

Background Checks and Training Requirements The Episcopal Diocese of Milwaukee

Position ⁱ	Oxford Document ⁱⁱ	Deployment/ Reference Check ⁱⁱⁱ	Criminal Records Check ^{iv}	Sexual Offender Registry Check ^v	Reference/ Background Check ^{vi}	Driving Record Check ^{vii}	Prevention of Child Sexual Misconduct Training ^{viii}	Prevention of Adult Sexual Misconduct Training ^{ix}
Clergy: Diocesan office completes all of these checks								
Active, Resident: FT/PT	Required	Required	Required	Required	Required	Required	Required	Required
Interim	Required	Required	Required	Required	Required	Required	Required	Required
Supply	Required	Required	Required	Required	Required	Required	Required	Required
IntelliCorp or Oxford Document may be used by parishes for Lay Employees and Volunteers	IntelliCorp or Oxford Document		IntelliCorp or Oxford Document	IntelliCorp or Oxford Document	IntelliCorp or Oxford Document	IntelliCorp or Oxford Document	Classes and online training	Online training
Lay Employees/Volunteers								
Who work w/children or youth	Required	Required	Required	Required	Required	Required	Required	Strongly Recommend
Who supervise adults	Required	Required	Required	Required	Required	Required	Required	Required
Who regularly drive as part of their employment	Required	Required	Required	Required	Required	Required	Required	Strongly Recommend
Who, on behalf of the church, regularly visit people	Required	Required	Required	Required	Required	Required	Required	Required
Who work with adults	Strongly Recommend	Strongly Recommend	Strongly Recommend	Strongly Recommend	Strongly Recommend	Strongly Recommend	Required	Required
Vestry and officers and other lay employees/volunteers	Optional	Optional	Optional	Optional	Optional	Optional	Required	Required

ⁱ Note that each position has significantly different requirements

ⁱⁱ Oxford Document searches must be done through the Office of the Bishop, Diocese of Milwaukee

ⁱⁱⁱ Deployment background checks are done through the Office of the Bishop, Diocese of Milwaukee

^{iv} All identified individuals must complete an Authorization to Conduct Criminal Record Check; see Appendix C

This form is included in the Oxford Document search process.

For individual background checks *not* using the Oxford Document process please work with IntelliCorp Records. They are able to assist our parishes for the required background check. To see these checks see: Appendix D; CCAP and Milwaukee Municipal Court Internet Search Engines; Methods for conducting criminal background checks in the State of Wisconsin and in the city of Milwaukee. When contacting IntelliCorp, use the ID name DOM (Diocese of Milwaukee).

^vAll identified individuals must complete an Authorization to Conduct Criminal Record Check; see Appendix C

This form is included in Oxford Document search process.

For individual background checks *not* using the Oxford Document process please work with IntelliCorp Records. They are able to assist our parishes for the required background checks. To see these checks see:

- National Sex Offender Registry; www.familywatchdog.us
- Wisconsin Sex Offender Registry: www.wi-doc.com/offender.htm

^{vi} See Appendix C

Reference and background check is automatically done if Oxford Document process is being used

^{vii} See Appendix C

Driving record check is automatically done if Oxford Document process is being used

^{viii} This training should be renewed every 5 years

^{ix} This training should be renewed every 5 years

xi If Sunday school teachers teach on a regular basis, the diocese would prefer parishes complete all background checks and references. If Sunday school teacher assists on an occasional basis, the diocese recommends the above. If these checks are not completed the parish should have a plan in place for keeping all persons within Best Practices.