



teach • screen • protect

youth protection manual

Policies and Procedures
for the Protection of Children
and Youth Participating in
Archdiocesan Camps & Retreats

Updated April 2011

Developed by the Department of Youth and Young Adult Ministries of the
Greek Orthodox Archdiocese of America and Praesidium, Inc.

YOUTH PROTECTION MANUAL

Policies and Procedures for the Protection of Children and Youth Participating in Archdiocesan Camps and Retreats

TABLE OF CONTENTS

Letter from Holy Eparchial Synod.....	1
Section One: Introduction.....	2-3
Section Two: General Definitions..... <i>Definitions, Types of Abuse</i>	4-5
Section Three: Policy Overview..... <i>Code of Conduct, Monitoring and Supervision, General Conduct</i>	6-9
Section Four: Guidelines..... <i>Appropriate and Inappropriate Affection</i>	10-11
Section Five: Screening and Selection..... <i>Procedures for Screening and Selecting Staff</i>	12-13
Section Six: Training..... <i>Education and Training Requirements</i>	14
Section Seven: Responding to Problems..... <i>Reporting Policy Violations, Reporting Suspected Abuse</i>	15-16
Section Eight: Forms and Documents..... <i>Staff Application, Staff Re-Application, Code of Conduct, Social Networking and Digital Communication Policy, Notice of Concern</i>	17-32
Appendix: Websites and Resources..... <i>State Child Abuse Reporting Websites, State Criminal Records/Sex Offenders Registry Information</i>	33-50



GREEK ORTHODOX ARCHDIOCESE OF AMERICA

THE HOLY EPARCHIAL SYNOD

March 19, 2009

Beloved in the Lord,

The wellbeing and spiritual welfare of children is among the foremost priorities of our Holy Eparchial Synod. This manual, "Policies and Procedures for the Protection of Children and Youth Participating in Archdiocesan Camps and Retreats", is an expression of our deep concern and special effort to address this priority. Developed by the Archdiocesan Department of Youth and Young Adult Ministries at the direction of the Synod, the manual was prepared in cooperation with professionals with expertise in training and prevention.

We believe that a safe environment is essential for the spiritual formation and learning we strive to achieve through our camping and retreat programs. Therefore, all camp directors and retreat leaders must be trained, in accordance with the manual. In turn, they are responsible for training, screening and monitoring staff and volunteers under their supervision, so that the policies, procedures and code of conduct described in this important manual can be implemented.

May our Lord and Savior Jesus Christ, whose great love for us and especially for the children, inspire and guide you to provide a safe environment so that our children and youth can grow and mature as good and healthy Christians and faithful members of our Greek Orthodox Church.

With paternal blessings,

Archbishop Demetrios

† DEMETRIOS
Archbishop of America

Metropolitan Iakovos
† IAKOVOS
Metropolitan of Chicago

Metropolitan Maximos
† MAXIMOS
Metropolitan of Pittsburgh

Metropolitan Methodios
† METHODIOS
Metropolitan of Boston

Metropolitan Isaiah
† ISAAH
Metropolitan of Denver

Metropolitan Alexios
† ALEXIOS
Metropolitan of Atlanta

Metropolitan Nicholas
† NICHOLAS
Metropolitan of Detroit

Metropolitan Gerasimos
† GERASIMOS
Metropolitan of San Francisco

Metropolitan Evangelos
† EVANGELOS
Metropolitan of New Jersey

SECTION ONE: INTRODUCTION

INTRODUCTION

Responding to the charge from His Eminence Archbishop Demetrios and the Holy Eparchial Synod, the National Department of Youth and Young Adult Ministries has created the Youth Protection Manual for Metropolis/Direct Archdiocesan District Camps and Retreats (YPM). The YPM is designed to guide clergy and laity charged with the task of selecting, training, and supervising those who work with young people at camps and retreats. A Camp/Retreat is defined as any Metropolis/Direct Archdiocesan District sponsored youth event or activity (i.e. Basketball Tournament, Cultural Festivals, etc.) This manual has been created with the assistance of Praesidium Inc., a risk management organization that specializes in training and prevention. It consists of policies and procedures for the protection of children and youth participating in camps and retreats of our Archdiocese. Beginning in 2009, each Camp/Metropolis retreat of our Archdiocese is mandated to utilize the YPM within their program.

On the front cover of the Youth Protection Manual (YPM) you will notice the shape of a traffic warning sign with the Theotokos holding her son, our Lord Jesus Christ. The logo for the YPM manual is designed to stress a warning as well as the seriousness of protecting our youth. The Mother of God is the “Protectress of all Christians” and especially our young. Below the logo are the words that best describe the purpose of the YPM manual, which is to “screen,” “teach” and “protect” our youth. We “screen” those who work with our young people; we “teach” them the important task of training and of diligent staff selection; and we create an environment where young people feel safe and thus we “protect” them.

Youth ministry and camping programs are entrusted with the spiritual upbringing of the young people who participate in them. Those working with young people are first and foremost accountable to God, as well as their wider communities, for the well-being and spiritual formation of our children. The Church must be a secure and safe environment where young people can grow and mature in the Faith.

While we can never completely eliminate the possibility of abuse or injury, we can take concrete steps to ensure that our Churches are as safe as possible. With so many factors beyond our control, we need to do everything possible to protect our children and youth from abuse, negligence, and accidents. The process described in the YPM provides a number of practical measures to protect the children in your youth programs.

The following components are outlined in the YPM: Policies and Procedures, Screening and Selection, Resources and Training, Responding and Reporting Problem and Applications and Forms.

Every situation involving the abuse of children or youth involves unique people and unique circumstances. The YPM describes the general approach that the Archdiocese should follow with respect to camp/retreat programs. It may not be possible or appropriate for the Archdiocese to follow this approach in every case. Nothing in the YPM is in derogation of, or an abdication

by the Archdiocese or the Church's constitutionally protected freedom from governmental interference. Pastoral care and leadership are acts of ministry and, as such, are constitutionally protected acts. Nothing herein is intended to diminish these freedoms in any respect or to create any legal rights or responsibilities upon the Archdiocese or any of its representatives.

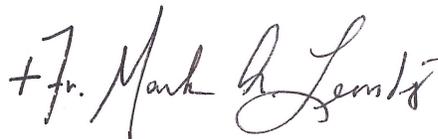
The YPM is intended to supplement and not in any way replace or limit the Greek Orthodox Archdiocese of America Statement of Policy Regarding Sexual Misconduct by Clergy (the “Clergy Policy”). All complaints involving clergy shall be handled in accordance with the Clergy Policy.

