

# RESPECTING THE DIGNITY OF EVERY HUMAN BEING

## A MANUAL FOR THE HEALTH OF THE CHURCH AND ITS PEOPLE

### Sexual Misconduct: Prevention, Procedures, Resources

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## SECTION I - INTRODUCTION

### LETTER FROM BISHOP WILLIAM HALLOCK STOKES

Do you not know that you are God's temple and that God's Spirit dwells in you? If anyone destroys God's temple, God will destroy that person. For God's temple is holy, and you are that temple.

1 Corinthians 3:16–17

Dear Friends in Christ:

In calling us all to be members of the Church, the body of Christ, God has given us a great gift and grace. Community and treasured, sacred, relationships marked by trust and genuine care are precious in a world which is too often alien and alienating. It is, however, also a sad and tragic reality that relationships and trusts can be, and sometimes are, violated, even within the body of Christ. These violations of trust happen between adults in pastoral relationships. They also happen between adults and children and youth. When they involve sexual misconduct and abuse they do real damage to the souls of those involved, to the parish in which the violation occurs, to the diocese and to the Church and society at large.

As members of the body of Christ, we have a holy responsibility to prevent these violations and to do our very best to protect all persons in the Church from abusive or exploitative relationships. I am, therefore, deeply thankful for the work of our Pastoral Response Team and others who have created *Respecting the Dignity of Every Human Being: A Manual for the Health of the Church and Its People*. This resource offers clear definitions and explanations to the people of God in this diocese who work with both adults and children, clarifying appropriate boundaries for healthy, working and pastoral relationships. I commend it to all.

I am most grateful for the service of all the members of our Pastoral Response Team: Dr. Carolyn Bradley, The Rev. Charles Lochner, The Rev. Carol A. Pepe, Dcn., The Rev. Dr. Paul Rimassa, The Rev. Catherine Esposito, Dcn. and our Intake Officer of the Diocese, The Rev. Canon Joan E. Fleming. These persons train our Church leaders – lay and clergy – to engage in relationships that are healthy, safe and marked by genuine trust. These skilled leaders are also prepared to help us all if a violation of trust occurs. I pray we will never need them for this service, but I am grateful for their willingness to serve if an unfortunate circumstance arises and they are needed.

I am also grateful for those who undergo training to prevent adult and child sexual harassment and abuse. These trainings and the conversations they require are never easy. Nonetheless, they are necessary if we are to be a church that respects the dignity of every human being.

May we all be kept in the arms of God's mercy and protection as we seek and serve Christ, loving one another as Christ loves us.

Blessings and peace.  
Faithfully yours in Christ,



The Rt. Rev. William H. Stokes, D.D.  
Bishop of New Jersey

# TRAINING OVERVIEW

Our goal is to safeguard God's people, and so our hope is that our diocesan family will realize the importance of the Abuse Awareness and Skills Training that we offer. While this means an additional commitment of time, please remember the sacred trust that we all have to protect the men, women and children placed under our care.

## 1. Training Formats:

- a. **In-Person**: The first time a person takes the Sexual Abuse Misconduct Awareness training, it must be in person at one of the sites offered by the Diocese of New Jersey. This provides a more thorough training with the ability to address all questions posed by those attending.
- b. **Online**: Subsequent trainings at each five-year renewal period can be taken either in person or through "Safeguarding Online". *Please note that to take the online training, one must call the Diocese to obtain a username and password.*
- c. **Notification**: Notice of both the in-person and online trainings will be listed on the diocesan website (<http://www.dioceseofnj.org>) and in the Ministry Institute Catalog, Fall and Spring editions.

## 2. Required: In-Person Training followed by the option of In-Person or Online Training after each 5-year renewal period is required for:

- a. All Clergy (canonically resident or licensed)
- b. All Wardens
- c. All Employees (secretaries, sextons, organists, and those who may be self-employed)
- d. Anyone Working With or Around Children or Youth, including but not limited to:
  - i. Children's or Youth Choir Directors,
  - ii. Organists who work with children or youth,
  - iii. Lay Youth Ministers,
  - iv. Volunteer Youth Directors,
  - v. Church School Teachers
  - vi. All Church Personnel who work in the nursery/day care if they are the only person over 21 present at any time,
  - vii. All staff, whether volunteer or paid, at church camps,
  - viii. Adults who participate in overnight activities with children or youth more than twice a year.
- e. Church Personnel who work with or around children or youth:
- f. All persons who supervise or assist in supervising children or youth in ministries, programs or activities
- g. All persons who provide transportation to children or youth without other adults in the vehicle
- h. All persons who work or assist in the nursery, whether on an emergency basis or otherwise

3. **Online Training Modules:** These have been skillfully created by the Church Pension Group and include:
  - a. **Similar to the video "Safeguarding God's Children: For Parents and Congregations"**
    - i. **Meet Sam**
    - ii. **It Happened to Me**
  - b. **Similar to the video "Safeguarding God's Children: For Ministries"**
    - i. **Keeping Your Church Safe**
    - ii. **Keeping Your School Safe**
    - iii. **Keeping Your Camp Safe**
  - c. **Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith**
    - i. For Congregations
    - ii. For Ministries
  - d. **Safeguarding God's People: Preventing Sexual Harassment of Church Workers**
    - i. For Workers
    - ii. For Managers and Supervisors
  - e. **OTHERS:**
    - i. **A Day at Camp**
    - ii. **Abuse Risk Management for Volunteers**
    - iii. **Abuse Prevention Refresher**
    - iv. **Module for Policies**
    - v. **Administrative Module**
4. **Online Training – Who takes What?** For anyone who chooses to renew their certificate via online training after the required first-time in-person training, a logical question is which of the above modules need to be used. The answer is:
  - a. **For Everyone:** 3.a + 3.c. + 3.d. above.
  - b. **Plus:**
    - i. **For Churches:** 3.b.i.
    - ii. **For Schools:** 3.b.ii.
    - iii. **For Camps:** 3.b.iii.
  - c. **Other:** The category of “Other” can also be used to supplement training as needed.
5. **How Often:** Every five years
6. **Topics:** Both sexual abuse of children and sexual exploitation & harassment of all persons. Requests will be honored to those who wish to take the child portion only or adult portion only.

**DEFINITIONS:** For the purposes of this manual, key concepts are defined as follows:

1. **Sexual Misconduct**: shall mean (a) Sexual Abuse or (b) Sexual Behavior at the request, or acquiesced to or by a Member of the Clergy with an employee, volunteer, student or counselee of that Member of the Clergy or in the same congregation as the Member of the Clergy, or a person with whom the Member of the Clergy has a Pastoral Relationship.
  - **Sexual Abuse**: shall mean any Sexual Behavior at the request of, acquiesced to or by a person eighteen years of age or older and a person under eighteen years of age, in high school or legally incompetent.
  - **Sexual Behavior**: shall mean any physical contact, bodily movement, speech, communication or other activity sexual in nature or that is intended to arouse or gratify erotic interest or sexual desires.
2. **Sexual Harassment**: is where there is an employment, mentor or colleague relationship between the persons involved, including but not limited to: sexually-oriented humor or language; questions or comments about sexual behavior or preference unrelated to employment qualifications; undesired physical contact; inappropriate comments about clothing or physical appearance; or repeated requests for social engagements.
3. **Sexual Exploitation**, includes, but is not limited to, the development or the attempt to develop a sexual relationship between a cleric, employee or volunteer and another adult with whom he/she has a pastoral or a superior-subordinate employee relationship, whether or not there is apparent consent from the individual.
4. **Pastoral Relationship**: shall mean any relationship between a Member of the Clergy and any person to whom the Member of the Clergy provides or has provided counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such Member of the Clergy has received information within the Rite of Reconciliation of a Penitent.

