

Bloomington/Normal Teens Encounter Christ
Post Office Box 155
Bloomington, Illinois 61702-0155

November 1, 2004

PEORIA DIOCESAN POLICY ON ADULT VOLUNTEERS WORKING WITH MINOR CHILDREN

"Every adult TEC Team member (anyone over the age of 17) MUST have the Department of Children and Family Services CANTS form and Illinois State Police Conviction Information Request (w/ fingerprinting) completed prior to the weekend."

Extract from memo signed by Fr. Brian Brownsey,
Director Peoria Curcillo-TEC, February 27, 2003

B/N TEC ADMINISTRATION OF SAID POLICY:

B/N TEC has been in FULL compliance with this diocesan policy from TEC #81 forward. As Lay Director, I am responsible for enforcing this policy, with the assistance of Board Advisors and the Compliance Officer. Compliance records will be maintained as directed by diocesan policy. To insure uniform application, the following procedures are established

A. Every team member 18 years or older will complete an Illinois Department of Children and Family Services Child Abuse and Neglect Tracking System Authorization Form (CANTS) for a background check. It will be signed and returned to the TEC Board Advisor or Team Leader, at or before the third team formation meetings. If you believe that you have DCFS CANTS on file with another agency, see EXCEPTION, below

B. Every team member 18 years or older will complete an ILLINOIS STATE POLICE Conviction Information Request Form (ISP/CIR). *The ISP 6-404B is a control numbered document and is the only form that can be submitted to the ISP for this fingerprint based record search.* The TEC Compliance Officer will arrange for fingerprinting to be accomplished at one of your first three meeting, as a convenience to team members. Anyone who cannot be present that evening, will need to request a form from the Board Advisor and arrange a time to go to the Bloomington Police Department to be fingerprinted. You must make an appointment specifically with Sgt. Gayle Cyrillic (309) 434-2700 (He provides this personal service as WHEAT for TEC). If you believe that you have an ISP/CIR on file with another agency, see EXCEPTION, below

Specific questions may be directed to your teams Board Advisor or the Compliance Officer, Mike Marvin at 829-7196

(original signed)

Luella Knight
B/N TEC Lay Director

EXCEPTIONS:

If you have a completed DCFS CANT or have been fingerprinted for an ISP/CIR, or both, within the last four years and you are certain that the results are on file with a specific organization or public agency, YOU MAY:

- a. Sign the VOLUNTARY RELEASE FORM (included with the Team App packet) and enter the approximate date the fingerprints were taken, and/or the CANTS was completed.
- b. Below your signature block, indicate the office or agency and phone number where the results are on file (and if possible provide the name of a point of contact).
- c. Indicate the reason that the background check and/or CANTS were completed? (i.e. employment, volunteer work, youth ministry, baby-sitter, teacher, etc)
- d. Return the VRF to your Board Advisor or Team Leader, as soon as possible.

NOTE: If the background check was FOR EMPLOYMENT, and you are no longer employed by this organization, because of the Federal Privacy Act, they will not divulge the results to a third party. Even with a signed release from you.