If you have any questions regarding this Manual, please feel free to contact the Department of Youth and Young Adult Ministries of the Greek Orthodox Archdiocese of America at 646.519.6180 or by email youthoffice@goarch.org.

The Department would like to express its sincere gratitude to His Eminence Archbishop Demetrios of America and the members of the Holy Eparchial Synod for initiating this program, as well as the Archbishop Iakovos Leadership 100 Endowment Fund for its funding. We would also like to express our appreciation to Dr. Jane Hickerson and Praesidium Inc., the co-authors of the YPM, as well as Fr. Michael Kontogiorgis, Mrs. Cathy Walsh and the Legal Team of the Archdiocese, for their invaluable input to bring this project to completion. The YPM has been a work in progress for the past three years by the Archdiocese Youth and Young Adult Ministry Team, and on behalf of them, I offer it to the faithful youth workers of our Archdiocese.

We pray that these will assist you in keeping our children safe.

With love in Christ,

A handwritten signature in black ink that reads "+ Fr. Mark A. Leondis". The signature is written in a cursive style with a cross at the beginning.

Rev. Mark A. Leondis, *Archdiocesan Director*
Department of Youth and Young Adult Ministries

SECTION TWO: GENERAL DEFINITIONS

For the purposes of the Youth Protection Manual, the following are included in the definition of Camp/Retreat Personnel.

Camp/Retreat Personnel: All persons, whether clergy or laity, and whether paid or volunteer, who participate in any Camp/Retreat program. This includes, but is not limited to, all chaplains, counselors, chaperones, program or activity coordinators/directors or other persons who are located on the premises of, or take part in activities on, the Camp/Retreat location(s). It also includes any individuals who have significant off-site involvement in the establishment or direction of a Camp/Retreat program (e.g., Metropolis Youth Director) or who provide transportation to participants in the Camp/Retreat programs.

The Camp/Retreat personnel further includes those office, kitchen, buildings and grounds staff and other persons whose work (whether as employees, volunteers or independent contractors) regularly takes them into the Camp/Retreat premises or who have keys giving them access to the buildings on the Camp/Retreat premises. Notwithstanding the above, Camp/Retreat facilities meeting the requirements of the American Camping Association (or other comparable body) or that implement comparable screening requirements as set forth in this Policy (both as determined by the National Director of Youth and Young Adult Ministries) shall be deemed to meet this requirement with respect to their on-site facilities staff.

The definition of Camp/Retreat personnel does not include parents/visitors who are on the Camp/Retreat premises for a short period of time (e.g., an introductory session, parent visitor day or a closing ceremony at which most participants are present.)

Children and Youth: A child is defined as anyone under the age of 12 years old. A youth is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

The task of selecting those who work with Camp/Retreat programs requires a great amount of consideration. All such persons must fill out an application, provide references and have a criminal background check performed.

DEFINITIONS OF TYPES OF ABUSE:

Below please find definitions of various types of abuse. Any suspicion or knowledge of any types of abuse being committed must be properly reported.

1. **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. **Sexual abuse perpetrated by an adult** is any contact or activity of a sexual nature that occurs between a child or youth and an adult. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult, child or youth.
3. **Sexual abuse perpetrated by another child or youth** is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth is in a position of authority over the other child or youth. This includes any activity that is meant to arouse or gratify the sexual desires of any of the children or youth.
4. **Emotional abuse** is mental or emotional injury to a child or youth that results in an observable and material impairment in the child or youth's growth, development or psychological functioning.
5. **Economic exploitation** is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child or youth's belongings or money.

SECTION THREE: POLICY OVERVIEW

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships. Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur, and conducted in a Christian manner. This Code of Conduct has been adopted by the Greek Orthodox Archdiocese of America to help the church create safe environments for children and youth and for those who minister to them.

All Camp/Retreat personnel (as defined in the YPM) who are involved in camps and/or retreats sponsored by a Metropolis/Direct Archdiocesan District must abide by the YPM prior to commencing or in order to continue serving the Church with respect to such activities. If you are renting a campground, please make sure that the camp is certified by an accrediting agency, especially in regard to their staff policies. Please send a file of their certification to the respective Metropolis office.

CODE OF CONDUCT *(These must be included in your own Camp Code of Conduct)*

- Camp/Retreat personnel shall strive to prevent abuse of children and youth involved in Camp/Retreat.
- Camp/Retreat personnel shall not physically, sexually or emotionally abuse a child or youth.
- Camp/Retreat personnel shall comply with the policies for general conduct with children and youth as defined in this manual.
- Camp/Retreat personnel shall comply with the “Guidelines for Appropriate Affection” with children and youth contained in this manual.
- Camp/Retreat personnel acknowledge their obligation and responsibility to protect children and youth and shall report known or suspected abuse of children or youth involved in Camp/Retreat to appropriate church leaders and state authorities in accordance with this manual and applicable law.
- Camp/Retreat personnel shall report violations of this manual in accordance with the procedures outlined herein and applicable law.
- Camp/Retreat Personnel understand that the church will not tolerate abuse of children and youth and shall comply in spirit and in action with this position.

MONITORING AND SUPERVISION OF ACTIVITIES DURING CAMP/RETREAT

The monitoring and supervision of programs and activities taking place as part of Camp/Retreat are important for safeguarding children and youth and involve several aspects. One aspect involves having structural guidelines or standards for Camp/Retreat programs and activities. These include such things as who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines and standards, church leaders must make sure the structural safeguards are followed. Camp/Retreat activities must be monitored and supervised in order for this to be accomplished.

Another aspect of monitoring and supervision is the process for supervisory personnel and/or others to monitor and supervise the behavior of adults, youth and other children with children and youth so that inappropriate behaviors and interactions can be detected and stopped. Some behaviors and interactions are harmful to children or youth in and of themselves. Examples include providing alcohol or drugs to children or youth or actually having sexual contact with a child or youth. Other behaviors and interactions are not necessarily harmful in and of themselves but are the same behaviors and interactions known to be used by those who abuse children or youth to "groom" them or their parents for eventual abuse or which provide the privacy child molesters need in order to abuse children or youth. Examples of those behaviors and interactions include holding children over the age of four on the lap, transporting a child or youth alone, and the like.