## SECTION II – PREVENTION

Sexual misconduct allegations that take place involving a cleric must be reported to the Intake Officer listed on the cover of this document. Sexual misconduct allegations that do not involve a cleric do not get reported to the Intake Officer. However, the allegation may be investigated and resolved within the congregation, and the congregation can call the Bishop for help in resolving the issue. Also, any allegation involving a minor must be reported in New Jersey to the Office of Child Abuse Control at 1-877 NJ ABUSE (1-877-652-2873) in the Department of Children and Families, specifically the Division of Child Protection and Permanency (DCP&P).

### SEXUAL MISCONDUCT PROHIBITED

The Diocese of New Jersey strictly prohibits Sexual Misconduct by any ordained person, discernor, nominee, postulant, candidate, or seminarian sponsored by or working in this Diocese, and by any lay employee or volunteer working in any capacity, in any Diocesan-related institution or any parish, separate congregation or mission congregation in the Diocese of New Jersey. The **Guidelines for Appropriate Affection** (Appendix A) should be followed in all interactions between adults as well as those involving children and youth.

### PROTECTION OF CHILDREN

The Diocese of New Jersey strictly prohibits interaction with children and youth by anyone with a criminal record of child sexual abuse or who has admitted prior sexual abuse or anyone known to have a paraphiliac disorder diagnosis (*e.g.*, pedophilia, exhibitionism, voyeurism) as defined by the American Psychiatric Association.

### CHILD ABUSE REPORTING

All incidents of child sexual abuse shall be reported to the relevant law enforcement authorities in conformity with applicable law. In New Jersey, the Division of Child Protection and Permanency (DCP&P) is the appropriate agency and their reporting hotline is 1-877 NJ ABUSE (1-877-652-2873).

### SCREENING AND SELECTION

Any and all Church Personnel who **Regularly Work With or Around Children or Youth** shall be screened and selected utilizing at least the following:

1. **A standard application** completed by the applicant that includes an authorization for the release of information to conduct background checks (Appendix B).
2. **Criminal records check** in any state where the applicant has resided during the past seven years, and other states, if any, as determined by the church. (Appendix C & D).
3. **Sexual offender registry check** in any state where the applicant has resided during the past seven years. This requires full name and date of birth. In New Jersey the Sex Offender Registry Hotline is (609) 882-2000. Comparable information for all other states is provided in Appendix D.



4. **Individual interview** with the applicant.
5. **Reference checks** of persons outside the congregation who know the applicant, preferably who know how the applicant works with children.
6. **Driving or Motor Vehicle records check** if the person may be transporting children or youth.

Any and all Church Personnel who **Occasionally Work With or Around Children or Youth** shall be screened and selected utilizing at least the following:

1. **A standard application** completed by the applicant that includes an acknowledgment for the release of information to conduct background checks (Appendix B).
2. **Individual interview** with the applicant.
3. **At least one Reference Check** of a person or persons outside the congregation who know the applicant, preferably who know how the applicant interacts with children.
4. **Driving or Motor Vehicle records check** if the person will be transporting children or youth.

**DECISION:** All information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with children or youth.

## **ADDITIONAL GUIDELINES**

1. **Personnel Files Required:** Church Personnel who work with or around children or youth must have a personnel file that is kept where other church records are kept.
2. **Checks Every Five Years:** Criminal records checks and sexual offender registry checks will be conducted every five years for Church Personnel who Regularly Work With or Around Children or Youth.
3. **Supervising Immediate Family Members:** To the extent possible, no person will be permitted to supervise an immediate family member when working with or around children or youth. For the purpose of this policy, immediate family member is defined as spouse, partner, child, parent, sister, brother, similar in-law relationship, stepchild, stepparent, stepsibling, grandparent, or co-habitant.
4. **Transfer → Re-Screening:** Church Personnel who transfer within the Diocese of New Jersey and apply for or are asked to or who do undertake a position working with or around children or youth are required to undergo the same screening and selection process as noted above. This requirement may be met through a transfer of a copy of their personnel file to the new congregation, school, agency, or program together with completion of a new application, individual interview and reference checks with the congregations, schools, agencies or other programs for which the applicant has worked with or around children or youth since the screening was last done as shown in the applicant's personnel file.

## **MONITORING AND SUPERVISION**

The behaviors and interactions of persons with children and youth that need to be monitored and supervised are covered in the section on **General Conduct for the Protection of Children and Youth** and in the **Guidelines for Appropriate Affection**.

1. **Ratios:** Every program for children and youth must have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities

- that occur off church premises. The ratio recommended is 1 adult per 5 children.
2. **Being Alone with a Child**: Church Personnel are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
  3. **Age Requirement**: Church Personnel over the age of 21 must directly supervise Church Personnel under the age of 18 and be physically present during all activities.
  4. **List of Approved Programs**: An up-to-date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.
  5. **Approval for New Programs**: Church Personnel are not permitted to develop new activities for children and youth without approval from the rector and vestry or canonical equivalent. Requests to develop new activities should be submitted in writing to the rector and vestry. The rector and vestry will consider whether the plan for a new activity includes adequate adult supervision.
  6. **Age-Appropriate Procedures**: Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
  7. **Supervising**:
    - a. When supervising or assisting private activities such as dressing, showering or diapering infants or children, Church Personnel will remain in an area observable by other adults or work in pairs.
    - b. At least two unrelated Church Personnel must supervise activities.
    - c. When both boys and girls are participating, male and female adults must be present.

## **GENERAL CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH**

The following guidelines are intended to assist Church Personnel in monitoring and supervising behaviors and interactions with children and youth to 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 in church sponsored and affiliated programs. They are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the Church Personnel making the exception as soon as possible.

1. **Guidelines for Appropriate Affection**: All Church Personnel who work with children or youth must agree to comply with the Guidelines for Appropriate Affection (Appendix A).
2. **Six-Month Rule**: No person will be allowed to volunteer to regularly work with children or youth until the person has been known to the clergy and congregation for at least six months.
3. **Release of Children**: Programs for infants and children under six years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. **Permission Forms**: Parents or guardians must complete written permission forms before activities are allowed.
5. **Transporting Children and Youth**: Church Personnel should not transport children and youth for a church sponsored activity or for any purpose on more than an occasional basis.
6. **No Discrimination/Favoritism**: Church 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. Church 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.

