

ARCHDIOCESE OF ST. LOUIS



Policies, Procedures,  
and Guidelines  
on Child Abuse





---

# Policies, Procedures, and Guidelines on Child Abuse

<b>Section 1</b>	<b>Policies, Procedures, and Guidelines on Child Abuse</b> A. Introduction B. Policy C. Procedures	page 1.1
<b>Section 2</b>	<b>Questions and Answers</b>	page 2.1
<b>Section 3</b>	<b>Child Abuse Resources</b> A. Printed Materials B. Audio Visual Resources C. Presentations	page 3.1
<b>Section 4</b>	<b>Appendix</b> A. Employee Application B. Volunteer Application C. Request for Child Abuse or Neglect/Criminal Record D. State and Central Repositories	page 4.1



# 1 Policy, Procedures, and Guidelines on Child Abuse



## A. Introduction

The following Policy and Procedures have been developed by the Archdiocese of St. Louis to give guidance on the subject of child abuse to employees, volunteers, religious, priests and deacons in the Archdiocese and to address the needs of victims of child abuse. For purposes of the Policy and Procedures, the Archdiocese of St. Louis includes schools, parishes and agencies of the Archdiocese (hereafter collectively referred to as “SPA”). The primary goal of the Archdiocese in this regard is to prevent child abuse, and the primary method of prevention is education. In addition to education, care in the hiring and evaluation of employees and volunteers is an important element in prevention of child abuse. Since the possibility of child abuse has to be recognized, the Policy and Procedures also cover the investigation and reporting of incidents of child abuse, and assistance to those affected by instances of abuse.

## B. Policy

**The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. The Archdiocese is also committed to complying with legal requirements for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child’s care, custody and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious, priests and deacons working in the schools, parishes and agencies of the Archdiocese of St. Louis are expected to support this Policy and to comply with the Procedures developed to implement the Policy.**

## C. Procedures

### 1. Education

**1.1** Pastors, principals, agency heads and other management personnel should be educated in the law, employment procedures, reporting procedures and what signs to look for in the detection of child abuse.

**1.2** Employees, volunteers, religious, priests and deacons who are in contact with children in their work should be educated in the law regarding child abuse, what signs to look for in the detection of abuse, both in circumstances and events which might indicate abuse and in the children themselves. Additionally, they should be given guidance on what they should avoid so as not to bring suspicion on themselves.

**1.3** Students in the schools of the Archdiocese and parish schools of religion and other educational programs of the Archdiocese should be educated about child abuse and the need to report any attempted or actual abuse to their teachers, principals or other appropriate persons.

**1.4** Parents should be educated on what signs of child abuse to look for in their children, which may alert them to a possible problem. Parents should also be told to whom they could report incidents of suspected child abuse.

---

**1.5** The Archdiocese of St. Louis will develop educational programs regarding child abuse emphasizing the creation of a safe environment for children. These programs will be directed to pastors, principals, agency heads and other management personnel as well as all employees and volunteers who provide services to children. The special emphasis of this educational program will be children in schools and child care programs, and the parents of these children.<sup>1</sup>

## **2. Hiring and Evaluation of Employees**

**2.1** An essential element to the protection of children within the care of the Archdiocese is a hiring and pre-employment screening process which will elicit and develop information regarding each applicant for employment who will be working with children or in proximity to children. The following steps should be followed for the pre-employment evaluation of such applicants:

**2.1.1** Utilize a standard application form developed by the Archdiocese, which requests information regarding any history of abuse (see **Employment Application** in the appendix section of this manual).

**2.1.2** Check references and other information from the application form as appropriate to the question asked and the position being sought. This would include verification of information and performance from previous employers.

**2.1.3** A records check for prior history of abuse in Missouri should be made for each applicant by the chief administrator of the SPA. The Archdiocese of St. Louis, not the State of Missouri, requires this check. This check is accomplished through a written request to Missouri State Highway Patrol using the **Request for Child Abuse or Neglect/Criminal Record** form (see form in the appendix section of this manual). The Name Search option on this form should be used for screening all applicants. This check will provide the administrator with information from the open records from the Missouri Criminal Record Repository and information from the Missouri Division of Family Services' Central Registry. In addition, the Name Search process will allow a review of the sex offender list maintained by each county.

The original Request for Child Abuse or Neglect/Criminal Record form and one copy of the completed form should be sent to:

Missouri State Highway Patrol  
Criminal Records and Identification Division  
P. O. Box 568  
Jefferson City, Missouri 65102

A copy of each form should be maintained at the school, parish or agency.

---

<sup>1</sup> The areas to be covered in the educational program include the recognition of potential or actual problems of abuse. It will also cover suggested steps to be taken when abuse is suspected or known. This will include a description of responsibilities under the state child abuse reporting laws and the designation of appropriate persons in the Archdiocese to be contacted when abuse is suspected.

---

If the applicant currently resides in another state, a records check should also be made with the comparable agency for that state. If deemed appropriate, based on information received from the application process, a records check should also be made with the comparable agency for all states in which the applicant has resided (see **State Central Repository** in the Appendix section of this manual).

**2.1.4** A personal interview in which appropriate questions are asked should be conducted for each applicant.

**2.1.5** Persons who, as a result of the application process, are determined to be at risk with children should not be placed in a position in which there is contact, or an opportunity for contact, with children.

**2.1.6** If there are any questions regarding whether to accept an applicant or regarding a current employee or volunteer based on any information received during an interview process, records checks or other channels normally utilized in making employment decisions, consultation with diocesan legal counsel should be followed. Until such questions are resolved an applicant, current employee or volunteer who it appears may be at risk with children should not be placed in a position in which there is contact, or an opportunity for contact, with children.

**2.1.7** Records of persons not given positions because of concerns relating to placing them in contact with children should be maintained for five years.

**2.1.8** Records of persons given positions should be maintained for five years after employment has terminated unless an incident of alleged or suspected abuse has arisen, in which event advice of diocesan legal counsel should be obtained.

**2.2** In addition to the hiring and pre-employment screening process used in hiring new employees there should be an ongoing evaluation of all employees who are working with or who are in a position to be in contact with children. Every even numbered year the administrator of the SPA should send a written request to the Missouri State Highway Patrol using the **Request for Child Abuse or Neglect/Criminal Record** form (see form in the appendix section of this manual). The Name Search option on this form should be used for screening all employees.

### **3. Recruitment and Acceptance of Volunteers**

**3.1** As with employees, it is important to conduct an evaluation of volunteers who will be working with children. The steps set forth below should be followed in the recruitment and acceptance of volunteers who are over the age of eighteen and who will be performing volunteer services on a regular basis for a school, parish or agency of the Archdiocese. Because many volunteers assist only occasionally or for a particular event, it is impractical to use the process outlined in this section in their recruitment. Due care should nonetheless be used in the selection of occasional volunteers.

**3.1.1** Utilize a standard information gathering form developed by the Archdiocese for volunteers (see **Volunteer Application** in the appendix section of this manual).

**3.1.2** Check references and other information requested on the form as appropriate to the responses received and the position for which the volunteer is being recruited.

---

**3.1.3** The chief administrators of the SPA should make a records check for prior history of abuse in Missouri for each new volunteer. The Archdiocese of St. Louis, not the State of Missouri, requires this check. This check is accomplished through a written request to Missouri State Highway Patrol using the **Request for Child Abuse or Neglect/Criminal Record** form (see form in the appendix section of this manual). The Name Search option on this form should be used for screening all new volunteers.

A copy of each form should be maintained at the school, parish or agency.

If the applicant currently resides in another state a records check should also be made with the comparable agency for that state. If deemed appropriate based on information received from the application process, a records check should also be made with the comparable agency for all states in which the applicant has resided (see **State Central Repository** in the Appendix section of this manual).

**3.1.4** When deemed appropriate, a personal interview of persons recruited as volunteers should be conducted.

**3.1.5** There should be an ongoing evaluation of all volunteers who are working with or who are in a position to be in contact with children. Every even numbered year, no later than the last week of September, the administrator of the SPA should send a written request to the Missouri State Highway Patrol using the **Request for Child Abuse or Neglect/Criminal Record** form (see form in the appendix section of this manual). The Name Search option on this form should be used for screening all volunteers. This check will provide the administrator with information from the open records from the Missouri Criminal Record Repository, the sex offender list maintained by each county and information from the Missouri Division of Family Services' Central Registry.

**3.1.6** Records including the information form for volunteers should be maintained for five years after the volunteer has completed his/her volunteer work unless an incident of alleged or suspected abuse has arisen, in which event advice of diocesan legal counsel should be obtained.