1. Every program for children and youth shall have established ratios for adults and children. Compliance with the established ratio is required at all times; including activities that may take place off the Camp/Retreat premises. An adult should supervise Campers/Retreat participants at all times. Visit the American Camping Association (ACA) website for up-to-date camper/staff ratios. We recommend the following ratios for overnight camps/retreats: Ages 7-8, 1:6 staff to camper ratio; Ages 9-14, 1:8 staff to camper ratio; Ages 15-18, 1:10 staff to camper ratio. We recommend the following for day camps/retreats: Ages 7-8, 1:8 camper ratio; Ages 9-14, 1:10 staff to camper ratio; Ages 15-18, 1:12 staff to camper ratio.
2. Camp/Retreat personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them. (This shall not apply to the Sacrament of Confession with a priest, provided that all Confessions must take place in a visible location.)
3. Camp/Retreat personnel under the age of 18, must be directly supervised by Camp/Retreat personnel over the age of 21 at all times.
4. Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
5. At least two (2) Camp/Retreat personnel must supervise Camp/Retreat activities at all times. In addition, in transportation situations, only one Camp/Retreat staff person may be in the vehicle, as long as at least two other people are in the vehicle.

GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

The following guidelines are intended to assist Camp/Retreat personnel in monitoring and supervising behaviors and interactions with children and youth to help identify and stop those that may be inherently harmful to children or youth, that are the type used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines should also be used to make decisions about interactions with children and youth involved in Camp/Retreat. They are not designed or intended to address interactions within families.

1. All Camp/Retreat personnel shall be provided with a copy of the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff and shall, prior to commencing any duties, sign the Code of Conduct for the Protection of Children and Youth.
2. No person shall serve in the capacity of Camp/Retreat personnel for Camp/Retreat until the person has been endorsed by his/her local priest and known to such priest for at least six (6) months. Additionally, all Camp/Retreat personnel for Camp/Retreat should be an Orthodox Christian in good standing or at the discretion of the Camp/Retreat director.
3. Camp/Retreat personnel are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with Camp/Retreat programs or activities.
4. Parents or guardians must complete written permission forms before Camp/Retreat personnel transport children and youth for Camp/Retreat sponsored activities or for any purpose.
5. Camp/Retreat personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status. Camp/Retreat personnel will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
6. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
7. Camp/Retreat personnel are prohibited from attempting to form exclusive personal relationships with a child or youth. The Camp/Retreat program will not provide personal contact information to campers and staff. Personnel are prohibited from providing a child or youth with their personal cell phone number, personal address, etc. If there is a special circumstance where a young person needs to contact camp staff, they may do so via email. Any contact outside the camp/retreat setting should continue to be both appropriate and professional and serve as a reflection of these policies. It is recommended that camp/retreat personnel maintain a record of their interactions between campers and themselves.
8. Camp/Retreat personnel are prohibited from having sexual contact with a child or youth.

9. Camp/Retreat personnel are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) during Camp/Retreat, on any Church property, or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
10. Camp/Retreat personnel are prohibited from using the Internet to view or download any sexually oriented materials during Camp/Retreat, on Church property or in the presence of children or youth.
11. Camp/Retreat personnel are prohibited from using the Internet or any online social networking site to inappropriately contact children and youth, during or after camp. See Social Networking and Digital Communication Policy (page 29) for more information.
12. Camp/Retreat personnel are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth. Appropriate discussions about a Camp/Retreat staff member's own abstinence can be held as long as another staff member is present. These discussions should be consistent and reflect the teachings of the Orthodox Church.
13. Camp/Retreat personnel are prohibited from sleeping in the same beds or sleeping bags with children or youth (other than a parent with his/her own child). If Camp/Retreat personnel are sharing a room or tent with children or youth, parental consent of each child or youth in the tent/room shall be required. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
14. In the event that a Camp/Retreat is utilizing a hotel, as well as following the YPM, there must be one camper per bed (unless children are siblings) and adults and campers must change in the bathroom only. If an adult must be in the same room (they must be in a separate bed or sleeping bag), ensure that there is parental consent and at least two campers with them.
15. Camp/Retreat personnel are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
16. Camp/Retreat personnel are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, demanding push-ups, making a child or youth stand for long periods of time, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
17. Camp/Retreat personnel are prohibited from using inappropriate language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
18. Camp/Retreat personnel are prohibited from participating in or allowing others to conduct any hazing activities relating to Camp/Retreat activities.

SECTION FOUR: GUIDELINES

GUIDELINES FOR APPROPRIATE AFFECTION

The Greek Orthodox Archdiocese of America is committed to creating and promoting a positive, nurturing, Christian environment for children and youth ministries (including camping and retreat ministries) that protect our children and youth from abuse and our Camp/Retreat personnel from false allegations or the appearance of misconduct. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Camp/Retreat personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all Camp/Retreat personnel involved with Camp/Retreat.

1. Christian love and affection are part of church life and ministry. There are many ways to demonstrate APPROPRIATE affection while maintaining positive and safe boundaries with children and youth.

Some POSITIVE and APPROPRIATE forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- “High-fives” and hand slapping
- Verbal Praise.
- Touching hands, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Kissing on one or both cheeks when culturally appropriate.

2. The following forms of affection are considered **INAPPROPRIATE** with children and youth in ministry settings because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

INAPPROPRIATE FORMS OF AFFECTION include:

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over four years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth.
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

SECTION FIVE: SCREENING AND SELECTION

The first step in developing quality Camp/Retreat programs is to seek appropriate people. Screening and selection comprise the first component of youth protection. In this section, screening and selection are defined and clear instructions are given for each. Selecting is the process of identifying suitable candidates for Camp/Retreat ministry and choosing from among them. Selections should be based on established criteria of qualifications and characteristics applicable to that type of youth ministry. Screening is the process of learning about a candidate's history and character in an attempt to discern his/her suitability to youth work.

SCREENING AND SELECTION

1. Any and all Camp/Retreat personnel shall be screened and selected utilizing at least the following, as well as any other processes or procedures that may be required by applicable state law:
 - a. **A Standard Application (or Standard Re-Application)** completed by the applicant that includes an authorization for the release of information (included in application) to conduct background checks and the **Code of Conduct** (Section 3).
 - b. **YPM Policies and Procedures for Event Staff** must be read by each applicant prior to applying.
 - c. **Criminal Records Check** (except for fingerprint checks) in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church or required by applicable law.
 - d. **Sexual Offender Registry Check** in any state where the applicant has resided during the past seven (7) years.
 - e. **Interview** with the applicant. The applicant should interview with more than one person whenever possible. The individual interview provides the opportunity to address concerns or ask questions raised by the application and also gives the organization the opportunity to watch the applicant and gather some impression of his/her speaking ability and self-presentation.
 - f. **Reference Checks** of persons outside the Camp/Retreat community who know the applicant, preferably who know how the applicant works with children/youth.
 - g. **Driving or Motor Vehicles Record Check** if the person may be transporting children or youth in a vehicle.
2. Data collected under this section shall be kept confidential, maintained in a secure location at the applicable Metropolis/Direct Archdiocesan District, and released only on a need to know basis. Notwithstanding, the above, any negative report or adverse findings shall be immediately forwarded to the National Director of the Department of Youth and Young Adult Ministries, who shall maintain the information in a secure file and distribute appropriately to the Youth and Young Adult Ministry Team on a regular basis.