7. **Counseling:** 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.
8. **Prohibitions:** Church Personnel are prohibited from
  - a. **Dating** or becoming romantically involved with a child or youth.
  - b. Having **sexual contact** with a child or youth.
  - c. Possessing any **sexually oriented materials** (magazines, cards, videos, films, clothing etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
  - d. Using the **Internet to view or download any sexually oriented materials** on church property or in the presence of children or youth.
  - e. **Alcohol and Drugs:** 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 programs or activities specifically for children or youth.
  - f. **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.
  - g. **Sleeping in the same beds**, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the bed, sleeping bag, tent, hotel room or other room. 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.
  - h. **Dressing, undressing, bathing, or showering in the presence of children** or youth.
  - i. **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, 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.
  - j. Using **harsh language, degrading punishment, or mechanical restraint** such as rope or tape for behavior management.
  - k. Participating in or allowing others to conduct any **hazing activities** relating to children's or youth ministry or camp activities.

## **PASTORAL COUNSELING and SPIRITUAL DIRECTION (Clergy Only)**

The Diocese of New Jersey requires that *after three counseling sessions* have been held around a given life issue, clergy or other pastoral care providers must refer the individual to a professional counselor or have ongoing professional supervision. Fees or donations for pastoral care are strictly prohibited. Persons practicing extended spiritual direction should be supervised.

## **PROFESSIONAL COUNSELING (Clergy Only)**

Any person charging a fee for counseling outside the scope of Church employment must possess the appropriate professional credentials and proof of separate professional liability insurance (including coverage for Sexual Misconduct) in force at all times. Counseling of this type should not be performed on church premises unless formally approved by the Rector, Wardens and Vestry of the parish.

## **SECTION III – PROCEDURES**

The necessity for appropriate response to sexual misconduct by those in positions of religious leadership is painfully apparent. The incidence of reported cases is sobering. The purpose of this process of response by Bishop Stokes and the Standing Committee is to assure appropriate intervention in alleged incidences of sexual misconduct, to see that there is care for all involved and to provide information to help prevent future instances of abuse. In addition to the needs of survivors and those against whom a complaint is made, congregations and those in employment settings are also affected. The intent is to offer a process that will assist in healing and justice.

### **ASSUMPTIONS**

These processes are intended to acknowledge several concerns:

- that every allegation which reaches Bishop Stokes deserves a response;
- that when an allegation involves an accusation of sexual abuse of a child or youth, DCP&P and law enforcement will immediately be called;
- that clergy and lay people can be wrongfully accused of sexual misconduct;
- that our bishop will not be the only one who assesses or evaluates the allegations;
- that our bishop holds both pastoral and disciplinary responsibilities;
- that a shared approach, involving legal, mental health and pastoral avenues is desirable;
- that litigation by its very nature is a recourse available to anyone;
- that a uniform procedure ensures that all cases will be treated with justice as well as consistency;
- that our bishop's pastoral concerns are directed equally to all parties affected: the one against whom the complaint is made, the complainant, the families of both and the parish community;
- that our bishop will employ the appropriate procedure in each instance of allegation;
- that our bishop should refrain from placing conversations regarding allegations within a sacramental framework, but is well advised to guard the privacy of all individuals concerned with utmost care.

### **WHEN A COMPLAINT IS RECEIVED**

#### **LAITY**

1. When sexual misconduct occurs in a congregation, but the reported behavior has been allegedly committed by a member of the laity, while the matter does not need to be reported to the Intake Officer, the congregation can call the Bishop for assistance in resolving the matter.
2. If the alleged misconduct is against a minor, the New Jersey Office of Child Abuse in the Division of Child Protection and Permanency (DCP&P) should also be immediately called at 1-877 NJ ABUSE (1-877-652-2873).

## CLERGY

### Title IV Overview

When sexual misconduct occurs, but the reported behavior has been allegedly committed by a member of the clergy, then the procedures described below occur. They are in accordance with Title IV of the Canons of The Episcopal Church, which sets out a process to resolve questions regarding the behavior of clergy and to provide pastoral care and response for those persons and communities aggrieved by the cleric's conduct. The Title IV process is designed to promote "healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among all involved or affected" (Canon IV.1). What follows below is a brief summary of those canons, so as to help the reader understand in general the process. For a complete understanding, Title IV should be read in its entirety ([http://www.episcopalarchives.org/pdf/CnC/CandC\\_2012pp127-171.pdf](http://www.episcopalarchives.org/pdf/CnC/CandC_2012pp127-171.pdf)).

### Definitions (See Canon IV.2 for full text)

- **Accord**: A written resolution which is negotiated and agreed among the parties.
- **Advisor**: A person designated by the Bishop to support, assist, consult with, advise and, where so authorized, speak for a Complainant or Respondent in any Title IV proceeding. Advisors designated by the Bishop serve at the diocesan expense, but a Complainant or Respondent may choose instead their own Advisor at their own expense. All communications between parties and their Advisors are privileged.
- **Church Attorney**: An attorney at law elected by the diocesan convention who represents the Church.
- **Complainant**: Person from whom the Intake Officer receives information concerning an alleged offense.
- **Conciliator**: Person appointed to seek reconciliation; must be skilled in dispute resolution techniques.
- **Conference Panel**: One or more members (clergy and lay) of the Disciplinary Board selected by the President of the Board (he or she cannot serve on the Panel). Members of the Conference Panel cannot serve on the Hearing Panel.
- **Disciplinary Board**: Three laypersons and four members of the clergy (priests and deacons) elected by the diocesan convention, who each serve a one-year term as members and two years thereafter as alternates. Within sixty days following each diocesan convention, the Board shall convene to elect a President and a clerk to serve for the following year.
- **Hearing Panel**: Three or more members (clergy and lay) of the Disciplinary Board selected by the President of the Board (he or she cannot serve on the Panel). Members of the Hearing Panel cannot serve on the Conference Panel.

- **Injured Person**: Any person, group or community who has been, is or may be affected by an offense.
- **Intake Officer**: Clergy or layperson elected annually by the diocesan convention to serve as the designated person to receive reports of offenses by clergy.
- **Investigator**: Person(s) with sufficient knowledge, skill, experience and training to conduct investigations. They are appointed by the Bishop in consultation with the President of the Disciplinary Board.
- **Case Manager**: A member of the Pastoral Response Team who is appointed by the Bishop on a specific case to act in the role of overseer for the process, providing assistance to all parties, as needed, and assisting with questions and requests for clarification; the Case Manager is responsible for ensuring that the process moves along and is conducted within the Title IV guidelines.
- **Offense**: Any act or omission for which a member of the clergy may be held accountable under Canons IV.3 or IV.4. In the context of sexual misconduct, typical Offenses would be violations of the duty to
  - refrain from any act of Sexual Misconduct (defined below) (Canon IV.4.1 (h) (1),
  - refrain from dishonesty, fraud, deceit, or misrepresentation (Canon IV.4.1 (h) (6),
  - refrain from any Conduct Unbecoming a Member of the Clergy (Canon IV.4.1 (h) (8), or
  - failure to report to the Intake Officer any conduct constituting an Offense, except if learned through a Confession (Canon IV.4.1 (f).
- **Pastoral Relationship**: Any relationship between a Member of the Clergy and any person to whom the Member of the Clergy provides or has provided counseling, pastoral care, spiritual direction or spiritual guidance, or from whom such Member of the Clergy has received information within the Rite of Reconciliation of a Penitent.
- **Reference Panel**: Intake Officer, Bishop, and the President of the Disciplinary Board.
- **Respondent**: Any Member of the Clergy
  - who is the subject of a matter referred for conciliation or to the Conference Panel or to the Hearing Panel;
  - whose ministry has been restricted;
  - who has been placed on Administrative Leave;
  - who is the subject of an investigation and is asked by an investigator or the Bishop to provide information or to make a statement; or
  - who agreed with the Bishop regarding terms of discipline pursuant to Canon IV.9.
- **Sexual Abuse**: Any Sexual Behavior at the request of, acquiesced to or by a person eighteen years of age or older and a person under eighteen years of age, in high school or legally incompetent.

