

Protocol for parent volunteers in the Archdiocese of Miami

1. Digital Fingerprints-Completed every five years

- Each volunteer applicant must have their fingerprints taken digitally
- The Archdiocese of Miami will conduct a State & National Background Check (level 2) through the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI).
- The results of the background check will be sent to the pastor (Monsignor O'Doherty) and the principal (Sister Margaret)
- If an applicant receives a screening clearance they may work as a volunteer at Epiphany if all criteria are met. If there is an issue with the background screening the volunteer applicant will be asked to meet with the Administration. A decision will be made based upon the nature and disposition of the charge.

2. Virtus Workshop- One time Workshop

- Each volunteer applicant must attend a three hour Virtus Training. This training is an essential part of Protecting God's Children
- Thereafter, the volunteer applicant must read and answer the monthly Virtus bulletin online at www.virtus.org . This usually takes five-ten minutes.
- A summary sheet must be handed in to the principal at the end of each school year. This summary will identify the bulletins that you have read.

3. Volunteer Code of Conduct

- A signed Volunteer Code of Conduct must be on file with the principal. This can be accessed on the Epiphany Web site in the School Forms section www.epiphanycatholicschool.com

There are three options for the actual fingerprinting to take place:

- Epiphany School-check to see the date of the fingerprinting and make an appointment
- Archdiocese of Miami – 9401 Biscayne Boulevard, Miami Shores By appointment only 305-762-1057 or 305-762-1059
- Intellimed -7902 NW 36th Street, Suite # 208 Doral 305-436-2828
- Mail Mart – 13727 SW 152nd Street, Kendall 305-255-6480

Before visiting a processing center, applicants MUST register online at www.adom.sofn.net using photo identification such as a driver's license or a passport. After registration is complete, a receipt with a bar code will be issued, and this receipt must be presented with photo identification, at the fingerprinting location in order to continue the process.

The Archdiocese of Miami will pay for all employees and volunteers of all entities that are controlled by, operated by or administered by the Archdiocese. This policy is in effect as of August, 2008.