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Archdiocese of Los Angeles FINGERPRINTING DEPARTMENT NEWSLETTER

WELCOME LETTER

Brothers and Sisters in Christ,
Welcome to the second issue of the Archdiocese of Los Angeles Fingerprinting Newsletter. This second issue is directed to the principals and pastors and their responsibility as it relates to fingerprinting parish/school volunteers and paid staff. Included in this issue is a review of processes mentioned in the first Newsletter as there have been procedural changes over the last year. In addition, there is reference to what Fingerprinting would like to achieve in the coming year. The back page contains references and contacts for Fingerprinting and Human Resources staff.

The Fingerprinting Department will be at the annual Religious Education Congress in Anaheim March 16-18, 2018 at booths 456 and 458. Fingerprinting and VPIN training stations will be set up to assist anyone needing fingerprinting and/or training in VPIN. As an added benefit, if you have a particular problem with your parish or school database, then let us help you resolve it at Congress. The Fingerprinting Department is here to serve you, so do not hesitate to contact us.

In His Service,

Fingerprinting Specialist



Archdiocese of Los Angeles
Fingerprinting Department

Booth #456



VPIN Training & Help Desk
Booth #458

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ATTENTION VPIN USERS

Effective March 16, 2018, the Archdiocese of Los Angeles, is required to have all paid staff and volunteers with access to VPIN, to sign the archdiocese ***Volunteer/Personnel Information Network (VPIN) CONFIDENTIALITY AGREEMENT*** and Electronic Communications/Acceptable Use Policy. The VPIN Confidentiality Agreement Form is mandatory for all VPIN users and must be completed by March 1, 2019. Information in VPIN is strictly confidential and shall not be disseminated to any other person or agency not authorized by the archdiocese. The archdiocese strongly prefers that paid staff, well-versed in computers, take on the duty of updating the VPIN system. Providing VPIN access to volunteers is discouraged unless the pastor has agreed to sign the volunteer’s VPIN Access Form.

VPIN users who have not logged in to VPIN for more than twelve (12) months will be automatically deleted as users. There are many parishes who have no active VPIN users.

Qty. of VPIN users	Number of log-in times
361	never logged into the database
809	1 to 10
524	11 to 50
231	100 to 500 times
34	more than 500 times

Effective March 16, 2018, the Archdiocese of Los Angeles is requiring all VPIN users to attend two sessions of mandatory **VPIN TRAINING** provided by the Fingerprinting Department. The VPIN system has a new “VPIN TRAINING” specifically added for VPIN users. The Fingerprinting Department will include the following two VPIN trainings (Basic & Advanced):

BASIC VPIN TRAINING

- Brief history of Fingerprinting Department
- Forms of valid photo identification
- Fingerprinting schedule & locations
- How to host fingerprinting at your facility
- Differences in the cost of fingerprinting a volunteer vs. paid employee
- Identify which Request for Live Service Form to use for fingerprinting applicants.
- Using the ***APPLICANT QUESTIONNAIRE*** for fingerprinting through an outside vendor.
- To properly look up and append Safeguard the Training screening to existing fingerprinting record.
- Why expired safeguard the training screening should remain as is for historical purposes. How to add new safeguard the training recertification screening.
- To add new record of volunteers that only requires Safeguard the Training screening (no fingerprinting screening)
- To update individual profile and demographic information; assignment history (e.g. “In-Process, Active, Inactive, Terminated, Suspended, Deceased, Retired & Resigned); worker type; position/title; organization; start and end date

ADVANCED VPIN TRAINING

- How to merge individual profiles and eliminate duplicate records
- Turning off pop-up blocker for logsdashboard.com
- Exporting data to excel
- Screening - Quick Add

VPIN Training is free and will be provided to your parish/school/department provided the required minimum of 10 participants is fulfilled. Email fingerprinting@la-archdiocese.org with subject line “Request for Required VPIN Training” to schedule VPIN training at your location. Please include: participant name, position, date of birth, physical address, phone number, parish/church OCA# and email address.

Requirements: a room with WIFI, laptops (iPad is incompatible), participants must have completed fingerprinting and Safeguard the Children screening in VPIN and are able to log-in to VPIN, and projector if more than 12 participants. VPIN training certificates will be provided upon completion of both VPIN training sessions.

NOTE: Access to VPIN will be terminated for VPIN users who do not complete the mandatory training by March 1, 2020.

FINGERPRINTING SCHEDULES AND SESSION

Request to host fingerprinting and/or VPIN training at your facility must be sent to fingerprinting@la-archdiocese.org. Schedules are published year round in calendars at <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx> Fingerprinting Department archdiocese webpage.

- Weekday fingerprinting hours are 12:00pm to 3:40pm and 5:00pm to 7:20pm
- Weekend fingerprinting hours are 10:00am to 1:40pm and 3:00pm to 5:20pm

To host fingerprinting at your facility, select date(s) with “Schedule is open for hosting” in published calendars. Email fingerprinting@la-archdiocese.org the following:

- Date Requested
- Pastoral Region
- Church/School/Facility Name
- Room or Hall Name
- Address
- Phone number and/or email address for people to make appointments

Fingerprinting will send a confirmation email and update the schedule in the archdiocese fingerprinting website.