- **Sexual Behavior**: Any physical contact, bodily movement, speech, communication or other activity sexual in nature or that is intended to arouse or gratify erotic interest or sexual desires.
- **Sexual Misconduct**: (a) Sexual Abuse or (b) Sexual Behavior at the request, or acquiesced to or by a Member of the Clergy with an employee, volunteer, student or counselee of that Member of the Clergy or in the same congregation as the Member of the Clergy, or a person with whom the Member of the Clergy has a Pastoral Relationship.

## PROCESS

1. **Initiation**: The Bishop or any other person receives information about sexual misconduct (or other canonical Offense) by a priest or deacon and refers information to the Intake Officer.
2. **Intake Officer** is notified. *Canon IV.6.2–4*
  - a. The Intake Officer receives information, which can be submitted in any form, and must then decide if the allegations if true would or would not constitute one or more Offenses.
  - b. Report is then made by the Intake Officer to:
    - i. the Reference Panel (the Bishop, the President of Disciplinary Board, and the Intake Officer) and
    - ii. the Church Attorney
3. **If Intake Officer Finds No Offense** *Canon IV.6.5-6*
  - a. Unless Bishop objects to dismissal, Intake Officer gives written notice of dismissal (with reasons therefor) to Complainant and Bishop.
  - b. Complainant may within 30 days appeal the dismissal to the President of the Disciplinary Board; Intake Officer assists Complainant with the appeal. If President of Disciplinary Board overrules dismissal (acting within a further 30 days), matter is then referred to Reference Panel; otherwise Intake Officer retains records pending any future information.
4. **If Intake Officer Finds that an Offense is Stated** *Canon IV.6.7, 10*
  - a. Report is forwarded to Reference Panel to decide next steps.
  - b. President of Disciplinary Board selects from Board members a Conference Panel and a Hearing Panel (may be chosen by lot or in his or her discretion) and designates a president of each Panel.
  - c. The Reference Panel must meet promptly after receiving the Intake Report and decide by majority vote how to refer the matter for the next step. Their options are (a) to refer the matter to an Investigator for further investigation of the facts (discussed below), (b) to take no action other than an appropriate pastoral response (discussed below), (c) to refer the

matter to the Bishop for a possible agreement with the Respondent for discipline (discussed below), (d) to refer the matter to a Conciliator (discussed below), or (e) refer the matter to the Conference Panel (discussed below).

- d. All communications and deliberations during the Intake and Reference Panel proceedings are confidential, unless otherwise required by law or if disclosure is deemed pastorally appropriate by the Bishop.

5. **Reference Panel Referral Options**

*Canon IV.6.8*

a. **Investigation**

*Canon IV.11*

- i. The Investigator shall investigate facts pertaining to the factual allegations contained in the Intake Officer's report, working under the supervision of the Church Attorney.
- ii. All Investigations are confidential until the information is used by the Church Attorney, the Bishop, or a Panel, and the Investigator must so advise persons to be interviewed.
- iii. Once the Reference Panel receives the Investigator's written report, it can by majority vote
  - (a) take no action other than appropriate pastoral responses (described below),
  - (b) refer the matter to the Bishop for possible agreement as to discipline (described below),
  - (c) refer the matter to a Conciliator (described below),
  - (d) refer the matter back to the Investigator for further investigation and report,
  - (e) refer the matter to a Conference Panel (described below), or
  - (f) refer the matter to a Hearing Panel (described below).

b. **No Action Other Than Appropriate Pastoral Responses**

*Canon IV.8*

- i. Responses by the Bishop, or someone designated by the Bishop, are to provide respect and care to the affected persons and their parish or other Community.
- ii. The response should promote healing, repentance, forgiveness, restitution, justice, amendment of life, and reconciliation among all involved or affected by the conduct involved, including the Complainant, the Respondent, any Injured Persons, and their families.
- iii. Information is generally confidential, but may be disclosed, as the Bishop deems pastorally appropriate.

c. **Agreement for Discipline**

*Canon IV.9*

- i. Any time before an Order becomes effective (discussed below), a Respondent may propose terms of discipline to the Bishop, or the Bishop may propose terms of discipline to a Respondent. Before reaching an agreement, the Bishop must consult with the Church Attorney, the President of the Disciplinary Board, and any Injured Person as to the terms of discipline.
- ii. If an agreement for discipline is reached, it must be set forth in an Accord (discussed below). In addition to other requirements for an Accord, the Respondent must be aware of the effects of the discipline agreed to and must have the opportunity to consult with an attorney. Otherwise, all requirements for Accords must be complied with.



- iii. Within three days of the signing of an Accord under this Canon, the Respondent may withdraw from its terms; otherwise, it shall be irrevocable and effective immediately.
- iv. If no agreement can be reached, or if an Accord under this Canon is withdrawn, the matter is sent back to the Reference Panel.

**d. Conciliation**

*Canon IV.10*

- i. This is a process in which a Conciliator works with the parties to come to an agreed upon resolution of all the issues. The goal is to seek healing, repentance, forgiveness, restitution, justice and reconciliation between the Complainant and the Respondent and their affected communities.
- ii. Conciliator must be skilled in dispute resolution techniques, appointed by the Bishop.
- iii. If the parties can agree on relevant facts and an appropriate disciplinary regimen, these are incorporated into an Accord (described below), which must be signed by all parties to the Conciliation proceeding.
- iv. If Conciliation cannot be achieved within a reasonable time, the Conciliator reports that to the Bishop, and the matter is referred back to the Reference Panel for further referral pursuant to this paragraph 5.
- v. Proceedings are confidential.

**e. Conference Panel**

*Canon IV.12*

- i. Upon a referral to the Conference Panel, the President of the Disciplinary Board forwards to the Church Attorney the Intake Officer's report, any Investigator reports, and all other materials collected to date. From these the Church Attorney prepares a written Statement setting forth each alleged Offense separately and with sufficient particularity to apprise the Respondent of "the acts, omissions or conditions which are the subject of the proceedings". This Statement, together with all of the other written materials, is forwarded to the Conference Panel.
- ii. Upon review of the materials received from the Church Attorney, the Conference Panel determines who, in addition to the Respondent and Complainant and their respective Advisors and attorneys, if any, and the Church Attorney, should participate in the proceedings before it. The Panel then sends a notice to all such persons setting a date (at least 20 days from the notice) at which the Respondent should appear, describing the purpose of the conference, showing all persons to whom the notice is being sent, and attaching a copy of the Church Attorney's Statement.
- iii. The Church Attorney and the Respondent are required to attend the conference; the Complainant may attend but is not required to. Both Advisors and any attorneys may also attend.
- iv. Proceedings are informal and conversational. The Panel must hear from the Respondent and the Complainant and their Advisors or attorneys, if present, and may in their discretion hear from the Investigator or other persons present. The Panel at its discretion may hear from any of the participants outside the presence of any other of the

participants.