3. All information gathered about an applicant will be reviewed and evaluated to make a determination regarding the suitability of the applicant for Camp/Retreat ministry. External professionals shall be consulted as necessary.
4. Criminal records checks and sexual offender registry checks will be conducted every three (3) years, or as more frequently required by law, for Camp/Retreat personnel who continue to participate in Camp/Retreat ministry. However, the Standard Application form must be filled out each year.
5. No person will be permitted to supervise (e.g. be responsible for observation, evaluation, promotion or discipline of) an immediate family member when working in a Camp/Retreat ministry. For the purpose of this manual, an immediate family member is defined as spouse, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant. If this is unavoidable, the immediate supervisor must provide a designated, un-related person to report complaints.
6. Each Camp/Retreat program will provide the names and phone numbers of two people who can accept complaints about programming or Camp/Retreat personnel (e.g. Camp Director; local Metropolis/Direct Archdiocesan District Youth Director).
7. Camp/Retreat personnel who wish to participate in more than one Camp/Retreat program shall be required to undergo the screening and selection process outlined above for each Camp/Retreat program in which they will serve. This requirement may be met through a transfer of a copy of their file to the new Camp/Retreat program, together with completion of a new application, individual interview and new reference checks.
8. All Camp programs shall comply with state requirements for camps and this Manual is subject to any applicable state or municipal laws on camps.

SECTION SIX: TRAINING

EDUCATION AND TRAINING REQUIREMENTS

1. Camp/Retreat personnel are required to attend a child abuse prevention-training program as directed by the National Department of Youth and Young Adult Ministries. Instruction includes internet-based abuse prevention training and in-person training with the Camp Director prior to the camping season.
2. Camp Directors who are responsible for screening, selection and supervision of others in Camp/Retreat programs are required to complete an additional three (3) hours of specialized education and training in screening, selection and monitoring, as directed by the National Department of Youth and Young Adult Ministries.

SECTION SEVEN: RESPONDING TO PROBLEMS

REPORTING INAPPROPRIATE BEHAVIORS OR POLICY VIOLATIONS WITH CHILDREN OR YOUTH

1. When Camp/Retreat personnel observe any inappropriate behaviors that are inconsistent with the **GUIDELINES FOR APPROPRIATE AFFECTION**, or which may violate any provision of this Manual, these are circumstances that prompt reports. Examples of inappropriate behaviors or policy violations would be seeking private time with children or youth, taking children or youth on over-night trips without other adults, swearing or making suggestive comments to children or youth, or selecting or using staff or volunteers without the required screening.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in the following way:
 - a. An immediate discussion with the Camp/Retreat director. If the Camp/Retreat director is involved in the inappropriate behavior, contact the Metropolis Youth Director.
 - b. The Camp/Retreat Director will submit a **NOTICE OF CONCERN** (Page 30-31) signed or unsigned, to the Metropolis Youth Director.
3. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.

REPORTING SUSPECTED ABUSE OF CHILDREN OR YOUTH

1. Each Camp/Retreat Program will provide Camp/Retreat personnel, prior to the commencement of their service, with the reporting procedure for such state authorities in the applicable state.
2. All Camp/Retreat personnel are required by this policy to report known or suspected abuse of children or youth to the appropriate state authorities, **through the Camp/Retreat director**. If the Camp/Retreat director is involved in the incident, all Camp/Retreat personnel are required to report to the known or suspected abuse of children or youth to the appropriate state authorities, through the Metropolis Youth Director/Metropolis Chancellor.
3. **Failure to report suspected abuse of children or youth is a crime**. Reports may be made confidentially or anonymously. State laws provide immunity from civil liability for good faith reporting.

4. In addition to reporting to the state authorities, the Camp/Retreat director is required to report any suspected or known abuse of children or youth that may have been perpetrated by Camp/Retreat personnel directly to the Metropolis Youth Director so that immediate and proper steps may be taken to ensure the safety of alleged victims and the accused.
5. Reports of suspected or known abuse that involve Camp/Retreat personnel must be reported to the applicable Metropolis/Direct Archdiocesan District in the following ways:
 - a. A telephone call, email, meeting or fax to the Metropolis Youth Director.
 - b. Submit a NOTICE OF CONCERN (Page 26-27), signed or unsigned, to the Metropolis Hierarch.
6. The Metropolis/Direct Archdiocesan District will cooperate with any investigation by state authorities to the fullest extent.

SECTION EIGHT: FORMS AND DOCUMENTS

Staff Application	Pages 18-23
Staff Re-Application	Pages 24-27
Code of Conduct	Page 28
Social Networking and Digital Communication Policy	Page 29-30
Notice of Concern	Pages 31-32
State Child Abuse Reporting Statute Websites	Pages 33-34
State Criminal Records/Sex Offenders Registry Information	Pages 35-50

STAFF APPLICATION FORM FOR CAMPS/RETREATS

This form is available for download at www.youth.goarch.org. The following components must be included in your Staff Application for Camps/Retreats. Please complete all of the questions accurately and fully. Attach additional sheets if needed.

Today's date: _____

PERSONAL DATA

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

How long at current address? _____

Email Address: _____ Home Phone: _____ Work Phone: _____

Cell Phone: _____ Best time to contact you: _____

Parish: _____ Metropolis: _____

Parish Priest: _____

Driver license number: State, Expiration Date: _____

Social Security number: _____

Automobile Insurance Information (if applying for position that requires driving).

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

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

Please list your addresses in the past five years:

1. _____

2. _____

3. _____

4. _____

For what position are you applying? _____

What interests you about the position for which you are currently applying?

What has prepared you for the position for which you are currently applying?

Please explain your current participation in the Orthodox Church.

Are you a steward in good standing of a parish? Which parish?

What other religious or church-related programs have you been involved in at the parish listed above?

At what other parish(es) have you been a member? Who were the priests then?

What religious or church-related programs have you been involved in at other parishes?

What steps are you taking or have you taken to better know your faith?

Why do you want to be in camping or youth ministry (retreats)?

What do you believe you can contribute to the Camp/Retreat?