#### **4. Screening of Third Party Employees**

**4.1** Third party employees are those individuals who work in schools, parishes or agencies who are in a position to have contact with children but who are not directly employed by the school, parish or agency. These individuals could be working for a company or group with which the SPA has contracted to provide specific services. Examples of such employees include individuals working for a cafeteria service, bus company, maintenance firm or latch key program.

It is important to make sure that these employees are screened with regard to any past history of child abuse. The responsibility for such screening rests with the employer of these individuals, not with the administrator of the school, parish or agency. The SPA administrator is only responsible to determine that the firm with which he/she has contracted undertakes the screening at the appropriate time. SPA administrators should require that firms provide evidence that such an evaluation has occurred. For example, firms could be asked to supply a copy of the employee's screening form from the State of Missouri. If a firm does not cooperate in this screening effort, another firm should be sought.

---

**4.1.1** A records check for prior history of abuse in Missouri should be made for each new third party employee by the firm employing the individual. The Archdiocese of St. Louis, not the State of Missouri, requires this check. This check is accomplished through a written request to Missouri State Highway Patrol using the **Request for Child Abuse or Neglect/Criminal Record form** (see form in the appendix section of this manual). The Name Search option on this form should be used for screening all applicants.

A copy of each form should be maintained at the school, parish or agency.

If the applicant currently resides in another state a records check should also be made with the comparable agency for that state. If deemed appropriate based on information received from the application process, a records check should also be made with the comparable agency for all states in which the employee has resided (see **State Central Repository** in the Appendix section of this manual).

**4.1.2** The administrator of the SPA should request each year verification from the employer of the employee working at the school, parish or agency that all new employees have been screened. New employees should be evaluated immediately upon hire and prior to the employee being assigned to the school, parish or agency.

**4.1.3** In addition to the hiring and pre-employment screening process used in hiring new employees there should be an ongoing evaluation of employees who are working with or who are in a position to be contact with children. Every even numbered year the employer should send a written request to the Missouri State Highway Patrol using the **Request for Child Abuse or Neglect/Criminal Record form** (see form in the appendix section of this manual). The Name Search option on this form should be used for screening all employees.

## **5. Incident Investigation and Reporting**

Because of the serious nature of incidents of alleged or suspected child abuse for the victim, the family of the victim, the accused and the Archdiocese and its employees, religious, priests, deacons and community, the investigation and reporting of such incidents must be conducted in a manner which gives proper protection to all involved. The investigation must be carried out in a way which: (i) will best lead to determining the facts, (ii) will fulfill the statutory obligation to report incidents of probable child abuse, and (iii) will assist legal counsel in the preparation for the defense of potential litigation which may arise from the incident.

In the investigation and reporting of incidents of alleged or suspected abuse, pastoral concerns should be addressed through sensitivity to all involved and through the maintenance of confidentiality of information received. Based on the foregoing, the following procedures have been developed.

### **5.1 Statutory legal obligation to report child abuse**

Sections 210.110 through 210.165 of the Revised Statutes of Missouri contain the law regarding Child Abuse and Neglect in Missouri. The following is a summary of the reporting requirements and applicable definitions.

---

### **5.1.1 Definitions:**

“**Child**” means any person less than 18 years of age.

“**Abuse**” means any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the care, custody and control of the child, which includes any person “exercising supervision” over a child for any part of a 24-hour day.

“**Neglect**” means failure by anyone responsible for the care, custody and control of a child to provide the proper or necessary support, education as required by law, nutrition or medical, surgical or other care necessary for the child’s well being. This also includes any person “exercising supervision” over a child for any part of a 24-hour day.

### **5.1.2 Who must report:**

Every person with responsibility for the care of children is required to make a report. Generally, this covers anyone dealing with the care or supervision of children. Specifically, it covers every teacher, principal, other school official, day care center worker, childcare worker, social worker, nurse and psychologist (in addition to other health care personnel). Priests and deacons, are also mandated reporters. However, they are not required to report based on privileged information they receive in their professional capacity as priests or deacons. Privileged information in this context includes spiritual counseling, spiritual direction and confession.

### **5.13 What requires a report:**

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect.

### **5.1.4 To whom must the report be made:**

A staff member, such as a teacher, day care worker, or social worker must report to the person immediately in charge (e.g. the principal, pastor or agency director) when such staff member learns of abuse or neglect in his/her staff or professional position. The person in charge then becomes responsible for further internal reporting in accordance with these Procedures with a report ultimately being required to be made to the Missouri Division of Family Services if indicated by the circumstances. A person who makes a report of suspected child abuse or neglect to his or her supervisor has fulfilled his or her obligation to report. Anyone else required to report (including a teacher, social worker, etc., learning of abuse or neglect outside of his/her staff or professional position) must report directly to the Missouri Division of Family Services. Reports to the Missouri Division of Family Services may be made by calling the Child Abuse and Neglect Hotline at **1-800-392-3738**.

### **5.1.5 When must report be made:**

The report must be made to the Division of Family Services by the person legally responsible for making the report immediately upon receiving a report of child abuse, or other information regarding child abuse or neglect which gives him/her reasonable cause to suspect that a child has been or may be subjected to abuse. While the statute gives no time limit in its provisions, stating only that the report must be made immediately, the obligation to report does not arise until there is reasonable cause to suspect abuse or neglect. Some initial investigation may be required to determine whether such reasonable cause exists and, accordingly, there may be a time period between learning of suspected abuse and making a decision whether to make a report. However, when reasonable cause to suspect abuse has been established, the report must be made immediately.

---

**5.1.6 Failure to Report:**

Failure to report suspected child abuse or neglect to the Division of Family Services by a person required to do so, immediately upon establishing that there is reasonable cause to suspect child abuse or neglect, is a class A misdemeanor.

**5.2 Process for investigating incidents of alleged or suspected abuse and reporting incidents of suspected abuse.**

**Child Abuse That Is Perpetrated In Connection with Schools, Parishes or Agencies**

**5.2.1** In the case of abuse within an SPA, abuse by an employee, agent or volunteer of an SPA, whether lay, religious or clergy, or abuse by a priest:

**5.2.1.1** The person observing or learning of abuse or suspected abuse shall report the incident to his/her supervisor within the SPA with a report ultimately being made to the person in charge of the SPA.

Exceptions:

a) If the person learning of the incident is in charge within the SPA, then no further report within the SPA is needed.

b) If the person suspected or accused of abuse is the person in charge within the SPA, then no report is made within the SPA, but the report should be made to the Receiver of the Report as defined below.

**5.2.1.2** The parent(s) or legal guardian(s) of a victim of alleged child abuse by an employee, agent or volunteer of an SPA should be informed promptly of the alleged incident of abuse.

**5.2.1.3** The person in charge within the SPA shall immediately report to the person in charge of the responsible agency or his/her designee (hereinafter referred to as the "Receiver of the Report"). The Receiver of the Report is the person ultimately receiving the report in the following examples:

a) **School:** In the case of an elementary or secondary school, or parish school of religion, reports shall be made to the principal or administrator who shall report to the pastor (if a parish school). Then the pastor, principal or administrator as determined among them shall report to the Superintendent of Education or his/her designee.

b) **Parish:** In the case of a parish incident not related to a school, the pastor shall report to the Vicar General who has jurisdiction over the parish.

c) **Agency:** In the case of an agency of the Archdiocese, the person in charge shall report to the director of the agency, if a person other than himself/herself, or his/her designee as determined by each agency.

d) **Clergy:** In the case of an incident involving clergy, in addition to any report which may be required above, a report shall be made to the Vicar General for priests. If the incident occurred in connection with an SPA, the Receiver of the Report shall be determined as above. Otherwise, the Vicar General shall be deemed to be the Receiver of the Report.

---

**5.2.1.4** The Receiver of the Report shall immediately contact diocesan legal counsel. All reports prior to this stage shall be verbal reports made as soon as practical. Legal counsel may request written summaries from the various persons learning of incidents of abuse, or reporting as required herein, as may be needed under the circumstances.

**5.2.1.5** The Receiver of the Report, in consultation with legal counsel and with the person from whom the report was received and/or others, as deemed appropriate, after having reviewed the matter, makes a decision:

- a) to report or cause a report to be made to the Division of Family Services (“DFS”),
- b) to consult with the Child Safety Committee appointed by the Archbishop of St. Louis,
- c) to conduct further investigation either with a report having been made to DFS or without having found cause to make a report at this stage,
- d) to close the matter on the basis that there is not cause to proceed,
- e) to take action regarding the alleged abuser. This should be done in conjunction with the employer or supervisor of the alleged abuser so that employee rights are preserved.
- f) to assist the alleged victim and his/her family in obtaining counseling or other appropriate assistance.