- v. The Panel may direct further Investigation and may suspend proceedings pending the report of such investigation.
- vi. No witnesses are called. No record of proceedings is made. The Conference is closed to everyone other than the Panel members and its invited participants. All proceedings are confidential, and no statements made during the conference may be used as evidence before the Hearing Panel.
- vii. An Accord (discussed below) may be reached by the Respondent and the Church Attorney during the conference. If so, the Complainant has the right to be heard by the Panel as to the terms of the Accord. If an Accord is not agreed upon, the Conference Panel meets privately and chooses one of the following options:
  - 1. Referring the matter for Conciliation
  - 2. Referring the matter to a Hearing Panel (discussed below)
  - 3. Entering an Order dismissing the matter, containing the reasons for the dismissal and optionally containing findings exonerating the Respondent
  - 4. Entering an Order other than a dismissal (discussed below)

The determination of the Conference Panel is sent to those parties who were required to participate.

- viii. The Respondent or the Church Attorney may within 15 days of its effective date object to an Order issued by the Conference Panel. If any objection is filed, the matter proceeds instead to a Hearing Panel.

## 6. **Hearing Panel**

*Canon IV.13*

- a. The President of the Conference Panel or the Reference Panel notifies the President of the Disciplinary Board of any referral to the Hearing Panel. The Church Attorney then reviews the information in the record and if necessary updates the Statement of Offenses and sends it to the Hearing Panel. The Hearing Panel sends a notice to the parties stating that the Respondent is required to answer the Statement of Offenses within 30 days, and that failure to respond or participate in proceedings may result in a default judgment.
- b. All proceedings are public, except deliberations; the Panel may close parts of the proceedings to protect the privacy of any person. The Complainant may attend proceedings. A written transcript of proceedings shall be maintained.
- c. The Church Attorney and the Respondent shall be afforded reasonable time and opportunity to conduct discovery and to prepare evidence for the hearing.
- d. Testimony of witnesses shall be taken orally under oath and subject to cross-examination. The Hearing Panel determines credibility and the admissibility and weight to be given to any evidence presented. The Panel may choose to hear argument from persons other than the Church Attorney and the Respondent.

- e. Following the hearing, the Hearing Panel confers privately to reach a determination, which is either to dismiss the matter or issue an Order (discussed below). If dismissed, the Hearing Panel shall give the reasons for the dismissal and which may contain findings exonerating the Respondent. The finding of an Offense must be supported by clear and convincing evidence.

## 7. **Accords**

*Canon IV.14.1–5*

- a. An Accord may
  - (a) provide any terms which promote healing, repentance, forgiveness, restitution, justice, amendment of life and reconciliation among the Complainant, Respondent, affected community and other persons;
  - (b) place Restrictions on the Respondent's exercise of ministry (discussed below);
  - (c) place the Respondent on probation;
  - (d) recommend to the Bishop that the Respondent be Sentenced to admonishment, suspension or deposition from ministry (defined above);
  - (e) limit the involvement, attendance or participation of the Respondent in the community; or
  - (f) any combination of the foregoing.An Accord may be conditioned on the Bishop's imposing a recommended discipline. Restrictions on ministry or participation in Respondent's community must include a time limit and conditions for termination of the restrictions.
- b. Once an Accord is signed, the Conciliator or President of the Conference or Hearing Panel (as applicable) sends copies to the Bishop, the Church Attorney, the Complainant and Respondent and their respective Advisors and attorneys. Within 30 days, the Bishop must announce to the parties whether he or she will pronounce the Sentence (defined above) recommended in the Accord or otherwise agree to the terms of the Accord, or will pronounce a lesser Sentence or otherwise reduce the burden on the Respondent. Sentence must be pronounced between 40 and 60 days of circulation of the Accord. Alternatively, if the Accord results from an Agreement for Discipline, the Bishop circulates it to the same parties once it becomes effective and irrevocable and must pronounce the Sentence on the following day.

## 8. **Orders**

*Canon IV.14.6–8*

- a. Orders (other than a dismissal) issued by a Conference Panel or a Hearing Panel may contain the same provisions as an Accord, except for probation.
- b. Prior to issuance of such an Order, the Panel involved must give the Complainant and the Bishop opportunity to be heard on the proposed terms of the Order.
- c. Within 30 days of issuance of the Order, the Bishop must announce to the parties whether he or she will pronounce the Sentence (defined above) recommended in the Order or otherwise agree to the terms of the Order, or will pronounce a lesser Sentence or otherwise reduce the burden on the Respondent. Sentence must be pronounced between 40 and 60 days of issuance of the Order, unless an appeal is pending, in which case sentencing is deferred pending outcome of the appeal.

## 9. **Notice of Accords and Orders**

*Canon IV.14.12*

- a. The Bishop must give written notice of all Accords and Orders, once effective, to every vestry and every member of the clergy in the Diocese, to the Secretary of Convention, to the Standing Committee of the Diocese, to the Presiding Bishop, to every bishop or ecclesiastical authority in The Episcopal Church, to the Recorder of Ordinations, the Archives, and the Secretaries of the House of Bishops and the House of Deputies of the Church. The notice must specify the Canons, sections, and subsections defining the Offense that is the subject of the Accord or Order.
- b. Modifications or remissions of any Orders for which such notice has been given must be noticed in the same way.
- c. The Bishop in his or her discretion may disclose other information concerning an Offense or allegations thereof or concerning any Accord or Order as deemed appropriate.

## 10. **Appeals**

*Canon IV.15*

- a. A Respondent may by written notice appeal an Order from a Hearing Panel within 40 days of its issuance. Appeals are heard by the Provincial Court of Review (in this case, in Province II) on the record of the proceedings below, and no new evidence may be submitted.
- b. The Provincial Court of Review can grant relief to a Respondent only if (a) the proceedings below violated the Constitution and Canons of The Episcopal Church or of the Diocese, (b) the Hearing Panel below (1) exceeded its jurisdiction, (2) failed to decide all required issues, (3) erroneously applied the Constitution or Canons, or (4) committed a procedural error, or (c) the factual determinations of the hearing Panel are unsupported by substantial evidence in the record as a whole. No determination below may be reversed, however, for technical or harmless errors.
- c. Following argument and deliberation, the Provincial Court of Review may (a) dismiss the appeal, (b) reverse or affirm in whole or in part the Hearing Panel's Order, or (c) remit the matter for a new hearing before the Hearing Panel. The Provincial Court of Review must decide by a majority of its members; if there is no majority, the Order of the Hearing Panel stands affirmed except for any part for which a majority rules otherwise.

## 11. **Restrictions on Ministry**

*Canon IV.7*

- a. Whenever the Bishop determines that a member of the clergy may have committed an Offense or the good order, welfare, or safety of the Church or any of its members may be threatened by the member of the clergy, the Bishop may without prior notice impose restrictions on the exercise of that person's ministry or may place him or her on Administrative Leave (a suspension of ministry in its entirety, which can include suspension from any church or related secular office). Any such restriction must be in writing, set forth clearly why it has been issued and the limitations and conditions involved and their duration, and advise the member of the clergy of their right to request review of the restriction. The restriction cannot be arbitrary or capricious. A copy of the restriction or imposition of Administrative Leave must be sent to the Church Attorney and, if issued prior to receipt of information as to an Offense by the Intake Officer, to the Intake Officer, who must then proceed to prepare an Intake Officer report for the Reference Panel.