Specifically, what God-given talent(s) can you offer to the Camp/Retreat?

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? Yes No If yes, please explain below

EMPLOYMENT HISTORY *(Please complete for prior TEN years of employment)*

Current Employer: _____
Company Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Immediate supervisor name: _____
Immediate supervisor phone number: _____
Position held: _____ Employment Dates: from to: _____

PREVIOUS EMPLOYER: _____
Company Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Immediate supervisor name: _____
Immediate supervisor phone number: _____
Position held: _____
Dates of employment: from to: _____
Reason for leaving position: _____

PREVIOUS EMPLOYER: _____
Company Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Immediate supervisor name: _____
Immediate supervisor phone number: _____
Position held: _____
Dates of employment: from to: _____
Reason for leaving position: _____

PREVIOUS EMPLOYER: _____
Company Name: _____
Address: _____

City: _____ State: _____ Zip: _____
Immediate supervisor name: _____
Immediate supervisor phone number: _____
Position held: _____
Dates of employment: from to: _____
Reason for leaving position: _____

VOLUNTEER EXPERIENCE

Include all experience working with children or youth.

Organization: _____

Contact: _____

Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

VOLUNTEER EXPERIENCE

Include all experience working with children or youth.

Organization: _____

Contact: _____

Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

EDUCATIONAL HISTORY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

Type of school: _____

Name of program or degree: _____

Program completed: _____

EDUCATIONAL HISTORY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

Type of school: _____

Name of program or degree: _____

Program completed: _____

PROFESSIONAL/CIVIC REFERENCE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ How long have you known this person? _____

Relationship to you: _____

FAMILY REFERENCE

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ How long have you known this person? _____
Relationship to you: _____

SPIRITUAL REFERENCE (PRIEST)

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ How long have you known this person? _____
Relationship to you: _____

Acknowledgement, Release and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize [Name of Camp/Retreat] to request and receive such information.

If hired or chosen, I agree to be bound by [Name of Camp/Retreat] policies and procedures, including but not limited to the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff. I understand that these may be changed, withdrawn, added to or interpreted at any time at [Name of Camp/Retreat Program] sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of [Name of Camp/Retreat] or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and [Name of Camp/Retreat] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature: _____
Signature Date: _____

STAFF RE-APPLICATION FORM FOR CAMPS/RETREATS

This form may be used for returning staff as long as their original application is on file. Returning staff must fill out original application every other year. Please complete all of the questions accurately and fully. Please attach additional information if needed.

Today's date: _____

PERSONAL DATA

Name: _____ Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip: _____

How long at current address? _____

Email Address: _____ Home Phone: _____ Work Phone: _____

Cell Phone: _____ Best time to contact you: _____

Parish: _____ Metropolis: _____

Parish Priest: _____

Driver license number: State, Expiration Date: _____

Social Security number: _____

Automobile Insurance Information (if applying for position that requires driving).

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

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

Please list your addresses in the previous year. *Attach additional information if needed.*

1. _____

2. _____

For what position are you applying? _____

What interests you about the position for which you are currently applying?

What experience have you gained and what do you believe you can contribute as a returning staff member?

Specifically, what God-given talent(s) do you feel you can offer to the program?

What were your strengths and weaknesses as a staff member?

Please explain your current participation in the Orthodox Church in the past year. In what parish programs/ministries have you been involved?

What steps have you taken in the past year to better know your faith?

Please provide any additional information that you feel would be helpful:

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? Yes No If yes, please explain below

EMPLOYMENT HISTORY *Complete for previous year*

Current Employer: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Immediate supervisor name: _____

Immediate supervisor phone number: _____

Position held: _____ Employment Dates: from to: _____

Previous Employer: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Immediate supervisor name: _____

Immediate supervisor phone number: _____

Position held: _____

Dates of employment: from to: _____

Reason for leaving position: _____

VOLUNTEER EXPERIENCE *Include all experience working with youth in the previous year*

Organization: _____

Contact: _____

Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

EDUCATIONAL HISTORY *Complete for previous year*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Duties: _____

Dates: _____ from: _____ to: _____

Type of school: _____

Name of program or degree: _____

Program completed: _____

PROFESSIONAL/CIVIC REFERENCE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ How long have you known this person? _____

FAMILY REFERENCE

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ How long have you known this person? _____
Relationship to you: _____

SPIRITUAL REFERENCE (PRIEST)

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ How long have you known this person? _____
Relationship to you: _____

Acknowledgement, Release and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize [Name of Camp/Retreat] to request and receive such information.

If hired or chosen, I agree to be bound by [Name of Camp/Retreat] policies and procedures, including but not limited to the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff. I understand that these may be changed, withdrawn, added to or interpreted at any time at [Name of Camp/Retreat Program] sole discretion and without prior notice to me. I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of [Name of Camp/Retreat] or myself.

Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and [Name of Camp/Retreat] for either employment, volunteering or the providing of any benefit.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS.

Signature: _____
Signature Date: _____

CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

Read and initial each item to signify your agreement to comply with this Code of Conduct.

___ I agree to do my best to prevent abuse of children and youth involved in the [name of Camp/Retreat program].

___ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

___ I have received and reviewed a copy of, and agree to comply with the Greek Orthodox Archdiocese Youth Protection Manual Policies and Procedures for Event Staff (the "Policy") developed by the Greek Orthodox Archdiocese of America in cooperation with Praesidium, Inc.

___ In the event that I observe any inappropriate behaviors or possible policy violations with children or youth, I agree to immediately report my observations to my supervisor and/or to appropriate state authorities as may be required by law, and as otherwise may be required under the Policy.

___ I specifically acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with the Policy and applicable law.

___ I understand that the church or [name of Camp/Retreat Program] will not tolerate abuse of children and youth and I agree to comply in spirit and in action with this position.

___ I understand that I am an at-will employee or volunteer and can be removed from my position at any time and for any reason, or no reason, in the sole discretion of the [name of Camp/Retreat Program]. In addition, and without limiting the above,

- a. The [name of Camp/Retreat program] (the "Program") may, in its sole discretion, deny the application of any person who answers yes to the following question: *"Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?"* If I am selected, and the Program later discovers circumstances that would indicate a "yes" answer to the above question, I may be terminated immediately.
- b. The information provided on this form is subject to verification, which may include, but not be limited to, a criminal history check and request for information from any Central Registry of child abusers.
- c. The Program may, in its sole discretion, terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to
 - i. have been the subject of any complaint(s) of abuse of a minor, whether or not criminally charged or the subject of a civil suit;
 - ii. have resigned, been terminated or been asked to resign a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - iii. have falsified or omitted information in this disclosure statement
- d. This disclosure statement must be updated yearly.