**5.2.1.6** If further consultation or investigation was undertaken pursuant to Section 5.2.1.5. b) or c), then after such consultation or investigation, the Receiver of the Report, in consultation with legal counsel and (i) the Child Safety Committee, (ii) the person from whom the report was received and/or (iii) others, as deemed appropriate to the circumstances, will make a determination of what action will be taken in the matter which may include one or more of the following:

- a) closing the matter with no further action, maintaining documentation,
- b) making a report or causing a report to be made to the DFS,
- c) terminating, suspending or taking other action regarding the alleged abuser, (as noted above, this should be done in conjunction with the employer or supervisor of the alleged abuser) and
- d) assisting the alleged victim and the family of the alleged victim.

**5.2.1.7** All written reports documenting information and investigations related to incidents of alleged or suspected abuse or neglect which are made pursuant to this Section 5.2.1. shall be prepared under the direction of legal counsel for the Archdiocese in order to prepare for the defense of any litigation that may arise from such incidents.

### **Child Abuse or Neglect That Is Not Perpetrated In Connection with Schools, Parishes or Agencies**

**5.2.2** In the case of alleged or suspected incidents of abuse by a person who is not an employee, agent or volunteer of an SPA, a priest or deacon, and which did not occur on the premises of or in connection with an SPA, but which a person learned of in his/her capacity as an employee or staff member of an SPA:

**5.2.2.1** The person observing or learning of the abuse, suspected abuse shall report the abuse to his/her supervisor within the SPA.

**5.2.2.2** The supervisor within the SPA (e.g. the principal, school administrator, pastor or

---

agency director, as appropriate to the SPA) shall review the matter and, if required, make a report to the DFS. Consideration should be given to offering assistance to the alleged victim and his/her family in obtaining counseling or other appropriate assistance.

**5.2.3** All employees and agents of the Archdiocese and its various agencies are required to cooperate fully in the investigation of incidents of alleged or suspected child abuse.

**5.2.4** Documentation of reports of child abuse, the investigation of such reports and the disposition of the reports and investigations should be maintained in a secure and confidential place. Documentation should be limited to facts observed or reported and should not contain opinions or speculation.

**5.2.5** All information received in conjunction with investigations of incidents of alleged or suspected child abuse shall be kept confidential by any person obtaining or receiving such information.

**5.3 Additional procedures for addressing incidents of alleged or suspected sexual abuse of a minor.**

A separate supplemental section addressing sexual abuse of minors will be created as an accompaniment to this Policy when the Essential Norms for Diocesan/Eparchial Policies Dealing With Allegations of Sexual Abuse of Minors by Priests, Deacons or Other Church Personnel (“Essential Norms”) have been finalized by the United States Conference of Catholic Bishops (“USCCB”) and approved by the Holy See. This separate supplemental section will reflect the outcomes addressed in the Charter

**6. Assistance to Those Affected by Child Abuse**

If, in spite of efforts to prevent child abuse, a child is abused by an employee, volunteer, priest, deacon or religious providing services for a school, parish or agency of the Archdiocese, the victim and his or her family should be attended to with compassion by the pastor, principal, agency director or other appropriate person. This will include being assisted in obtaining counseling and medical care as may be needed. Confidentiality regarding victims of child abuse will be maintained consistent with legal requirements.

**7. Perpetrators of Child Abuse**

If after investigating an incident of alleged child abuse in accordance with Section 5 of these Procedures, it is established that abuse has occurred or that it is probable that abuse has occurred, steps will be taken to remove the perpetrator, or alleged perpetrator, from any position which has contact with children. Other appropriate disciplinary steps will be considered and taken as required by the circumstances. Appropriate consideration should also be given to the care for and the rehabilitation of the perpetrator, which could include advising the person to seek counseling or therapy.



# 2 Questions and Answers

---



**Q1** Why have these policies and procedures on child abuse been developed and approved by the St. Louis Archdiocese?

**A** The Archdiocese of St. Louis is committed to the prevention of child abuse in all parishes, schools, and agencies of the Archdiocese, to assisting those who are affected by incidents of child abuse, and to comply with legal requirements for reporting child abuse.

**Q2** Must all parishes, schools, and agencies comply with these policies and procedures or are they optional?

**A** All employees, volunteers, religious, priests and deacons of the Archdiocese of St. Louis are expected to support the policies and to comply with the procedures developed to implement the policies.

**Q3** What steps should a parish, school, or agency take prior to employing personnel?

**A1** Have each applicant complete standard application form developed by Archdiocese. A copy of this form can be found in the appendix of this manual. This form may be duplicated locally.

**A2** Check references and other information from application form as appropriate.

**A3** Have each applicant complete the state **Request for Child Abuse or Neglect/ Criminal Record** form (see appendix section of this manual) and SPA will mail the yellow and white forms to the Missouri State Highway Patrol, Criminal Records and Identification Division, P.O. Box 568, Jefferson City, MO 65102. This step must be repeated in the even numbered years for all employees and volunteers.

**A4** Follow-up interviews and decisions may be necessary based on information developed.

**Q4** Do these employment steps pertain only to employees?

**A** No....As with employees, it is important to conduct an evaluation of volunteers who will be working with children. Volunteers will follow the same general steps as outlined in Q. 3. with the exception they will complete the volunteer application form instead of the employee application form.

**Q5** Do these steps pertain to all parish and school volunteers?

**A** No....The procedures pertain to those volunteers who will be performing volunteer service on a regular basis with children of a parish, school, or agency of the Archdiocese. For volunteers who assist only occasionally or for a particular event, it is impractical to use the process outlined in the manual. Due care should nonetheless be used in the selection of occasional volunteers.

---

**Q6** Is it necessary to have youth under 18 years of age complete application forms, employment forms, and State screening forms?

**A** No.... The completion of the application and screening forms pertaining to child abuse will be pertinent only to those who are 18 years of age or older and are out of high school. Schools, parishes, and agencies that deal with youth under 18 years of age, or who are still in high school, who know these young people are going to have custody of other children are encouraged to educate and instruct them on the proper manner of exercising custodial care of youth.

**Q7** Individuals frequently volunteer in a variety of different programs within a parish as well as volunteering in Archdiocesan programs in more than one parish. Is it necessary to complete volunteer forms, employment forms, and State screening forms each time an individual volunteers for a program?

**A1 Within the same parish.** Individuals who volunteer or may be employed within the same parish for a number of different programs involving youth need only complete one form and one State form in that parish each year.

**A2 Parish to parish.** Individuals who volunteer or are employed in other parishes, agencies, and programs outside their own parish should complete the appropriate form and State screening form for each program outside the parish that they are associated with.

**A3 Substitute Teachers.** A teacher who substitutes in Catholic elementary schools should complete an employment application form and State form in one of the schools in which he/she teaches. A file should be set-up for the teacher in that school.

If a teacher would substitute in other Catholic schools, a teacher needs to simply sign a written authorization for the principal to verify the information by telephone. Forms should not be copied and distributed.

**Q8** What steps should a school, parish or agency take in regard to screening individuals who work in the school and have regular contact with children but are employed by a third party contractor (child care program, food service, maintenance firm, etc.)

**A** The responsibility for screening these employees rests with the employer of these individuals, not with the administrator of the school, parish or agency. The SPA administrator is only responsible to determine that the firm undertakes the Name Search screening available through the Missouri State Highway Patrol at the appropriate time. Administrators should require the firm to provide evidence that such a screening has occurred.

**Q9** Must the pastor sign each Request for Child Abuse or Neglect/Criminal Record form submitted to the Missouri State Highway Patrol?

**A** A stamped signature may be used in place of the pastor's original signature on each form. It is necessary that the parish name and address appear at the bottom of the State form.

---

**Q10** What does “accused of child abuse” mean?

**A** “Accused of child abuse” means that the police or Division of Family Services has conducted an investigation as a result of a registered formal complaint. It does not mean accusations or charges that an individual may have made against another individual at some point in the past. Information that is presented on this form is intended for the use of the pastor and these forms are to be returned to the parish rectory. Any further discussion of these answers will be between the pastor and the volunteer or employee. Confidentiality of these responses is essential.

**Q11** Why not have the CYC complete the volunteer form and State screening form whenever the coaches complete their I.D. cards?

**A** Parishes should follow the same procedures with their coaches as they do with other volunteers and employees in the parish. Completion of the CYC cards is not done on an annual basis. Further, the responses to any of the forms completed need to be maintained by the pastor in the rectory. The CYC Office does not have the resources to do forms and screening on each coach and then to deliver files on each coach to each of the parishes. Administration and confidentiality is better maintained if performed by each parish respectively.

