

Background Screening in the Episcopal Church in Arkansas for Volunteer and Paid Staff

Setting up a parish background screening account for volunteers and employees

1. Contact Praesidium at support@praesidiuminc.com to set up your church account. Tell them you are an Episcopal Church and with Episcopal Diocese of Arkansas Little Rock AR. And that you need to set up a church background checking account.
2. They will have a contract for you to sign that they will mail or email to you.
3. Once your account is set up you can input any candidates name and email into the online platform and the system will send an email saying that you have requested a background check on them. They will be asked to fill out additional personal such as Social security numbers and past addresses.
4. Once the background check has been completed (usually less than 24 hours) your account admin will be notified by email.
3. You will then be billed at the end of each month for the number of background checks you run and complete. If you do not order any background checks for the month then you will not receive an invoice from Praesidium.

Cost per candidate

\$30.00 Praesidium Package

This Package will provide you with a high-quality and thorough check of your applicant's background. It includes:

- Multi-state criminal background check
- National sex offender registry check
- Alias search
- Social security number trace
- 1 county is included

(there is an additional surcharge for additional counties)

What does a Praesidium Background Check include for Arkansas?

Administrative Office of Courts

Description: Court records of statewide felony and state-level misdemeanor dispositions on approximately 770,000 persons. These records contain information submitted to the state by courts from each county and other criminal justice agencies. Results may show the Disposition Date, Arrest Date, County, Case Number, Defendant Name, DOB, Race, Sex, Charge(s), Disposition, and Sentence.

Age of Records: 1987 – April 2011

Administrative Office of Courts – Supplemental

Description: Data contains Circuit Court felony records of approximately 150,000 offenders. Counties included in this file are: Faulkner, Garland, Hot Springs, Pulaski, Searcy and Van Buren. Search results may include Name, AKA, Case Number, File Date, Case Type, Case Status, Offense, Degree of Offense, Statute Code, Disposition, Disposition Date, and Sentence Details.

Age of Records: 1990 Update Frequency: Monthly

Department of Corrections

Description: Statewide felony criminal convictions on persons who have been sentenced to serve time at a state facility. Results may show the Date of Crime, County, Defendant Name, DOB, Race, Sex, Height, Weight, Photo Charge(s), and Sentence.

Age of Records: 1940 Update Frequency: Monthly

Sex Offender Records

Description: Registry contains information on individuals considered to be at the highest level of risk (Level 3 High Risk and Level 4 – Sexually Violent Predator) to the public. Data may contain Name, DOB, Address, Offense, and Level of Risk. Photos included, but not for all the offenders.

Age of Records: August 1997 Update Frequency: Bi-Weekly

P.R.I.O.R.S.

Description: Public Record Indexes of Record Searches. This database is comprised of proprietary criminal data compiled from previously ordered county, statewide and federal criminal requests, from AR, which contained records.

Non-instant statewide, county criminal or federal searches are supplemental searches that should be used for a deeper search of criminal records and/or to increase coverage in jurisdictions that do not have adequate data available in the Multi-State Criminal Records Search and National Sex Offender Registry Search. These types of non-instant searches can be ordered separately on an as needed basis. If additional services are needed, please inquire with Praesidium and they can make suggestions.

Additional Checks

For Credit Checks for people who have financial access to accounts please contact the diocese. The diocese can run these checks through their system.

Who should be background screened?

- All members of the clergy, whether stipendiary, non-stipendiary, canonically resident in the diocese, licensed in the diocese, and engaged in ministry or service to the church, regardless of their duties.
- Paid employees, whether full time or part time, regardless of whether or not they work with children or youth.
- Volunteers serving in staff positions, whether full time or part time, regardless of whether or not they work with children or youth.
- Volunteers whose work routinely takes them throughout the facility or grounds and who have access to locked facilities (excluding people whose access is solely for altar or flower guild ministries).
- Persons who supervise or assist with supervising children or youth in ministries, programs or activities.
- Christian education or Sunday School teachers who work in any setting other than in an Malways open for visitsN classroom in which two or more students regularly participate.
- Nursery workers, whether paid or volunteer.
- Persons who provide transportation to children or youth without other adults in the vehicle.
- Persons involved in overnight trips with children or youth.
- Persons whose living quarters are on the grounds of the church, school or other related agency.

Exception: *Parents who assist no more than six times a year with a program (including providing local, non-overnight transportation) in which their child is enrolled, are exempt from background checks.*

Examples of people who are covered by this screening policy include, but are not limited to:

- Children's or youth choir directors.
- Organists who work with children or youth.
- Lay Youth Ministers.
- Directors of Religious (Christian) Education.
- Volunteer Youth Directors.
- Church Personnel who work or assist in the nursery.
- All staff, whether volunteer or paid, at church camps.
- Teachers, substitute teachers, and staff in parochial schools.

These Staff Members will be screened and selected using the following tools and procedures:

- 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 engage in this work.
- Employees who work with children and youth must have a personnel file that is kept where other records are kept.
- Criminal records checks and sexual offender registry checks will be conducted every five (5) years on Staff Members.