Signature Date:

Signature of Minor's Parent or Guardian: Date:

UNDERSTANDING SOCIAL NETWORKING AND DIGITAL COMMUNICATION

As a youth worker for the Greek Orthodox Archdiocese of America, you accept a great responsibility for nurturing the lives of young people, extending far beyond your interaction with them at a Direct Archdiocesan District/Metropolis camp or event (hereafter referred to as “event”). Young people will look to you as an example of Christian living, and may model many of their decisions based on what they see (or perceive) you doing, both on or offline. A youth worker will forever be recognized by young people, parents, clergy, and fellow staff members as a representative of the Church. For this reason, you should carefully consider the content and nature of any type of communication with a young person.

For the purpose of this Social Networking and Digital Communication Policy, content is defined as photos, videos, messages, posts, or any other information shared through social networking sites. In addition, this policy applies to any and all forms of digital communication, including but not limited to email, instant messages, texts, MMS, video chat, etc. One must also consider that any digital communication or content posted online, without its proper and original context, could be misconstrued, ultimately damaging the participants of this event and the Greek Orthodox Archdiocese of America.

For your own protection and the protection of young people, youth workers are strongly discouraged from any form of digital communication with a minor, including being “friends” on a social networking site. In order to facilitate continued mentoring and dialogue online, it is recommended that event administration create “official” social networking groups or fan pages. This allows for healthy communication with young people in an open forum, rather than private communication with a young person.

The Greek Orthodox Archdiocese of America requires that staff observe the following policies:

SOCIAL NETWORKING AND DIGITAL COMMUNICATION POLICY

Friends and Connections

Youth workers are prohibited from initially contacting or requesting “friends” under the age of 18. Because you are in a position of authority as a youth worker, a young person may feel obligated to “accept” your friend request.

If a young person requests your “friendship” on a social networking site, or if you are already “friends” with minors, you are strongly encouraged to set stringent privacy settings in order to maintain appropriate boundaries.

Appropriate Content and Behavior

Any interactions with a young person through digital communication should be appropriate and professional and serve as a reflection of these policies.

Any inappropriate content on your profile/site or “tagged” to your profile/site must be removed. This applies to anything and everything on your profile/site, including both event and non-event

content, i.e. personal photos, event orientation or break, etc. If another individual posts inappropriate content on your profile/site, you should immediately remove it and notify them to refrain from posting inappropriate content in the future. You should monitor your own profile/site regularly to make sure that you are reasonably aware, at all times, of its content.

Youth workers must not use blogs, personal pages or websites to disparage the event, its staff, employees, other individuals, or the Greek Orthodox Archdiocese of America.

Youth workers must not use social networking sites to share content prohibited by the event or Greek Orthodox Archdiocese of America policies, and not consistent with an Orthodox Christian lifestyle. This includes the abuse of alcohol and drugs, sexual behavior, sexual harassment, bullying, or use of obscenities, profanity, or vulgar language.

Reporting Procedure

If you receive any inappropriate digital communication or content from a young person, you must immediately notify your direct supervisor, i.e. Event Director, Metropolis Youth Director, Metropolis Chancellor, etc.

If a young person reveals abuse or inappropriate interactions of any kind with an adult, you must immediately notify your direct supervisor, i.e. Event Director, Metropolis Youth Director, Metropolis Chancellor, etc.

If you have additional questions about reporting procedures, please refer to the “Reporting” section of the Policies and Procedures for Event Staff.

Any youth worker found to be in violation of any portion of this policy will be subject to immediate disciplinary action, and may include the youth worker’s immediate dismissal from the staff and exclusion from future programs, events and activities at the discretion of your direct supervisor, i.e. Event Director, Metropolis Youth Director, Metropolis Chancellor, etc.

Signature	Date
-----------	------

Signature of Minor’s Parent or Guardian	Date
---	------

NOTICE OF CONCERN

Individual(s) of Concern: _____

Date of occurrence: _____ Time of occurrence: _____

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified?

If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How the situation was handled, who was involved, who was questioned, were police or other authorities called? Attach additional sheets if needed. _____

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by: (Please print): _____

Telephone number: _____

Location and address: _____

Signature: _____

Date: _____

Reviewed by: _____

Date: _____

Once completed, please keep a record for your camp files and forward to your local Metropolis/Direct Archdiocesan District Youth Department.

STATE CHILD ABUSE REPORTING STATUTE WEBSITES

ALABAMA	www.dhr.state.al.us
ALASKA	www.hss.state.ak.us/ocs
ARIZONA	www.azdes.gov/
ARKANSAS	www.arkansas.gov/dhs/chilnfam/
CALIFORNIA	www.childsworld.ca.gov/
COLORADO	www.cdhs.state.co.us/
CONNECTICUT	www.dss.state.ct.us/dss.htm
DELAWARE	www.state.de.us/dhss/
DC	www.childwelfare.com/states/district_of_columbia.htm
FLORIDA	www.state.fl.us/cf_web/
GEORGIA	www.gahsc.org/
HAWAII	www.hawaii.gov/dhs/
IDAHO	www.Idahochild.org/
ILLINOIS	www.state.il.us/dcfs/index.shtml
INDIANA	www.in.gov/fssa/
IOWA	www.dhs.state.ia.us/
KANSAS	www.srskansas.org/
KENTUCKY	www.chfs.ky.gov/default.htm
LOUISIANA	www.dss.state.la.us/
MAINE	www.state.me.us/dhs
MARYLAND	www.dhr.state.md.us/cps
MASSACHUSETTS	www.state.ma.us/dss
MICHIGAN	www.michigan.gov/fia
MINNESOTA	www.dhs.state.mn.us
MISSISSIPPI	www.mdhs.state.ms.us
MISSOURI	www.dss.mo.gov/pr_cs.htm
MONTANA	www.dphhs.state.mt.us
NEBRASKA	www.hhs.state.ne.us
NEVADA	www.dcss.state.nv.us
NEW HAMPSHIRE	www.cfsnh.org
NEW JERSEY	www.state.nj.us/humanservices
NEW MEXICO	www.state.nm.us/cyfd
NEW YORK	www.ocfs.state.ny.us/main/
NORTH DAKOTA	www.nd.gov/dhs/services/childfamily/cps/
OHIO	www.state.oh.us/odhs/cdc
OKLAHOMA	www.okdhs.org
OREGON	www.oregon.gov/DHS/children/abuse/cps/main.shtml
PENNSYLVANIA	www.dpw.state.pa.us/
RHODE ISLAND	www.dcyf.state.ri.us
SOUTH CAROLINA	www.state.sc.us/dss/cps/index.html
SOUTH DAKOTA	www.state.sd.us/social/CPS
TENNESSEE	www.state.tn.us/humanserv