**Q12** Who should complete the forms for merged or consolidated elementary schools?

**A** Principals of merged or consolidated elementary schools should complete the forms for employees and volunteers that work in their school. The designated pastor for that school should be the one who signs the State form and the State form should be returned to the school where they will remain on file. These schools will operate in the same fashion as a high school.

**Q13** What must be sent to the Missouri State Highway Patrol?

**A** In the fall the **Request for Child Abuse or Neglect/Criminal Record** form must be completed by each new employee and volunteer. The original form and one copy should be mailed to the Missouri State Highway Patrol, Criminal Records and Identification Division, P.O. Box 568, Jefferson City, MO 65102 by the SPA. This same form should be completed by all employees and volunteers in the even numbered years and mailed to the Missouri State Highway Patrol. All forms, when they are returned, are to be retained by the school, parish or agency.

**Q14** Who is responsible for completing the forms on the Clergy?

**A1 Diocesan priests.** The Request for Child Abuse or Neglect/Criminal Record form will be completed by the Catholic Center for all diocesan priests working in the St. Louis Archdiocese. If a substantiated case of child abuse should be returned, then the parish or agency for which the diocesan priests works will be properly notified.

**A2 Priests working for religious orders.** All religious order priests working as pastors and associate pastors will be cleared by the Catholic Center. All other religious order priests employed by high schools and agencies will be cleared according to those procedures adopted by the respective school and agency.

---

**Q15** What information can I expect to receive from the Missouri State Highway Patrol?

**A** The Missouri State Highway Patrol will return to you the original form for those employees and volunteers with no substantiated evidence of child abuse. These forms should go into your local employee/volunteer files. The Division of Family Services will return the copy of the form on individuals with no substantial evidence of child abuse.

If an employee/volunteer is found to be a substantiated case, the Missouri State Highway Patrol and Division of Family Services will keep the original form and mail to the parish, school, or agency, a form letter indicating: the alleged perpetrator, the incident, date, category and specific finding, severity of incident, conclusion, and the phone number and name of a person in Jefferson City you may want to call if you have further questions.

**Q16** What guidelines should be followed in evaluating an employee/volunteer's violation record returned from the Missouri State Highway Patrol Name Search?

**A** In utilizing the Name Search service schools, parishes and agencies could receive information on a variety of past violations committed by employees or volunteers. The employer will need to be able to evaluate that employee/ volunteer's record to determine if that individual is a threat to the children with whom he or she works. Below are some guidelines that serve to assist employers in the Archdiocese in that evaluation process.

The following types of violations would generally be considered minor unless a number and variety of these violations indicate a serious problem:

- ◆ traffic (driving) violations
- ◆ shoplifting

The following violations would generally be considered serious and would eliminate the individual from consideration for a position working with children:

- ◆ any felony conviction
- ◆ sexual misconduct
- ◆ illegal possession of a weapon
- ◆ possession or use of a controlled substance
- ◆ burglary
- ◆ breaking and entering
- ◆ assault

**Q17** Are these forms kept confidential by each parish?

**A** It is very important that answers to the questions on the employment and volunteer application forms, as well as responses from the Missouri State Highway Patrol and Division of Family Services, are kept confidential by each parish. In order to best assure this happening, parish volunteers and employees should submit the completed forms to the rectory where these responses will be kept in a confidential file under the control of the pastor.

---

**Q18** What does a school, parish, or agency do if they have a substantiated case of child abuse?

**A** Notify the Receiver of the Report as outlined in the Child Abuse Manual to discuss appropriate steps.

**Q19** What form is sent to the Missouri State Highway Patrol in Jefferson City? What steps need to be followed in filing a report?

**A** Only the **Request for Child Abuse or Neglect/Criminal Record** form is mailed to Jefferson City. The volunteer and employment forms remain at the parish rectory and are not mailed to the state.

**Q20** How does an SPA get additional employment application forms, volunteer forms, and State screening forms?

**A** Copies can be made locally by each SPA.

**Q21** What resources are available to assist SPA to better inform parishioners, parents, and employees on the nature and problems associated with child abuse?

**A** A list of resources appears in the Child Abuse Manual identifying videos available from the Religious Education Media Center (Catholic Education Office) and printed material on child abuse. For information about presentations on child abuse related topics, contact the Catholic Family Counseling (314) 792-7030.

**Q22** If an applicant currently resides in another state, how do I do a records search?

**A** Send the **Request for Child Abuse or Neglect/Criminal Record form** to the appropriate state agency listed in the State Central Repository contained in the Appendix of this manual.

**Q23** If I have further questions, where do I turn?

**A** Please feel free to call the following individuals:

Stephanie Welling (school related questions). . . . . 314-792-7306  
Michael Kelly (parish/agency related questions) . . . . . 314-792-7541  
Joseph Kohlberg (Catholic Charities agencies related questions) . . . 314-367-5500



# 3 Child Abuse Resources

---



A. Printed Materials

B. Audio Visual Resources

C. Presentations

---

## **A. Printed Materials on Child Abuse**

### **Readings for Parents and Educators**

#### **Walk in the Light; A Pastoral Response to Child Sexual Abuse**

This is a collaborative statement of the NCCB Committee on Women in Society and in the Church and the NCCB Committee on Marriage and Family. This document seeks to bring the tragedy of child sexual abuse into the light, to give people needed information, and to offer the spiritual, sacramental, and social resources of the Church so that the healing process may begin. 1995, United States Catholic Conference. Available through the Catholic Education Office (314-792-7331).

#### **Recognition of Child Abuse for the Mandated Reporter,**

James A. Monteleone, G.W. Medical Publishing, Inc. 1994, 1-800-600-0330.

This book is for teachers, nurses, social workers, day-care workers, law enforcement agencies, and others who work with children and are lawfully or morally expected to recognize and report abused children to the state social services. Information on recognizing abuse, including psychological and social features, is provided.

#### **Child Abuse, A Parent's and Teacher's Handbook on Identifying and Preventing Child Abuse,**

Dr. James A. Monteleone, G. W. Medical Publishing, Inc. 1998, 1-800-600-0330.

This book offers a complete look at the issue of child abuse from a layman's approach. It arms parents and teachers with strategies to ward off abuses, outlines the physical and behavioral clues indicative of abuse and explains how to use the justice system to stop it.

#### **Recognition of Child Abuse for the Mandated Reporter,**

Angelo P Giardino and Eileen R. Giardino, G. W. Medical Publishing, Inc. 2002, 1-800-600-0300.

This practical reference helps professionals fulfill their legal and ethical responsibilities to report child abuse with a high level of confidence, effectiveness and gratification.

#### **Touch and Sexual Abuse: How to Talk to Your Children,**

ETR Associates, 1-800-321-4407.

A pamphlet for parents in helping them understand the problem of sexual abuse, what to let children know, verbal and non-verbal messages to consider, and what to do if you suspect your child may be a victim.

The following materials for parents and educators are available through **Prevent Child Abuse America**, 1-800-835-2671:

#### **An Approach to Preventing Child Abuse, Anne H. Cohn**

This booklet, written with professionals, volunteers, and civic leaders in mind, presents NCPA's official model for community action to prevent child abuse. It reviews and extensively documents what is known about the causes and prevention of child abuse, including ethnic and cultural influences.

#### **Think You Know Something about Child Abuse?**

This brochure answers 22 basic and important questions that many people ask about child abuse.

#### **Educators, Schools, and Child Abuse, Diane Broadhurst**

With the information in this booklet, both administrators and teachers have the information they need to help protect children—from setting policies to following through with the family. Of all groups, educators can make the most difference in child abuse prevention; this booklet tells how.

---

**Talking about Child Sexual Abuse,** Cornelia Spelman

In this pamphlet the author answers critical questions about child sexual abuse as she attempts to give readers both the big picture of child sexual abuse and specific strategies for preventing it.

**Reporting Child Abuse, It's everyone's responsibility,** A Scriptographic publication

People not only need to know why they should report suspected cases of child abuse, they also need to know how. This booklet helps everyone recognize the signs of different types of abuse, guides them in filing a report and explains what happens after the report. It also discusses mandated reporters and abuse prevention.

**Putting a Stop to Child Abuse,** A Scriptographic publication

Describe the four types of child abuse, what be cone to help prevent it, warning signs and the tragic toll abuse takes on a child's life. This booklet offers an insightful portrayal of abuse parents; emphasizes responsibility to report suspected cases and tells where help can be found.