- b. The Bishop may issue additional restrictions sequentially or concurrently and modify them at any time.
- c. The member of the clergy may request review of a restriction on ministry or Administrative Leave at any time it is in effect. If the request is made subsequent to referral to a Hearing Panel, the request is determined by the Hearing Panel; otherwise it is determined by the Conference Panel. The relevant Panel may dissolve the restriction, may affirm the restriction as issued, or may modify its terms and conditions. Their decision is final, but a further request for review can be made thereafter if there are changed circumstances.
- d. Any restriction on ministry or Administrative Leave will be superseded by an Accord or Order.
- e. The Bishop may also as pastor and overseer of clergy issue a written Pastoral Direction to a priest or deacon resident or licensed in the diocese directed to a matter that concerns the manner or life or behavior of the member of the clergy and setting forth clearly what change is required of the priest or deacon. The direction may not be arbitrary or capricious nor contrary to the Constitution and Canons of The Episcopal Church or of the diocese. A Pastoral Direction may be modified at the discretion of the Bishop.
- f. The Bishop may disclose such information about a restriction on ministry, Administrative Leave, or Pastoral Direction as deemed pastorally appropriate.

## 12. **Miscellaneous Provisions**

- a. The provisions and proceedings of Title IV may not be reviewed or interfered with by secular courts. Secular courts may not enforce the terms of any Accord or Order unless the Accord or Order expressly so provides. (Canon IV.19.2–3)
- b. While generally there is a statute of limitations of ten years for Title IV Offenses, there is no limitation if the acts included physical violence, sexual abuse or sexual exploitation against a person under the age of 21, and proceedings for such Offenses may be brought at any time. (Canon IV.19.4)
- c. Title IV proceedings generally take place in the diocese in which the Offense occurred, except that if the member of the clergy is canonically resident in a different diocese, the two bishops involved must agree on the jurisdiction for the proceedings. (Canon IV.19.5)
- d. Complainants and Respondents have the right to be represented by an attorney of their choice in all Title IV proceedings (Canon IV.19.12). In the Diocese of New Jersey, the diocese can fund up to \$30,000 of a Respondent's attorney fees and expenses for a given matter (Diocesan Canon 68, § 9(c)).
- e. Once a member of the clergy has been the subject of an Accord or Order, any subsequent proceeding under Title IV for the same specific Offense, other than a pastoral response, is barred by double jeopardy. (Canon IV.19.13)
- f. If a Bishop's or any Panel member's impartiality may reasonably be questioned, they must disqualify themselves from that proceeding. If a Panel member's impartiality is challenged on behalf of the Church Attorney, the Respondent, or the Complainant, the remaining members of the Panel shall determine whether the challenged member should be disqualified

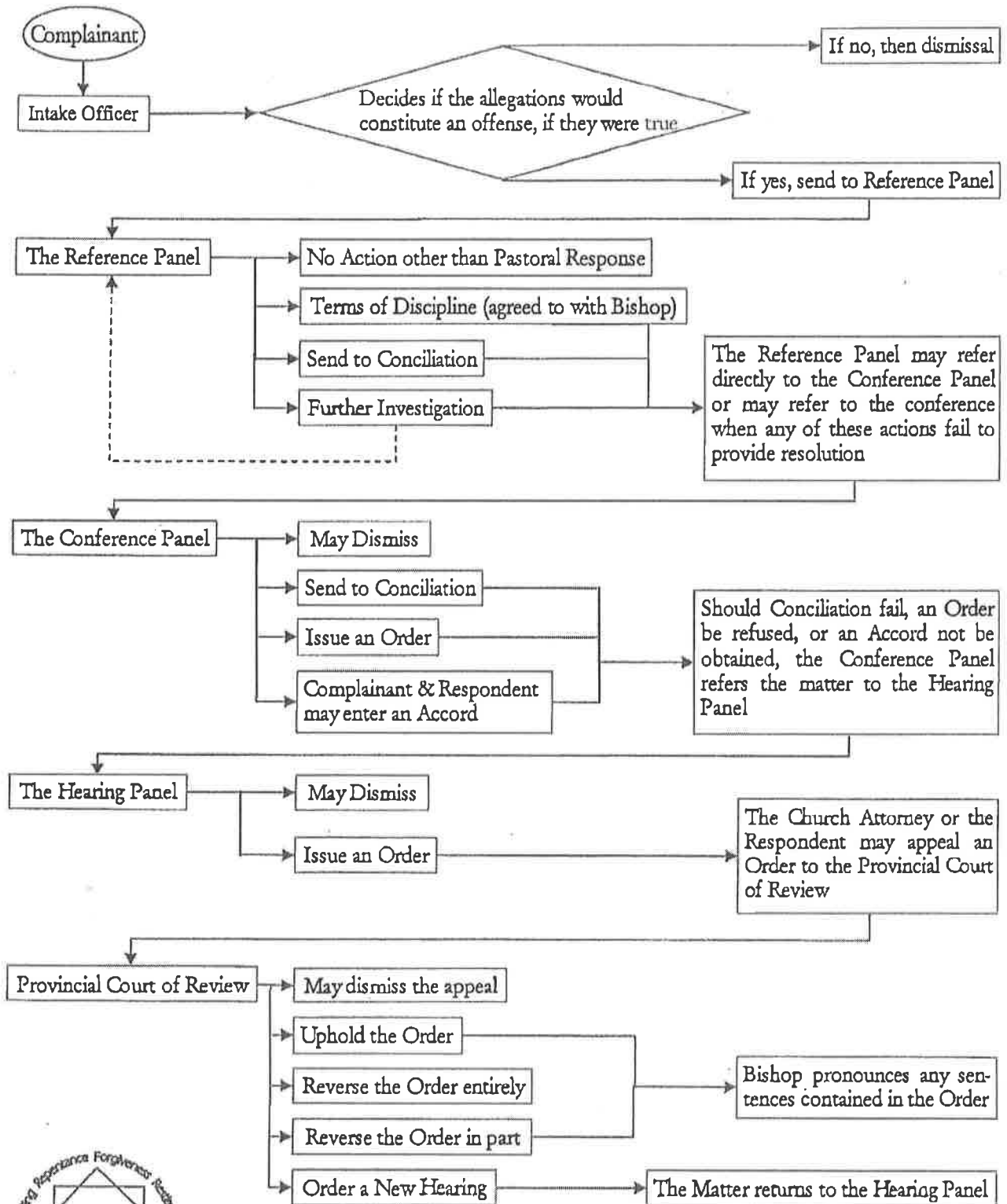
and replaced by another available member or an alternate member of the Disciplinary Board.  
(Canon IV.19.14–15)

- g. All members of The Episcopal Church must testify when summoned to do so by any Panel, unless excused for good cause as determined by the Hearing Panel. (Canon IV.19.18)