TEXAS	www.tdprs.state.tx.us
UTAH	www.hsdcs.utah.gov/
VERMONT	www.state.vt.us/srs/
VIRGINIA	www.dss.state.va.us
WASHINGTON	www.wa.gov/dshs
WEST VIRGINIA	www.wvdhhr.org
WISCONSIN	www.dhfs.state.wi.us
WYOMING	http://dfsweb.state.wy.us/CHILDSVC/cpspamp.htm
BAHAMAS	www.bahamas.gov.bs/bahamasweb2/home.nsf/Agencies/

STATE CRIMINAL RECORDS AND SEX OFFENDERS REGISTRY INFORMATION

ALABAMA

Alabama Bureau of Investigation
Identification Unit - Record
Montgomery Checks
P. O. Box 1511, AL 36102-1511
(334) 260-1100 phone
(334) 395-4350 fax
jamespotts@gsiweb.net
Website: www.dps.state.al.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at www.gsiweb.net.

ALASKA

Department of Public Safety
Records and Identification Bureau
5700 East Tudor Road
Anchorage, AK 99507
(907) 269-5511 phone
(907) 269-5091 fax
Website: www.dps.state.ak.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (907) 269-5767

ARIZONA

Arizona Department of Public Safety
Attn: Applicant Clearance Card Team
Mail Code 2200
P. O. Box 6638
Phoenix, AZ 85005-6638
(602) 223-2223 phone
(602) 223-2972 fax (Attn: Applicant Team 1)
Website: www.dps.state.az.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (602) 223-2876

ARKANSAS

Arkansas State Police
Identification Bureau
#1 State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500
(501) 618-8404 fax
Website: www.aps.state.ar.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (501) 682-2222

CALIFORNIA

State of California
Department of Justice
Record Security Section, C-121
P. O. Box 903387
Sacramento, CA 94203-3870
(916) 227-2928
Website: www.caag.state.ca.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date, or of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (860) 685-8060

COLORADO

Colorado Bureau of Investigations
690 Kipling Street, Suite 3000
Denver, CO 80215
(303) 239-4300 phone
Website: www.sor.state.co.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (303) 239-4208.
The online Sex Offender Registry is available at www.sor.state.co.us.

CONNECTICUT

State of Connecticut

Department of Public Safety

Attn: Bureau of ID, Records Section

1111 Country Club Road

P. O. Box 2794

Middletown, CT 06457-9294

(860) 685-8480 (for Name and Date of Birth Check)

(860) 685-8270 (for Fingerprint Check)

Website: www.state.ct.us/dps/

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (860) 685-8060.

The online Sex Offender Registry is available at: www.state.ct.us/dps/SexOffenderRegistryNOTICE.htm

Currently, information on registered sex offenders is only available to law enforcement personnel.

This law is being appealed before the U.S. Supreme Court.

DELAWARE

Delaware State Police

State Bureau of Identification

1407 N. Dupont Highway

Dover, DE 19901

(302) 739-5880

Website: www.state.de.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is www.state.de.us

DISTRICT OF COLUMBIA

Metropolitan Police Department

Attn: Mail in Correspondence

300 Indiana Ave. N.W., Room 3061

Washington, DC 20001

(202) 727-4245

Website: www.ci.washington.dc.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (202) 727-4407

FLORIDA

Florida Department of Law Enforcement

P.O. Box 1489

ATTN: USB (User Services Bureau)

Tallahassee, FL 32302

(850) 410-8109

Website: www.2.fdle.state.fl.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or on the internet.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (850) 410.8572.

GEORGIA

Georgia Bureau of Investigations

3121 Panthersville Road

Decatur, GA 30034

(404) 244-2770

Website: www.ganet.org/gbi

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is www.ganet.org/gbi

HAWAII

Hawaii Criminal Justice Data Center

465 South King Street

Room 101 Administration

Honolulu, HI 96813

(808) 587-3100

Website: www.state.hi.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (808) 587-3100.

IDAHO

Idaho State Police

Attn: BCI(Bureau of Criminal Identifications)

P. O. Box 700

Meridian, ID 83642

(208) 884-7134

Website: www.isp.st.id.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name or date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (208) 884-7305

ILLINOIS

Illinois State Police
Information and Technology Command
Bureau of Identification
260 North Chicago
Joliet, Illinois 60432-4075
(815) 740-5189

Website: www.state.il.us/isp/isphpage.htm

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (815) 740-5211.

INDIANA

Indiana State Police, Central Repository
100 North Senate Avenue, Room N302
Indianapolis, IN 46202-259
(317) 232-8266

Website: www.in.gov/isp/lch

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (317) 232-2560.

IOWA

Iowa Division of Criminal Investigation
Bureau of Identification
Wallace State Office Building
Des Moines, IA 50319
(515) 281-5138
(515) 242-6876 fax

Website: www.state.ia.us/govt/dps/dci/crimhist.htm

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (515) 281-4976.

KANSAS

Kansas Bureau of Investigations
Criminal Justice Information Systems Division
Attn: Adult Records (NCJRC)
1620 S. W. Tyler
Topeka, KS 66612-1837
(785) 296-8200
Website: www.kbi.state.ks.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at www.kbi.state.ks.us.

KENTUCKY

Kentucky State Police
Records Branch
1250 Louisville Road
Frankfort, KY 40601
(502) 227-8700
(502) 227-8734 fax
Website: Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (502) 227-8700.
The Sex Offender Registry is only available with a criminal background check.

LOUISIANA

Louisiana State Police
Bureau of Criminal Identification and Information
P. O. Box 66614, Mail Slip 18
Baton Rouge, LA 70896-6614
(225) 925-6095
(225) 925-7005 fax
Website: www.state.la.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (225) 925-6100.

MAINE

State Bureau of Identification

42 State House Station

Augusta, ME 04333

(207) 624-7009

Website: www.state.me.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (207) 624-7100.

MARYLAND

Central Repository

CJIS

P. O. Box 32708

Pikesville, MD 21282-2708

(410) 764-4501

Website: Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through a written request including name, address and reason for your request either faxed to (410) 653-5690 or e-mailed to sor@dpscs.state.md.us.

MASSACHUSETTS

Criminal History Systems Board

Attn: CORI unit

200 Arlington Street

Chelsea, MA 02150

(617) 472-2881 ext. 340

Website: www.state.ma.us/chsb

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (978) 740-6400.