**Emotional Neglect: Being Hurt by What Is Not There,** Jon Korfmacher

Prepares readers to prevent a form of abuse that can cause as much pain as any physical abuse. Clearly describes different forms of emotional neglect, how children at different ages, exhibit signs of emotional neglect, why some parents fail to meet their child's needs for loving attention, and forms of help that are available for all family members.

**It Shouldn't Hurt to be a Child,**

An excellent general purpose overview of child abuse. This booklet covers causes, symptoms, and legal issues surrounding child abuse, and explains how people can volunteer to assist abused children and their families. Also directs parents to sources of help.

**Basic Facts about Child Sexual Abuse**

Answers key questions about child sexual abuse and describes physical, behavioral and conversational symptoms a sexually abused child might present. Includes a discussion about factors that contribute to incestuous behavior. An excellent general information resource.

**Touch Talk (K-2)            Stop It (Grade 3-4)**

ETR Publications, 1-800-321-4407.

Educate elementary-age students about the difference between good and bad touches. These 16-page booklets broach the subject of inappropriate touch with children, and feature cartoon illustrations and simple language. Designed to be read by children with a caring adult.

**My Body Belongs to Me,** A Scriptographic publication,

Prevent Child Abuse America; 1-800-835-2671

As Mother Teddy Bear teaches her children about boundaries, young children learn that their bodies are their own, how they can protect themselves against an unwelcome touch, and the importance of telling an adult if they've been touched in a way that makes them feel unsafe. Demonstrates role-playing and addresses a variety of situations in which children might experience wanted and unwanted touch.

**You're In Charge; A Coloring and Activities Book;** (primary grades)

Prevent Child Abuse America; 1-800-835-2671.

This publication assists children to understand when the behavior of others is inappropriate and tells them what to do in case of abuse or attempted abuse.

---

**Physical Abuse is Never O.K.;** A Coloring and Activities Book (primary grades)

Prevent Child Abuse America; 1-800-835-2671.

Tells in simple terms what physical abuse is. Urges youngsters to seek out a trusted adult to get help for an abusive situation.

## **B. Audio Visual Resources on Child Abuse**

The following resources are available from the Religious Education Media Center, Catholic Education Office, 20 Archbishop May Drive, St. Louis, MO 63119 (314-792-7360):

### **Abuse – VC97.5 – Jr. High / High School – 20 min**

Thousands of teenagers are emotionally, physically or sexually abused each day. Unless the cycle of abuse is broken, experts say many victims will become abusers themselves. This edition of ATVM focuses on teens who have suffered at the hands of others. Their stories will help teens learn to understand and prevent all forms of abuse.

### **Dating Relationships & Abuse – VC297 – High School / Adult – 25 min**

Incorporates interviews with experts about youth and violence in dating relationships, interviews with teens who have been involved in abusive relationships, and the commentary of two young hosts. Adolescents then discuss the process of healing after being in an abusive relationship and offer support and encouragement to others.

### **Dating Violence: Love's Not Supposed to Hurt – VC972 – High School – 30 min**

A very honest dramatization and dialogue about the violence that can erupt within relationships and the facts on how to recognize the early warning signs of abuse.

### **Facing Up – VC744 – Intermediate – 20 min**

This film illustrates the internal struggles two boys go through to gain the skills needed to face up to their problems and interrupt the cycle of violence. Brian, emotionally abused at home, acts out his anger by bullying his more vulnerable peers. Josh has become one of his regular targets.

### **Hostages at Home: Domestic Violence – VC179 – High School / Adult – 52 min**

This film interviews women who have survived the trauma of domestic violence, and discusses the physical, emotional and psychological components of domestic abuse. It also addresses the long-term effects on children who witness violence in the home.

### **In Love & in Danger: Teen Dating Violence – VC973 – High School – 15 min**

A compelling and informative look into the issue of teen dating violence. Emphasizing how stereotypes are formed and reinforced in early adolescence, this video illustrates how some young men intimidate and control young women in dating relationships.

### **It's Not Always Happy at My House – VC296 – Jr. High/High School; – 35 min**

Researchers estimate that frequent and serious violence occurs in 25 percent of all families and that violence against wives occurs at least once in more than half of all marriages. Domestic violence is the single most frequent cause of injury to women. This program tells the story of one family experiencing domestic violence.

---

**Kids for Personal Safety – VC80 – Primary / Intermediate – 10 min**

Teaches children how to keep safe whether they are at home alone, on the street or in a public place. In addition, children are taught the fundamentals of child abuse prevention and how to say no to uncomfortable situations in which abuse might occur.

**Learning to Say No – VC103 – Intermediate – 2/12 min/segment**

Teaches students the assertiveness techniques that help them stand up for their own rights without stepping on the rights of others. Involves viewers in typical problem situations that require assertiveness. (Not specifically focused on abuse, but applicable skill-development)

**Relationships: Knowing the Good from the Bad – VC696 – Jr. High – 36 min**

Teenagers learn how to spot unhealthy trends in their relationships and when and how to leave an unhealthy relationship. It also teaches the key aspects of healthy relationships, including setting boundaries, communicating clearly and assertively, and maintaining self-respect.

**Say No and Mean It – VC446 – Primary – 16 min**

While not directed specifically to child abuse, four situations demonstrate the basics of assertiveness: Saying no and sticking to it can solve a problem; everyone has the right to change their mine; everyone has the right to say no; leaving the scene can get your “no” across.

**Standing Up for Yourself – VC380 – Primary – Intermediate – 11 min**

In a series of humorous encounters, a prehistoric child learns useful verbal and non-verbal responses to put-downs, physical aggression and inappropriate touching, and finds ways to refuse requests to ask for changes in other people’s behavior and to express his feelings.

**What to do with Secrets – VC402 – Pre-Primary / Primary – 20 min**

A seven-year-old is pressured by her uncle to play touching games, and then into keeping it a secret. Through a mix of live action, puppetry and animation, Professor Sir Hillary Von Carp and his wise frog friends, What and Todoo, team up to teach important lessons in making choices and following basic rules for getting help or helping oneself.

**Whitewash – VC1109 – Intermediate / Jr. High – 25 min**

When Helene Angel walks home from her school with her older brother she is attacked by a street gang and painted white. The effect on Helene and her family is devastating. But an outpouring of love and understanding from Helene’s friends, classmates, and family helps her face what has happened and draws the community together. Inspired by actual events, “Whitewash” conveys a powerful message that transcends age and race.

**You’re Hurting Me Too – VC974 – High School / Adult – 25 min**

Violence against women severely harms their children too, even if the child is not directly abused. Voices of children and child advocates show the many-sided effects which parents, teachers, and children need to understand and work to change.

**C. Presentations**

A program sponsored by Virtus programs for the prevention of child sexual abuse and the promotion of positive behavior by adults, parents and children to guard against child sexual abuse. For more information, or to arrange a presentation, contact Tom Lemp at 314-795-7031.



# 4 Appendix

---



Employee Application

Volunteer Application

Request for Child Abuse or  
Neglect/Criminal Record

State Central Repository



**EMPLOYMENT APPLICATION**

---

**EMPLOYER**

(hereinafter referred to as "Employer").

Parish or Agency Name \_\_\_\_\_

Employer offers equal employment opportunities to all persons. It avoids discrimination in either the hiring process or employment opportunities on the basis of race, color, creed, ancestry, religion, disability, age, sex, national origin or citizenship, as provided by federal, state, and local law.

---

**PERSONAL INFORMATION**

**(Please Print – All Sections Must Be Completed)**

Name \_\_\_\_\_  
Last First Middle

Have you ever used any other name in the past?  Yes  No

If yes, please list all other names that you have used and the dates during which you used these names.

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

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Are you under the age of 16?  Yes  No

**(If you are hired and you are under the age of 16, you will be required to furnish the necessary work permits before being allowed to work.)**

Have you filed an application here before?  Yes  No  
If yes, give date \_\_\_\_\_

Have you ever been employed here before:  Yes  No  
If yes, give date \_\_\_\_\_

Are you employed now?  Yes  No

Are you prevented from lawfully becoming employed in this Country because of your visa or immigration status?  Yes  No

**(You will be required to verify your employment eligibility and identity in accordance with the immigration Reform and Control Act of 1986.)**

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time  Part Time  Temporary

Are you laid off and subject to recall?  Yes  No

Have you ever been convicted of or pleaded guilty to a felony or misdemeanor (other than a parking violation)?

**If yes, please state the nature of the offense for which you were convicted or pleaded guilty, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.**

---

---

Has any surety company ever refused to issue or continue any bond on your behalf?