**Note: Flow charts for the process and participants are also attached for further clarity.**

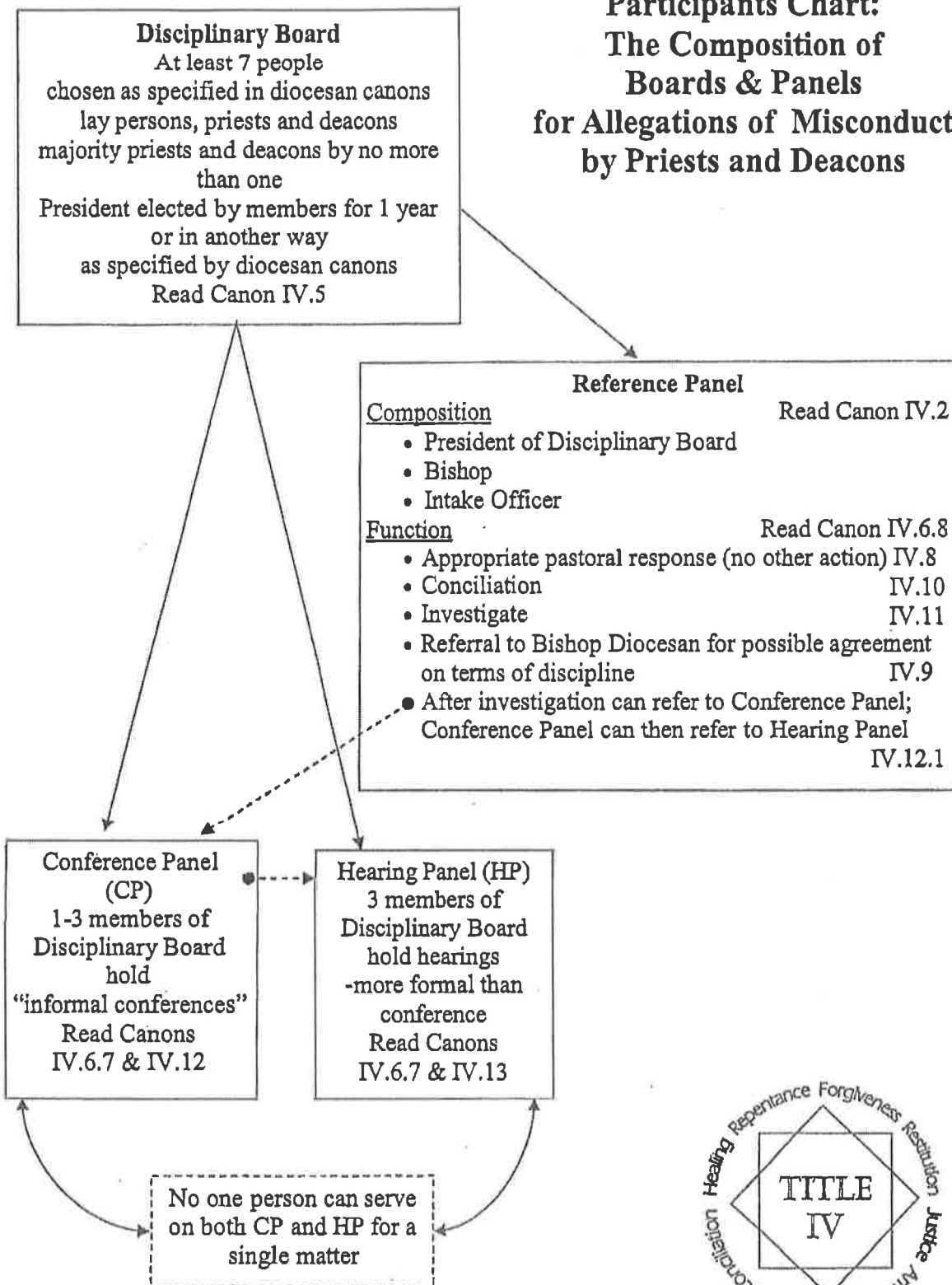
# FLOW CHART OF THE PROCESS

## The Basic Shape of Title IV



# FLOW CHART OF THE PARTICIPANTS

## Participants Chart: The Composition of Boards & Panels for Allegations of Misconduct by Priests and Deacons





# APPENDICES

## Appendix A GUIDELINES FOR APPROPRIATE AFFECTION

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

The Diocese of New Jersey is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel from misunderstandings. 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 Church 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 Church Personnel working around or with children or 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, faces, 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.
- Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

### **The following forms of affection are considered INAPPROPRIATE:**

- Inappropriate or lengthy embraces, such as with genital pressure.
- Kisses on the mouth.
- Holding children over three 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.

**Appendix B**  
**REQUEST FOR ORDERING BACKGROUND CHECK and AUTHORIZATION**  
**TO RELEASE/TRANSFER CONFIDENTIAL INFORMATION**

To: The Episcopal Diocese of New Jersey  
Attn: Ann Notte, Office Manager  
808 West State Street Trenton, NJ 08618-5326  
Phone: 609 394-5281 Fax: 609 394-8015  
Email: [anotte@dioceseofnj.org](mailto:anotte@dioceseofnj.org)

**Request for Ordering Background Check and**  
**Authorization to Release/Transfer Confidential Information**

I, [print or type full name] \_\_\_\_\_, hereby request the Diocese of New Jersey to initiate the following Oxford Document Management Company ("Oxford") background check(s) on me as part of my application for employment, appointment, or a volunteer position within the Diocese of New Jersey with the Requesting Entity stated below [check one or more boxes as applicable]:

- ☐ Criminal Record      ☐ Motor Vehicle Record      ☐ Other [describe] \_\_\_\_\_  
☐ Full 10-year Check (Criminal, Motor Vehicle, Credit, National Sex Offenders Registry, and References)

I will supply in a separate document any identifying information that may be requested on the forms required by Oxford or the Diocese of New Jersey for such check(s). I hereby request and authorize the Diocese of New Jersey and/or Oxford to release any and all information it has about me, to send copies of any and all documents it has about me or summaries thereof, or those portions requested, to:

\_\_\_\_\_ [the Requesting Entity] to the attention of \_\_\_\_\_, whom I authorize to transmit this Request and Authorization to the Diocese.

I hereby RELEASE AND HOLD HARMLESS from liability the Requesting Entity and the Episcopal Diocese of New Jersey and their officers, employees, and agents, from all liability arising out of or related to the Episcopal Diocese of New Jersey's releasing and providing information, documents, or summaries thereof to the Requesting Entity listed above.

A photocopy or facsimile or other electronic transmission of this Request and Authorization can be treated as an original. This document shall be valid for a period of one year from the date of my signature.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Print or type name

Residence Address:

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

Telephone contacts:

Day: \_\_\_\_\_

Evenings: \_\_\_\_\_

Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print or Type Witness' Name

2012 Ambos

**Appendix C**  
**NEW JERSEY CHILD ABUSE REPORTING WEBSITE**

<http://www.state.nj.us/dcf/reporting/how/index.html>

**Appendix D**  
**STATE CRIMINAL RECORDS**  
**And SEX OFFENDERS REGISTRY INFORMATION**

**ALABAMA**

AGENCY Alabama Bureau of Investigation

Identification Unit - Record Checks

P. O. Box 1511

Montgomery, AL 36102-1511

(334) 260-1100 phone

(334) 395-4350 fax

jamespotts@gsiweb.net

WEBSITE [www.dps.state.al.us](http://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](http://www.gsiweb.net).