MICHIGAN

Michigan State Police

CJIC

7150 Harris Dr.

Lansing, MI 48913

(517) 322-1956

Website: www.michigan.gov

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (517) 322-4939.

The online Sex Offender Registry is available at www.mipsor.state.mi.us.

MINNESOTA

Minnesota Department of Public Safety

Bureau of Criminal Apprehension

Criminal Justice Information Systems Section

1246 University Avenue

St. Paul, Minnesota 55104

(651) 642-0670

Website: www.dps.state.mn.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry phone number is (651) 603-6748.

The online Sex Offender Registry is available at www.doc.state.mn.us.

MISSISSIPPI

Mississippi State Department of Health

Child Care Facilities Licensure Central Office

P. O. Box 1700

Jackson, MS 39215

(601) 576-7613

Website: www.msdh.state.ms.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (800) 222-8000.

MISSOURI

Missouri State Highway Patrol
Criminal Records and ID Division
P. O. Box 568
1510 East Elm St.
Jefferson City, MO 65102
(573) 526-6153
Website: www.state.mo.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through your local sheriff's department.

MONTANA

ID Bureau
P. O. Box 201403
Helena, MT 59620-1403
(406) 444-3625
Website: Website is unavailable at this time.

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (406) 444-9479.

NEBRASKA

Nebraska State Patrol
Attn: CID
P. O. Box 94907
Lincoln, NE 68509
(402) 471-4545
Website: www.state.ne.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (402) 471-8647.

NEW HAMPSHIRE

New Hampshire State Police
James Hayes Safety Building
10 Hazen Drive
Concord, NH 03305
(603) 271-2538
Website: www.state.nh.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (603) 271-2663.

NEW JERSEY

New Jersey State Police
Records and Identification Section
P. O. Box 7068
West Trenton, NJ 08625-0068
(609) 882-2000
Website: www.state.nj.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (609) 882-2000.

NEW MEXICO

Department of Public Safety
4491 Cerrillos Rd.
Santa Fe, NM 87504
(505) 827-9181
Website: www.state.nm.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (505) 827-9181.

NEW YORK

Office of Court Administration
Criminal Search Intake Unit
25 Beaver Street
New York, New York 10004
(212) 428-2810
Website: www.courts.state.ny.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (900)288-3838.

NORTH CAROLINA

State Bureau of Investigation
North Carolina Department of Justice
P. O. Box 29500
Raleigh, NC 27626-0500
(919) 662-4500
Website: www.state.nc.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at <http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>.

NORTH DAKOTA

North Dakota Bureau of Criminal Investigations
Criminal Records Section
4205 State Street (zip code is 58503)
P.O. Box 1054
Bismarck, ND 58502-1054
(701) 328-5500
Website: www.ag.state.nd.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (701) 328-5500.

OHIO

AGENCY Ohio Bureau of Criminal Identification

P. O. Box 365

London, OH 43140

(740) 845-2000

Website: www.state.oh.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is only available with a criminal background check.

OKLAHOMA

Oklahoma State Bureau Identification

Criminal History Reporting

6600 North Harvey, Building 6, Suite 140

Oklahoma City, OK 73116

(405) 879-2528

Website: www.osbi.state.ok.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (405) 228-2060.

OREGON

Oregon State Police

Attn: Open Records

Unit 11

P.O. Box 4395

Portland, OR 97208-4395

(503) 378-3070

Website: www.osp.state.or.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (503) 378-3720.

PENNSYLVANIA

Pennsylvania State Police
Records and Identification Division
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5492
Website: www.state.pa.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (717) 705-4253.

RHODE ISLAND

Agency Department of Attorney General Office
Attn: BCI
150 South Maine Street
Providence, RI 02903
(401) 421-5268
Website: www.state.ri.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (401) 421-5268 ext.2288

SOUTH CAROLINA

SLED (State Law Enforcement Division)
Attn: Records
P. O. Box 21398
Columbia, SC 29221
(803) 737-9000
Website: www.sled.state.sc.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through name and date of birth checks.
Criminal background records can be obtained online at www.sled.state.sc.us.

SEX OFFENDER REGISTRY

The online Sex Offender Registry is available at www.sled.state.sc.us.

SOUTH DAKOTA

Division of Criminal Investigation/ Identification Section
500 East Capital
Pierre, SD 57501-5070
(605) 773-3331

Website: www.state.sd.com

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (605) 773-3331.

TENNESSEE

Tennessee Bureau of Investigation
Records and Identification Unit - Applicant Processing
901 R. S. Gass Blvd.
Nashville, TN 37216
(615) 744-4000

Website: www.tbi.state.tn.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (615) 744-4000.

TEXAS

Texas Department of Public Safety
Crime Records Division
P. O. Box 4143
Austin, Texas 78765
(512) 424-5664

Website: www.txdps.state.tx.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (512) 424-2279.

UTAH

Utah Department of Criminal Identification
3888 W. 5400 South
Salt Lake City, UT 84114-8280
(801) 965-4569

Website: www.bci.utah.gov

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (801) 538-4003.

VERMONT

Vermont Criminal Information Center
Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101
(802) 244-8727
Website: www.dps.state.vt.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (802) 241-5400.

VIRGINIA

Virginia State Police
7700 Midlophian Turnpike
Richmond, VA 23235
(804) 674-2000
Website: www.virginiatrooper.org

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (804) 674-2000.

WASHINGTON

AGENCY Washington State Patrol
Identification and Criminal History Section
P. O. Box 42633
Olympia, WA 98504-2633
(360) 705-5100
Website: <https://watch.wsp.wa.gov>

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry is available through your local sheriff's department.

WEST VIRGINIA

West Virginia State Police
Criminal Identification Bureau

Records Section

725 Jefferson Road

South Charleston, WV 25309

(304) 746-2100

Website: www.wvstatepolice.com

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (304) 746-2133.

WISCONSIN

AGENCY Crime Information Bureau

Record Check Unit

P. O. Box 2688

Madison, WI 53701-2688

(608) 266-5764

Website: <http://wi-recordcheck.org>

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through either name and date of birth checks or fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline (800) 398-2403.

WYOMING

Division of Criminal Investigation

316 West 22nd St.

Cheyenne, WY 82002

(307)777-7523

Website: www.wy.state.us

CRIMINAL BACKGROUND CHECK

Criminal background records are obtained through fingerprint checks.

SEX OFFENDER REGISTRY

The Sex Offender Registry hotline is (307) 777-7809.