Yes  No

**If yes, please provide in detail the date, the reasons for and the circumstances surrounding the surety company's refusal.**

---

---

A "yes" response to either of the two preceding questions will not disqualify you from consideration for employment. A record of a conviction, or a refusal by a surety company to issue or continue a bond on your behalf, does not mean that you cannot be hired. The nature and circumstances of any conviction or bond refusal, how long ago either occurred, and other factors, including the relationship of the conviction or bond refusal to the position of which you are applying, are all important in the employment consideration. Thus, please provide a complete response to these questions so that an appropriate decision may be made.

In connection with your application for employment and at any time during your employment if you are hired, you may be required to submit to the Employer a copy of any and all records regarding your convictions that have been maintained by either the police or sheriff departments, or both, for the locality in which you reside, and/or any of the counties located within the Archdiocese of St. Louis. If you have not been convicted of or pleaded guilty to a misdemeanor or a felony, you may be required to submit written confirmation of that which is signed by an authorized official of the police and sheriff departments listed above.

Have you at any time been accused of child abuse? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.)

Yes  No

**If yes, please complete the following questions:**

1. Provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse.

---

---



**EDUCATION:**

	Elementary	High	College/ University	Graduate/ Professional
School Name				
Year Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Course of Study				
Year Completed				
Describe specialized training, apprenticeship, skills, and extra-curricular activities				
Summarize special skills and qualifications acquired from employment or other experience				

**MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS:** \_\_\_\_\_

(You may exclude listing any organizations which you believe by their name or character may reveal your race, religion, citizenship, national origin, age, marital status, disability or union affiliation.)

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, gender, national origin, age/disability, or other protected status.

<b>1. Employer</b>	<b>Telephone</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>		<b>Employed From                  To</b>
<b>Reason for Leaving</b>		<b>Hourly Wage/Salary</b>
<b>1. Employer</b>	<b>Telephone</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>		<b>Employed From                  To</b>
<b>Reason for Leaving</b>		<b>Hourly Wage/Salary</b>

<b>1. Employer</b>	<b>Telephone</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>	<b>Employed From</b>	<b>To</b>
<b>Reason for Leaving</b>		<b>Hourly Wage/Salary</b>
<b>1. Employer</b>	<b>Telephone</b>	<b>Work Performed</b>
<b>Address</b>		
<b>Job Title</b>		
<b>Supervisor</b>	<b>Employed From</b>	<b>To</b>
<b>Reason for Leaving</b>		<b>Hourly Wage/Salary</b>

I grant permission to the Employer to investigate thoroughly my complete personal, educational and work histories to verify all information that may be given in connection with my seeking of employment with the Employer. I also grant permission to the Employer to contact, in connection with my application and periodically thereafter if I am employed, the Missouri Division of Family Services and any other governmental agencies, organizations, corporations, entities, or individuals that the Employer deems necessary in order to verify the continued accuracy of any information given in connection with this application, and I agree to complete, in connection with my application and periodically thereafter if I am employed, any and all forms required by the Employer (including, but not limited to, an application for child abuse/neglect screening form to be submitted to the Missouri Department of Social Services). In addition, I release the Employer and all of its agents, as well as any individual or organization and all of their agents who supply written or oral information regarding myself to the Employer, from any and all liabilities resulting from such investigation or verification. I understand and agree that I may be denied employment or, if I am already employed, that my employment may be terminated based on information obtained during that investigation or verification. Upon termination of my employment with the Employer, regardless of when, how or why my employment is terminated, and whether such termination is affected by me or by the Employer, I authorize the release of reference information on all aspects of my employment history with the Employer and release the Employer and all of its agents from any and all liability resulting from disclosure of information on my employment history.

In addition, I understand and agree that this application will be considered valid for a period of forty-five (45) days. I recognize that, if I wish to be considered after forty-five (45) days, I must complete a new application for employment.

I understand and agree that, if I am offered employment by the Employer, my employment will be based upon mutual agreement and that either I or the Employer may terminate the employment relationship at any time and for any reason. I further understand that no supervisor, agent or representative of the Employer has any authority to enter into any oral employment agreement with me for any period of time or to make any oral agreement contrary to the foregoing.

Finally, I certify that I have given true and accurate information and that I have read and agreed to the conditions of employment stated in this application and authorize the release as set forth above. If any information contained in this application is found, in the opinion of the Employer, to be false in any respect, my application for employment may be rejected. Similarly, if I am already employed, I will be subject to discharge without notice at any time.

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

(Applicant's Signature)



## VOLUNTEER APPLICATION

\_\_\_\_\_ (hereinafter referred to as "Organization").  
Parish, School or Agency Name

Name \_\_\_\_\_  
Last First Middle

Have you ever used any other name in the past?  Yes  No

If yes, please list all other names that you have used and the dates during which you used these names. \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Volunteer position(s) applied for

What is your experience for this position?

Are you under the age of 18?  Yes  No

Have you filed a volunteer application here before?  Yes  No

If yes, give date \_\_\_\_\_

Have you at any time been accused of child abuse?  Yes  No

**If yes, please complete the following:**

1. Provide in detail the date, the place, and an account of the circumstances surrounding each allegation of child abuse. \_\_\_\_\_

2. Did any administrative or judicial proceedings arise out of the allegations of child abuse?

Yes  No

**If yes, please identify the agency or court in which the proceeding was brought and its locations, the parties to that proceeding, the docket number of the proceeding, and any judgment or resolution that was entered or reached.** \_\_\_\_\_

3. Are you under the supervision of any federal, state or local agency as a result of any allegations of child abuse?

Yes  No

I grant permission to the Organization to contact, in connection with this application and periodically thereafter, the Missouri Division of Family Services and any other governmental agencies, organizations, corporations, entities or individuals that it deems necessary in order to verify the continued accuracy of any information given in connection with this application, and I agree to complete, in connection with this application and periodically thereafter, any and all forms required by Organization (including, but not limited to, an application for child abuse/neglect screening form to be submitted to the Missouri Department of Social Services).

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

\_\_\_\_\_  
(Applicant's Signature)



TYPE OF SERVICE (Check only one) See reverse side for further instructions. <input type="checkbox"/> (1) Name Search - \$5.00 (Criminal record, offender registry, and child abuse search) <input type="checkbox"/> (2) Fingerprint Search - \$14.00 (Criminal record, offender registry, and child abuse search) <input type="checkbox"/> (3) DFS Central Registry Child Abuse Search Only - No Charge			TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered		
<b>IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.</b>					
APPLICANT S NAME (Last, First, MI, Jr., Sr., III)					
MAIDEN NAME		DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE
ALIAS NAMES		SOCIAL SECURITY NUMBER	DRIVER S LICENSE NUMBER / STATE		
ADDRESSES FOR PAST 5 YEARS					
STREET		CITY	STATE	STREET	
Have you ever been found guilty to or been convicted of any criminal act in this state or any state? <input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.					
DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)	
Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Division of Family Services in this state or any state <input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been substantiated as a perpetrator in any child abuse or neglect					
DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)	
The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.					
SIGNATURE OF APPLICANT (Required in ink)			DATE		
SIGNATURE OF REQUESTOR (Required in ink)			DATE		
TITLE OF CHILD CARE PROVIDER			TELEPHONE		
STATE AGENCY			STATE VENDOR OR CONTACT NO. (If applicable)		
CHECK APPROPRIATE BOX <input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT <input type="checkbox"/> DOH / CCB CHILD CARE BUREAU <input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE <input type="checkbox"/> CHILD CARE RELATED VOLUNTEER <input type="checkbox"/> DMH / DMH VENDOR <input type="checkbox"/> DFS CONTRACT PROVIDER <input type="checkbox"/> DFS LICENSURE <input type="checkbox"/> HEALTH CARE <input type="checkbox"/> OTHER					
RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail					
AGENCY NAME ATTENTION ADDRESS CITY, STATE, ZIP CODE					

The purpose of this form is to provide information available to child care agencies including volunteer agencies. The records you receive will be based on the search options you select. The Missouri State Highway Patrol will respond when you choose option 1 or 2. The Missouri Division of Family Services will respond when you choose option 1, 2, or 3. Direct questions regarding criminal records to the Missouri State Highway Patrol (573-526-6153); direct questions regarding child abuse or neglect to the Division of Family Services (573-526-1438, TTD: 1-800-735-2466). The information on this form, and responses generated as a result of this form, are confidential. Any person disclosing the information in violation of 43.540, 589.400, RSMo. and/or 210.150 RSMo. is guilty of a class A misdemeanor. For information on how to participate in the Child Abuse/Neglect Central Registry examination program, submit a written request from the CEO, owner, director, etc. of your child care related group or organization to: Director, Division of Family Services, P.O. Box 88, Jefferson City, MO 65103.