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**ALASKA**

AGENCY 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](http://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.

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**ARIZONA**

AGENCY 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(Attn: Applicant Team 1) fax

WEBSITE [www.dps.state.az.us](http://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.

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#### **ARKANSAS**

AGENCY 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](http://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.

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#### **CALIFORNIA**

AGENCY 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](http://www.caag.state.ca.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 (860) 685-8060.

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#### **COLORADO**

AGENCY Colorado Bureau of Investigations  
690 Kipling Street, Suite 3000  
Denver, CO 80215  
(303) 239-4300 phone  
WEBSITE [www.sor.state.co.us](http://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](http://www.sor.state.co.us).

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#### **CONNECTICUT**

AGENCY 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/](http://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](http://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.

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#### DELAWARE

AGENCY Delaware State Police

State Bureau of Identification

1407 N. Dupont Highway

Dover, DE 19901

(302) 739-5880

WEBSITE [www.state.de.us](http://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](http://www.state.de.us).

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#### DISTRICT OF COLUMBIA

AGENCY 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](http://www.ci.washington.dc.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 (202) 727-4407.

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#### FLORIDA

AGENCY 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](http://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.

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**GEORGIA**

AGENCY Georgia Bureau of Investigations

3121 Panthersville Road

Decatur, GA 30034

(404) 244-2770

WEBSITE [www.ganet.org/gbi](http://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](http://www.ganet.org/gbi).

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**HAWAII**

AGENCY Hawaii Criminal Justice Data Center

465 South King Street

Room 101 Administration

Honolulu, HI 96813

(808) 587-3100

WEBSITE [www.state.hi.us](http://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.

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**IDAHO**

AGENCY 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](http://www.isp.st.id.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 (208) 884-7305.

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**ILLINOIS**

AGENCY 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](http://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.

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**INDIANA**

AGENCY Indiana State Police, Central Repository

100 North Senate Avenue, Room N302

Indianapolis, IN 46202-259

(317) 232-8266

WEBSITE [www.in.gov/isp/lch](http://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**

AGENCY 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](http://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.

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**KANSAS**

AGENCY 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](http://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](http://www.kbi.state.ks.us).

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**KENTUCKY**



AGENCY Kentucky State Police

Records Branch

1250 Louisville Road

Frankfort, KY 40601

(502) 227-8700

(502) 227-8734 fax

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.

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**LOUISIANA**

AGENCY 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](http://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.

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**MAINE**

AGENCY State Bureau of Identification

42 State House Station

Augusta, ME 04333

(207) 624-7009

WEBSITE [www.state.me.us](http://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.

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**MARYLAND**

AGENCY Central Repository

CJIS

P. O. Box 32708

Pikesville, MD 21282-2708

(410) 764-4501

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](mailto:sor@dpscs.state.md.us).

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## MASSACHUSETTS

AGENCY Criminal History Systems Board

Attn: CORI unit

200 Arlington Street

Chelsea, MA 02150

(617) 472-2881 ext. 340

WEBSITE [www.state.ma.us/chsb](http://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.

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## MICHIGAN

AGENCY Michigan State Police

CJIC

7150 Harris Dr.

Lansing, MI 48913

(517) 322-1956

WEBSITE [www.michigan.gov](http://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](http://www.mipsor.state.mi.us).

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## MINNESOTA

AGENCY 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](http://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](http://www.doc.state.mn.us).

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## MISSISSIPPI

AGENCY 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](http://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.

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**MISSOURI**

AGENCY 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](http://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.

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**MONTANA**

AGENCY ID Bureau  
P. O. Box 201403  
Helena, MT 59620-1403  
(406) 444-3625  
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.

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**NEBRASKA**

AGENCY Nebraska State Patrol  
Attn: CID  
P. O. Box 94907  
Lincoln, NE 68509  
(402) 471-4545  
WEBSITE [www.state.ne.us](http://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.

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**NEW HAMPSHIRE**

AGENCY New Hampshire State Police

James Hayes Safety Building

10 Hazen Drive

Concord, NH 03305

(603) 271-2538

WEBSITE [www.state.nh.us](http://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.

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**NEW JERSEY**

AGENCY 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](http://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.

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**NEW MEXICO**

AGENCY Department of Public Safety

4491 Cerrillos Rd.

Santa Fe, NM 87504

(505) 827-9181

WEBSITE [www.state.nm.us](http://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.

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**NEW YORK**

AGENCY 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](http://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.

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**NORTH CAROLINA**

AGENCY 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](http://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>.

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**NORTH DAKOTA**

AGENCY 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](http://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.

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**OHIO**

AGENCY Ohio Bureau of Criminal Identification

P. O. Box 365

London, OH 43140

(740) 845-2000

WEBSITE [www.state.oh.us](http://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.

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**OKLAHOMA**

AGENCY 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](http://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.

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#### **OREGON**

AGENCY 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](http://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.

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#### **PENNSYLVANIA**

AGENCY Pennsylvania State Police  
Records and Identification Division

1800 Elmerton Avenue  
Harrisburg, PA 17110  
(717) 783-5492

WEBSITE [www.state.pa.us](http://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.

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#### **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](http://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

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#### **SOUTH CAROLINA**

AGENCY SLED (State Law Enforcement Division)

Attn: Records  
P. O. Box 21398

Columbia, SC 29221

(803) 737-9000

WEBSITE [www.sled.state.sc.us](http://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](http://www.sled.state.sc.us).

**SEX OFFENDER REGISTRY**

The online Sex Offender Registry is available at [www.sled.state.sc.us](http://www.sled.state.sc.us).

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**SOUTH DAKOTA**

AGENCY Division of Criminal Investigation

Identification Section

500 East Capital

Pierre, SD 57501-5070

(605) 773-3331

WEBSITE [www.state.sd.com](http://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.

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**TENNESSEE**

AGENCY 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](http://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.

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**TEXAS**

AGENCY Texas Department of Public Safety

Crime Records Division

P. O. Box 4143

Austin, Texas 78765

(512) 424-5664

WEBSITE [www.txdps.state.tx.us](http://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.

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**UTAH**

AGENCY Utah Department of Criminal Identification

3888 W. 5400 South  
Salt Lake City, UT 84114-8280  
(801) 965-4569

WEBSITE [www.bci.utah.gov](http://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.

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**VERMONT**

AGENCY 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](http://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.

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**VIRGINIA**

AGENCY Virginia State Police

7700 Midlophian Turnpike

Richmond, VA 23235

(804) 674-2000

WEBSITE [www.virginiatrooper.org](http://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.

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**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.

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**WEST VIRGINIA**



AGENCY West Virginia State Police  
Criminal Identification Bureau  
Records Section  
725 Jefferson Road  
South Charleston, WV 25309  
(304) 746-2100

WEBSITE [www.wvstatepolice.com](http://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.

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**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.

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**WYOMING**

Agency Division of Criminal Investigation  
316 West 22nd St.  
Cheyenne, WY 82002  
(307) 777-7523

WEBSITE [www.wy.state.us](http://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.