact:

South Carolina Criminal Records Division
South Caroline Law Enforcement Division
PO Box 21398
Columbia, SC 29221
(803) 896-7043

Sex Offender Registry:

Information collected for the sex offender registry is open to public inspection at county sheriffs' offices. Request must be made in writing, state the name of the person requesting the information and the name and address of the person about whom information is being sought. Only one name is permitted per request. The sheriff may release information only to individuals living in the county in which the offender lives. For additional information, contact:

South Carolina Law Enforcement Division
(803) 896-7051

Motor Vehicle Operator Records:
South Carolina Department of Public Safety
Driver Records
PO Box 100178
Columbia, SC 29202-3178
(803) 251-2940

SOUTH DAKOTA

Child Abuse Registry:
Department of Social Services
Child Protection Services
Richard F. Kneip Building
700 Governors Drive
Pierre, SD 57501

Criminal History Records:
South Dakota offers criminal history record checks for both employees and volunteers. The cost of a state name-based check is \$15. Local record checks are available from the Clerk of the Court in each county in accord with each county's procedures and requirements. For additional information, contact:

Division of Criminal Investigation
Office of the Attorney General
500 East Capitol Avenue
Pierre, SD 57501-5070
(605) 773-3331

Sex Offender Registry:
Sex offender registry information in South Dakota is open to public inspection at local law enforcement agencies. Schools and child welfare agencies may submit names for employment screening purposes. For additional information, contact:

Division of Criminal Investigation
(605) 773-3331

Motor Vehicle Operator Records:
Department of Commerce and Regulation
Driver Improvement Program
118 West Capitol Avenue
Pierre, SD 57501-2036
(605) 773-6883

TENNESSEE

Child Abuse Registry:
Tennessee Department of Human Services
Child Protective Services
Citizen Bank Plaza
400 Deadrick Street
Nashville, TN 37219
(615) 741-5927

Criminal History Records:
Tennessee offers fingerprint-based record checks for nonprofit child care agencies or organizations. The organizations must submit a user agreement to the Bureau of Investigation. Once the user agreement is approved by the Bureau, an "ORI" number is assigned to the nonprofit. This number must be placed in the appropriate space on the standard FBI applicant fingerprint card. Fees for employees are \$24 for the state check plus \$24 for the FBI check. Fees for volunteers

are \$18 and \$18 respectively. Nongovernmental organizations will receive only summary information concerning disqualifying offenses. For additional information, contact:

Tennessee Bureau of Investigation
Records Division
1148 Foster Avenue
Nashville, TN 37210-4406
(615) 741-0430

Sex Offender Registry:

The county sheriffs in Tennessee are vested with considerable discretion for releasing information from sex offender registries depending upon their assessment of the level of risk of reach offender. For additional information, contact your local sheriff or:

Tennessee Bureau of Investigation
(615) 741-0430

Motor Vehicle Operator Records:

Department of Safety
Driver Control Division
1150 Foster Avenue
Nashville, TN 37210
(615) 741-3954

TEXAS

Child Abuse Registry:

Texas Department of Human Services
Protective Services for Families and Children Branch
PO Box 2960, MC 537-W
Austin, TX 78769
(512) 834-0034 / (800) 252-5400

Criminal History Records:

Nonprofit organizations may obtain criminal history record checks on volunteers through many Volunteer Centers located through the state for a cost of approximately \$4 per volunteer. FBI record checks are performed as required by other state agencies for licensing or other regulated functions. State name-based checks should be submitted on your organization's letterhead along with \$10 for each name. State fingerprint-based criminal history record checks cost \$15 per search.

Crime Records Division
Texas Department of Public Safety
PO Box 4143
Austin, TX 78765
(512) 424-2077

Sex Offender Registry:

Members of the community may obtain information on registered sex offenders from local law enforcement agencies by submitting a written request and payment of a fee covering the cost of obtaining the requested information. For additional information, contact:

Criminal Intelligence Service
Texas Department of Public Safety
(512) 242-2200

Motor Vehicle Operator Records:

Chief
Department of Public Safety
Driver Improvement and Control
PO Box 4087
Austin, TX 78773
(512)424-2600

UTAH

Child Abuse Registry:

Department of Social Services
Division of Family Services
PO Box 45500
Salt Lake City, UT 84110
(801-538-4171 / (800)678-9399 or (801)478-9811

Criminal History Records:

Utah provides access to criminal history files for the purpose of conducting background checks by a "qualifying entity." A qualifying entity would include a business, organization, or governmental entity that employs personnel in a) providing health care to children or vulnerable adults; b) fiduciary trust over money; c) care, custody, or control of children; or d) national security. If you are a qualifying entity, you may do a name-based search for \$5 that will check the Utah Criminal History file, the Utah statewide warrants file and the FBI's wanted file. To conduct this kind of search, you should fill out BCI Form 95-5-01 with each name and date of birth to be checked. A fingerprint verification check will check the files in Oregon, Nevada, Idaho, Montana, and Wyoming as well as Utah. A consent form should be kept on file by the requesting organization. For additional information, contact:

Bureau of Criminal Identification
Utah Department of Public Safety
4501 South 2700 West
Salt Lake City, UT 84119
(801) 965-4445

Sex Offender Registry:

Sex offender registration in Utah is maintained on a statewide basis. Individuals seeking access to sex offender registry information must put their request in writing and include a return address and telephone. Information will be given to victims of sex offenses or residents in locations where sex offenders are suspected of living. For additional information, contact:

Utah Department of Corrections
(801) 265-5626

Motor Vehicle Operator Records:

Motor Vehicle Division
Motor Vehicle Records Department
PO Box 30560
Salt Lake City, UT 84130-0560
(801)965-4430

VERMONT

Child Abuse Registry:

Vermont Department of Social and Rehabilitative Services
Division of Social Services
103 South Main Street
Waterbury, VT 05676
(802)241-2131 / (800)356-6552

Criminal History Records:

Most program must go through district courts to find local crime histories. There is no fee, but polices vary in different jurisdictions. Legislation is under consideration to increase access to records in the state criminal history records repository. For additional information, contact:

Vermont Criminal Information Center
Department of Public Safety
PO Box 189
Waterbury, VT 05676
(802) 244-8727

Sex Offender Registry:

Information from the Vermont sex offender registry is available to law enforcement agencies and to any employer authorized by law to request records from the Criminal Information Center. The release must be deemed to be necessary to protect the public from persons required to register. For additional information, contact:

Vermont Criminal Information Center
(802) 244-8727

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver Improvement
120 State Street
Montpelier, VT 05603
(802) 828-2050

VIRGINIA

Child Abuse Registry:

Commonwealth of Virginia
Department of Social Services
Bureau of Child Protective Services
Blair Building
8007 Discovery Drive
Richmond, VA 23229-8699
(804)662-9081 / (800) 552-7096 or (804) 662-9084

Criminal History Records:

To gain access to criminal history record information in Virginia, organizations must submit a notarized consent form for each applicant. State name-based checks cost \$15, and fingerprint-based checks cost \$13. National record checks are authorized for public school system personnel and cost an additional \$24 for employees and \$18 for volunteers. For additional information, contact:

Records Management Division
Virginia State Police
PO Box 27472
Richmond, VA 23261-7472
(804) 674-2070

Sex Offender Registry:

Information from the Virginia sex offender registry is disseminated upon request to public and private schools, child welfare agencies, family day care providers, and child-minding and day care services. Registration information is not available to the general public at this time. The state police are required to develop an Internet-accessible site to provide to the general public with access to registry information on violent sexual predators. For additional information, contact:

Department of State Police
(804) 674-2147

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver Licensing and Information Division
PO Box 27412
Richmond, VA 23269
(804) 367-0538

WASHINGTON

Child Abuse Registry:

Department of Social and Health Services
Division of Children and Family Services
Child Protective Services
Mail Stop OB 41-D
Olympia, WA 98504
(206) 753-7002 / (800) 562-5624

Criminal History Records:

Washington offers state criminal history record checks through either name- or fingerprint-based searches. Organizations should submit the Request for Criminal History Information form. For-profit organizations must pay \$25 for each fingerprint-based search or \$10 for each name-based search. Nonprofit organizations and school district volunteers are not charged a fee for this service. For additional information, contact:

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

Sex Offender Registry:

Information from the Washington sex offender registry for medium, and high-risk offenders may be disclosed to schools; child care centers; family child care providers; and business and organizations that serve primarily children, women, or vulnerable adults. Information concerning high-risk offenders may be released to the general public. For additional information, contact:

Department of Corrections
(360) 753-6789

Motor Vehicle Operator Records:

Department of Licensing
Division of Driver Services
Highway-Licenses Building
Olympia, WA 98504
(360) 902-3900

WEST VIRGINIA

Child Abuse Registry:

West Virginia Department of Human Services
Division of Social Services
Child Protective Services
State Office Building
1900 Washington Street East
Charleston, WV 25305
(304) 348-7986 / (800) 352-6513

Criminal History Records:

West Virginia will perform criminal history record checks of both employees and volunteers. Organizations should submit DPS Form 39A, signed by the applicant with an inked impression of the applicant's right thumbprint to verify identification if there is a "hit." Costs of either name- or fingerprint-based searches are \$20. Organizations registered with the state police are charged \$10 per search. For additional information, contact:

Criminal Records Division
West Virginia State Police
725 Jefferson Road
South Charleston, WV 25309
(304) 746-2180

Sex Offender Registry:

All community or religious organizations that regularly provide services to youths in the county where the offender will reside may receive sex offender registry information after they sign a nondisclosure agreement with the state police. Information may be provided to any other person upon application to, and approval by, the circuit court where the individual seeking the information resides. For additional information, contact:

West Virginia State Police
Criminal Records Division
(304) 746-2177

Motor Vehicle Operator Records:

Department of Motor Vehicles
Driver Improvement Division
1800 Washington Street, East
Charleston, WV 25317
(304) 558-0593

WISCONSIN

Child Abuse Registry:

Wisconsin Department of Health and Social Services
Division of Community Services
Bureau for Children, Youth, and Families
One West Wilson Street
Madison, WI 53707
(608) 266-3036

Criminal History Records:

Wisconsin offers name-based checks for both employees and volunteers at a cost of \$2 per name searched. For additional information, contact:

Crime Information Bureau
Wisconsin Department of Justice
PO Box 2718
Madison, WI 53701
(608) 266-5764

Sex Offender Registry:

Child care providers, schools, child welfare groups and agencies, and youth groups may request information for background screening or general safety purposes. The request may be about a specific individual or geographical area. The state provides 24-hour toll-free telephone access for use by the general public at (800) 398-2403. For additional information, contact:

Department of Justice
(414)227-2100

Motor Vehicle Operator Records:

Department of Transportation
Compliance and Restoration Section
PO Box 7917
Madison, WI 53707
(608)266-2261

WYOMING

Child Abuse Registry:

Department of Health and Social Services
Division of Public Assistance and Social Services
Hathaway Building
Cheyenne, WY 82002
(307)777-7150

Criminal History Records:

Wyoming offers only fingerprint-based criminal record searches for both employees and volunteers. Requests for searches must be submitted on the orange, Non-Criminal Justice Applicant fingerprint card. The card includes a waiver form on the reverse side that must be signed by the applicant and notarized. The cost of the search is \$15. For additional information, contact:

Office of the Attorney General
Division of Criminal Investigation
316 West 22nd Street
Cheyenne, WY 82002-0001
(307) 777-7523

Sex Offender Registry:

Information from the Wyoming sex offender registry for medium and high-risk offenders may be disclosed to schools and religious and youth organizations. Information concerning high-risk offenders may be released to the general public as specified by the district court. For additional information, contact:

Division of Criminal Investigation
(307)777-7523

Motor Vehicle Operator Records:

Department of Transportation
Driver Control
Financial Responsibility Section
PO Box 1708
Cheyenne, WY 82003
(307)777-4800

In addition to the state agencies previously listed, there are many other low cost or non-profit organizations that provide fingerprinting services and background checks. Some of these organizations may also provide mobile units that will come to your church and fingerprint a group of people. Contact a church, youth organization, or school in your area to learn of other sources.

Listed below are alternative agencies that have been recommended:

U.S. Fingerprinting Inc. provides a mobile unit and will go to many locations in California
350 Colorado Blvd.
Pasadena, CA 91105
626/583-8830

www.123notary.com offers fingerprinting services in the Los Angeles area, Bakersfield, Orange, West San Fernando Valley, San Francisco and Oakland. The cost is \$7.00 per card plus travel or \$6.00 per card for groups of 20 or more. Travel fees are \$25 - \$35 per visit. **Call 323-933-5383** for more information.

Criminal Information Services, Inc.
www.criminalinfo.com
800-973-5500 _____

This company provides both on-line and off-line criminal histories for 21 states. The fees are reasonable for non-profit groups.