PROCESSING FEE SCHEDULE INFORMATION (43.527 AND 43.530 RSMo.)

By checking boxes 1 thru 3 on the front page of this form, the following applies:

1. Name Search - \$5.00 Provides open records obtained from the Missouri Criminal Record Repository and information\_\_from Missouri Division of Family Services Central Registry
  - a) Complete the request form.
  - b) Make a check or money order for \$5.00 payable to State of Missouri Criminal Records System.
  - c) Mail completed form and check or money order to: Missouri State Highway Patrol, Criminal Records and Identification Division, P .O. Box 568, Jefferson City, MO 65102.
2. Fingerprint Search - \$14.00 Provides open and closed records with positive identification obtained from the Missouri\_\_Criminal Records Repository and information from Missouri Division of Family Services Central Registry.
  - a) Complete the request form.
  - b) Obtain fingerprints on: Applicant card FD-258 or Patrol card SHP-152. Official taking fingerprints must verify identity of person fingerprinted with an official id such as a driver s license and sign the card as the person taking the fingerprints. Complete the rest of the card as applicable.
  - c) Make a check or money order for \$14.00 payable to State of Missouri Criminal Records System.
  - d) Mail completed forms and check or money order to: Missouri State Highway Patrol, Criminal Records and Identification Division, P .O. Box 568, Jefferson City, MO 65102.
3. DFS Central Registry Child Abuse Search Only - No Charge Provides information obtained from the Division of Family Services Central Registry only. The Division of Family Services (DFS) Central Registry screening will reflect information contained in the DFS database. Any questions about the accuracy of that information should be directed to the DFS office in the residential county of the applicant or the county of employment if the applicant is not a Missouri resident.
  - a) Complete the request form.
  - b) Mail completed form to: Missouri Division of Family Services, Background Screening / Investigations Unit, P.O. Box 88, Jefferson City, MO 65103.

OPEN RECORDS - convictions, charges pending, arrests less than thirty days old, and suspended imposition of sentence during probation.

CLOSED RECORDS - charges not filed, not prosecuted, dismissed, or subject found not guilty or suspended imposition of sentence after probation.

SPACE RESERVED FOR SHP/DFS RESPONSE STAMP DFS USE ONLY

FG     FH     RH D     AD (IF RH OR AD, MUST PROVIDE RELATIONSHIP)

SIGNATURE OF DFS CSW  
TELEPHONE

SIGNATURE OF COUNTY DIRECTOR  
REQUESTING COUNTY

### **State Central Repositories**

#### **ALABAMA**

Mr. James Potts  
Assistant Identification Unit Supervisor  
Department of Public Safety  
Alabama Bureau of Investigation  
2720 A. W. Gunter Park Drive  
P. O. Box 1511  
Montgomery, AL 36102  
Phone: (334) 395-4322  
Fax: (334) 395-4350

#### **ALASKA**

Mr. Kenneth E. Bischoff  
Director  
Administrative Services Division  
Alaska Department of Public Safety  
P.O. Box 111200  
Juneau, AK 99811-1200  
Phone: (907) 465-4336  
Fax: (907) 586-2762

#### **ARKANSAS**

Mr. David Eberdt  
Director  
Arkansas Crime Information Center  
One Capitol Mall, 4D-200  
Little Rock, AR 72201  
Phone: (501) 682-2222  
Fax: (501) 682-7444

#### **ARIZONA**

Ms. Georgene M. Ramming  
Chief of Staff  
Criminal Justice Support Division  
Arizona Department of Public Safety  
2010 W. Encanto Boulevard  
P. O. Box 6638  
Phoenix, AZ 85005-6638  
Phone: (602) 223-2400  
Fax: (602) 223-2933

#### **CALIFORNIA**

Mr. Nick L. Dedier  
Director  
Criminal Justice Information Services  
California Department of Justice  
4949 Broadway, Room J-232  
Sacramento, CA 95820  
Phone: (916) 227-3044  
Fax: (916) 227-3079

#### **COLORADO**

Mr. Allan F. Stanley  
Deputy Director  
Crime Information Center  
Department of Public Safety  
Colorado Bureau of Investigation  
690 Kipling Street, Suite 3000  
Denver, CO 80215  
Phone: (303) 239-4224  
Fax: (303) 233-8336

---

**CONNECTICUT**

Ms. Margaret Murphy  
Unit Supervisor  
Bureau of Identification  
Connecticut Department of Public Safety  
1111 Country Club Road  
Middletown, CT 06457  
Phone: (860) 685-8322  
Fax: (860) 685-8361

**WASHINGTON, D.C.**

Ms. Delores Hunter  
Manager  
Record Management  
Washington DC Metropolitan Police Dept.  
300 Indiana Avenue, NW, Room 5054  
Washington, DC 20001  
Phone: (202) 727-5516  
Fax: (202) 727-3896

**DELAWARE**

Capt. David E. Deputy  
Director  
State Bureau of Identification  
Delaware State Police  
P. O. Box 430  
Dover, DE 19903  
Phone: (302) 739-5872  
Fax: (302) 739-5888

**FLORIDA**

Ms. Donna M. Uzzell  
Director  
Criminal Justice Information Services  
Florida Department of Law Enforcement  
2331 Phillips Road  
P. O. Box 1489  
Tallahassee, FL 32302-1489  
Phone: (850) 410-7100  
Fax: (850) 410-7125

**GEORGIA**

Mr. Paul C. Heppner  
Deputy Director  
State Bureau of Investigation  
Georgia Crime Information Center  
P. O. Box 370748  
Decatur, GA 30037-0748  
Phone: (404) 244-2601  
Fax: (404) 244-2706

**HAWAII**

Ms. Liane Moriyama  
Administrator  
Criminal Justice Data Center  
Hawaii Department of the Attorney General  
Kekuanao'a Bldg., Room 101  
465 South King Street  
Honolulu, HI 96813  
Phone: (808) 587-3110  
Fax: (808) 587-3109

**IDAHO**

Mr. Robert Taylor  
Manager  
Bureau of Criminal Identification  
Idaho State Police  
P. O. Box 700  
Meridian, ID 83680-0700  
Phone: (208) 884-7132  
Fax: (208) 884-7193

**ILLINOIS**

Lt. Col. Kenneth A. Bouche  
Assistant Deputy Director  
Information and Technology Command  
Illinois State Police  
125 East Monroe, Room 301  
Springfield, IL 62794  
Phone: (217) 557-6630  
Fax: (217) 524-8775

---

**INDIANA**

Capt. Jimmie Durnil  
Records Division  
Indiana State Police  
Indiana Government Center North, 3rd Floor  
100 North Senate Avenue  
Indianapolis, IN 46204  
Phone: (317) 232-8265  
Fax: (317) 233-9730

**IOWA**

Mr. Timothy P. McDonald  
Assistant Director  
Administration  
Division of Criminal Investigation  
Iowa Department of Public Safety  
Wallace State Office Building  
Des Moines, IA 50139  
Phone: (515) 281-5138  
Fax: (515) 242-6297

**KANSAS**

Mr. Larry D. Welch  
Director  
Kansas Bureau of Investigation  
1620 S. W. Tyler Street  
Topeka, KS 66612-1837  
Phone: (785) 296-8200  
Fax: (785) 296-6781

**KENTUCKY**

Lt. John Moberly  
Commander of Records  
Records Section  
Kentucky State Police  
1250 Louisville Road  
Frankfort, KY 40601  
Phone: (502) 227-8724  
Fax: (502) 227-8734

**LOUISIANA**

Lt. Jerry Patrick  
Louisiana Bureau Criminal  
Identification & Information  
P. O. Box 66614  
Baton Rouge, LA 70896  
Phone: (225) 925-6095  
Fax: (225) 925-6093

**MAINE**

Ms. Donna Cote  
Acting Supervisor  
State Bureau of Identification  
Maine State Police  
36 Hospital Street  
Augusta, ME 04333  
Phone: (207) 624-7009  
Fax: (207) 624-7088

**MARYLAND**

Mr. M. Michael Tarlton  
Acting Director  
Criminal Justice Information Services Repository  
Information Technology Division  
Maryland Public Safety & Correctional Services  
6776 Reisterstown Road, Suite 300  
Baltimore, MD 21215  
Phone: (410) 653-4454  
Fax: (410) 653-4466

**MARYLAND**

Ms. Carole Shelton  
Director  
CJIS Central Repository  
Information Technology and Communications  
P. O. Box 5743  
Pikesville, MD 21282-5743  
Phone: (410) 585-3633  
Fax: (410) 653-5690

---

**MASSACHUSETTS**

Mr. Barry J. LaCroix  
Executive Director  
Massachusetts Criminal History Systems Board  
200 Arlington Street, Suite 2200  
Chelsea, MA 02150  
Phone: (617) 660-4761  
Fax: (617) 660-4613

**MICHIGAN**

Ms. Rosemarie Pifer  
Director  
Criminal Justice Information Center  
Michigan Department of State Police  
General Office Building  
7150 Harris Drive  
Lansing, MI 48913  
Phone: (517) 322-5511  
Fax: (517) 322-0635

**MINNESOTA**

Mr. Robert P. Johnson  
Director  
Criminal Justice Systems  
Department of Public Safety  
Minnesota Bureau of Criminal Apprehension  
1246 University Avenue  
St. Paul, MN 55104  
Phone: (651) 603-0120  
Fax: (651) 643-2124

**MISSOURI**

Capt. Tim P. McGrail  
Director  
Criminal Records and Identification Division  
Missouri State Highway Patrol  
1510 East Elm Street  
P. O. Box 568  
Jefferson City, MO 65102  
Phone: (573) 526-6153  
Fax: (573) 751-9382

**MISSISSIPPI**

Mr. Will Spann  
Director  
Criminal Information Center  
Department of Public Safety  
3891 Highway 468, West  
Pearl, MS 39208  
Phone: (601)933-2600  
Fax: (601)933-2676

**MONTANA**

Ms. Karen Nelson  
Bureau Chief  
Justice Information Systems  
Criminal Justice Information Services  
Montana Department of Justice  
330 N. Roberts, Room 562  
Scott Hart Building  
Helena, MT 59620-1405  
Phone: (406) 444-9621  
Fax: (406) 444-4453

**NORTH CAROLINA**

Ms. Dalila Loran-Parker  
Identification Section Supervisor  
North Carolina State Bureau of Investigation  
P. O. Box 29500  
Raleigh, NC 27626  
Phone: (919) 662-4500  
Fax: (919) 662-4380

**NORTH DAKOTA**

Mr. Robert J. Helten  
Director  
Information Services Section  
Bureau of Criminal Investigation  
North Dakota Attorney General's Office  
State Capitol, P.O. Box 1054  
Bismarck, ND 58502-1054  
Phone: (701) 328-5500  
Fax: (701) 328-5510

---

**NEBRASKA**

Lt. David Dishong  
Investigative Services Division  
Nebraska State Patrol  
P. O. Box 94907  
Lincoln, NE 68509  
Phone: (402) 479-4099  
Fax: (402) 479-4002

**NEVADA**

Mr. Dennis DeBacco  
Manager  
Records and Identification Services  
Nevada Highway Patrol  
808 W. Nye Lane  
Carson City, NV 89703  
Phone: (775) 687-1600  
Fax: (775) 687-1843

**NEW HAMPSHIRE**

Maj. Frederick H. Booth  
Commander  
Support Services Bureau  
New Hampshire State Police  
10 Hazen Drive  
Concord, NH 03305  
Phone: (603) 271-3793  
Fax: (603) 271-6214

**NEW JERSEY**

Maj. Frederick Madden  
Supervisor  
Records and Identification Section  
New Jersey State Police  
P. O. Box 7068  
River Road  
West Trenton, NJ 08628-0068  
Phone: (609) 882-2000  
Fax: (609) 530-4856

**NEW MEXICO**

Mr. Ray K. Denison  
Director  
Technical and Emergency Support  
Services  
New Mexico Department of Public Safety  
P. O. Box 1628  
Santa Fe, NM 87504-1628  
Phone: (505) 827-3376  
Fax: (505) 827-3434

**NEW YORK**

Mr. Clyde DeWeese  
Deputy Commissioner  
New York State Div. Of Criminal Justice  
Exec. Park Tower, Stuyvesant Plaza  
4 Tower Place  
Albany, NY 12203  
Phone: (518) 457-6050  
Fax: (518) 457-3089

**OHIO**

Mr. Michael M. Powers  
Deputy Director  
Identification Division  
Ohio Bureau of Criminal ID & Investigation  
P.O. Box 365  
London, OH 43140  
Phone: (740) 845-2404  
Fax: (740) 845-2633

**OKLAHOMA**

Mr. Rusty Featherstone  
Director  
Information Services Division  
Oklahoma State Bureau of Investigation  
6600 N. Harvey Place, Suite 300  
Oklahoma City, OK 73116-7912  
Phone: (405) 879-2535  
Fax: (405) 843-3804

---

**OREGON**

Lt. Clifford W. Daimler  
Director, Forensic Services  
Identification Services Section  
Oregon State Police  
3772 Portland Road, NE  
Salem, OR 97303  
Phone: (503) 378-3070  
Fax: (503) 378-2121

**PENNSYLVANIA**

Maj. Ronald J. Hackenberg  
Director  
Pennsylvania State Police  
Bureau of Records and  
Information Services  
1800 Elmerton Avenue  
Harrisburg, PA 17110  
Phone: (717) 783-5588  
Fax: (717) 772-3681

**PUERTO RICO**

Mr. Roberto Martinez  
Administration Director  
Criminal Justice Information Systems  
Puerto Rico Department of Justice  
P.O. Box 9021092  
San Juan, PR 00902-0192  
Phone: (787) 729-2101  
Fax:(787)729-2261

**RHODE ISLAND**

Mr. Vincent McAteer  
Chief  
Bureau of Criminal Identification  
Rhode Island Attorney General  
150 South Main Street  
Providence, RI 02903  
Phone: (401) 274-4400  
Fax:(401)222-2929

**SOUTH CAROLINA**

Maj. Mark W. Huguley  
Assistant Director  
South Carolina Law Enforcement Division  
P.O. Box 21398  
Columbia, SC 29221-1398  
Phone: (803) 896-7142  
Fax: (803) 896-7022

**SOUTH DAKOTA**

Ms. Judi Schneider  
Manager  
Identification Section  
Division of Criminal Investigation  
South Dakota Office of the Attorney General  
East Highway 34  
Pierre, SD 57501-5070  
Phone: (605) 773-4614  
Fax: (605) 773-4629

**TENNESSEE**

Mr. David Bolme  
Information System Director  
Tennessee Bureau of Investigation  
901 R. S. Gass Boulevard  
Nashville, TN 37216  
Phone: (615) 744-4000  
Fax: (615) 744-4656

**TEXAS**

Mr. David Gavin  
Assistant Chief of Administration  
Crime Records Service  
Texas Department of Public Safety  
5808 N. Lamar Boulevard  
P. O. Box 4143  
Austin, TX 78765-4143  
Phone: (512) 424-2077  
Fax: (512) 424-5911

---

**UTAH**

Ms. Nanette Rolfe  
Bureau Chief  
Bureau of Identification  
Utah Department of Public Safety  
3888 West 5400 South  
P.O. Box 148280  
Salt Lake City, UT 84114-8280  
Phone: (801) 965-4571

**VERMONT**

Dr. Max Schlueter  
Director  
Crime Information Center  
Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101  
Phone: (802) 241-5220  
Fax: (802) 241-5553

**VIRGINIA**

Lt. Thomas W. Turner  
Assistance Records Officer  
Criminal Justice Information Services  
Virginia State Police  
P.O. Box 27472  
7700 Midlothian Turnpike  
Richmond, VA 23261-7472  
Phone: (804) 674-2022  
Fax: (804) 674-2105

**VIRGIN ISLANDS**

Ms. Patricia Francis  
Records Management Officer  
Records Bureau, VI Police Department  
Criminal Justice Complex  
Charlotte Amalie  
St. Thomas, VI 00802  
Phone: (340) 774-2211  
Fax: (340) 774-5592

**WASHINGTON**

Capt. Brian A. Ursino  
Technical Services Bureau  
Criminal Records Division  
Washington State Patrol  
P.O. Box 42619  
Olympia, WA 98504  
Phone: (360) 570-5252  
Fax: (360) 570-5274

**WISCONSIN**

Mr. Michael C. Moschkau  
Director  
Crime Information Bureau  
Wisconsin Department of Justice  
123 West Washington Avenue  
Madison, WI 53702  
Phone: (608) 266-7399  
Fax: (608) 267-1338

**WEST VIRGINIA**

Col. Howard E. Hill  
West Virginia State Police  
725 Jefferson Road  
So. Charleston, WV 25309  
Phone: (304) 746-2111  
Fax: (304) 746-2246

**WYOMING**

Mr. James M. Wilson  
Deputy Director, CJIS  
Wyoming Division of Criminal Investigation  
316 W. 22nd Street  
Cheyenne, WY 82002  
Phone: (307) 777-7181  
Fax: (307) 777-7252