Individuals requesting or needing to be fingerprinted must make an appointment to ensure a smooth and successful fingerprinting process. We appreciate that every parish and ministry wants to cooperate fully with Archdiocesan policies in providing a safe environment and we are aware that appointments can be difficult to find because the schedules fill up rapidly. Please emphasize the importance of keeping an appointment or calling in advance to cancel so that others can be given the opportunity to be fingerprinted. One machine or two machine appointment sheets are available for download from the fingerprinting website. Filled in appointment sheets are to be sent to fingerprinting@la-archdiocese.org two (2) business days prior to the day of hosting.

As the date for your Live Scan session approaches, please prepare accordingly. Plan to have someone at the registration table throughout the day. You will need to allow the operators to access and use the facility 30 minutes before and after appointment sheet (s) hours. To operate the Live Scan computers, the following is needed: a classroom size air-conditioned room, three (3) 6’ to 8’ tables, six chairs or more if possible and a written list of applicants and the schedule time assigned.

VPIN TRAINING

The Fingerprinting Department provides VPIN training workshops. For more information, please contact Joel Avenido at javenido@la-archdiocese.org.

VPIN/Screening Status Responsibilities for Pastors, Principals and Parish Life Directors

The Volunteer and Paid Personnel Information Network Database (VPIN) serves the Archdiocese of Los Angeles community by maintaining the assignment and screening status on volunteers and paid personnel. The Administrative Handbook for the Archdiocese (<http://handbook.la-archdiocese.org/>) states in Chapter 9 - Safe Environment, the mandatory requirements for fingerprinting and VIRTUS training. These requirements, once met, are recorded in VPIN and can be accessed there by those persons within the parishes and schools that have user access.

The following is a list of responsibilities for maintaining the VPIN database:

- In order to assign an individual to maintain the VPIN database, fill out the VPIN Request Form, and send it to the Fingerprinting Department at fingerprinting@la-archdiocese.org. The VPIN Request Form can be found on the Fingerprinting & VPIN page of the Archdiocese of Los Angeles web site at <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>. Data in the VPIN database is highly confidential; therefore, the Archdiocese prefers that paid staff who have been fingerprinted and passed the Department of Justice (DOJ) background check be assigned this task. If an employee is not available, then the volunteer must be trained to maintain VPIN, been fingerprinted, completed Virtus training and signed a confidentiality agreement.
- Anyone who wishes to volunteer in ministry or become an employee already fingerprinted by the Archdiocese of Los Angeles must be vetted through VPIN. If the individual says they are fingerprinted, then they need to be assigned to your parish/school so their screening status can be viewed. The Fingerprinting Department will help you with this, if problems occur.
- The Fingerprinting Department is responsible for the data entry of all fingerprint screening data. The parishes and schools are responsible for all other screening data. The mandatory screening data needing entry by the parish and school is the VIRTUS screening data comprised of Protecting God's Children certification and Keeping the Promise Alive re-certification.
- Parishes and schools are responsible for maintaining the individual's assignment status. If the individual leaves, resigns, retires, dies, or is terminated, then their assignment must be updated to reflect their status.
- The Archdiocese of Los Angeles conducts a yearly Audit on the parishes and schools to assess compliance with the mandate to protect and insure the safety of the children under our care. Each parish and school should receive a request for compliance in the May/April timeframe, which is to be filled and sent back the Archdiocese. This is best handled through the Safeguard the Children Committee.
- Volunteers and employees that leave the parish and/or school must be removed from 'Active' status. Once a year the parish and school should run a report of active and non-active volunteers and employees and make a report to the Fingerprinting Department. The Fingerprinting Department will issue a 'No Longer Interested' (NLI) form to the Department of Justice (DOJ) provided the individual is no longer active within the Archdiocese of Los Angeles.

When and How to Use the Applicant Questionnaire

The Archdiocese of Los Angeles requires that all volunteers and paid personnel be fingerprinted by the Fingerprinting Department of the Archdiocese. A schedule and location of sites and times for fingerprinting can be found at this link, <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>, in the Fingerprinting Calendar section.

If it is necessary to use a third-party service to do the fingerprinting, the Applicant Questionnaire should be saved, filled, and sent to the Fingerprinting Department. The Fingerprinting Department will create the Live Scan Request Form from the Applicant Questionnaire and email it back so that it may be printed and taken to the third-party service for fingerprinting.

Once the fingerprinting is done, the applicant should return the signed Live Scan Request Form to the parish/school so that it may be scanned and emailed to the Fingerprinting Department. This way, the Fingerprinting Department can insure that the data entered into VPIN is accurate and complete.



In this photo, left to right:

Bryan Hernandez
Fingerprint Assistant

Deacon John Barry
Fingerprint Specialist

Annabelle Baltierra
Senior Director of Human Resources
SPHR, SHRM-SCP

Wilton Perez
Fingerprint Coordinator

Joel Avenido
Fingerprint Administrator

Fall 2018 USCCB Safe Environment Audit

This fall, the Archdiocese of Los Angeles will be visited by the United States Conference of Catholic Bishops Safe Environment Auditors. The purpose of the onsite audit visit is to ensure that all parishes and schools are in compliance with the Charter for the Protection of Children and Young People.

A few of the areas that the Auditors will be focusing on with the Pastor, Parish Administrator or Parish Life Director and their staff are:

All staff must be fingerprinted and have VIRTUS® Certificates of Completion that are no more than four years from the date on the certificate. This also applies to all adult volunteers who work with or around children such as; catechists, parents, coaches, ushers, ministry teams, etc. These records must be recorded and verified in VPIN (Volunteer and Personnel Information Network) <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>

All adults must annually review and sign the Guidelines for Adult Working

With or Around Minors at Parish/School Activities or Events:

<http://www.la-archdiocese.org/org/protecting/safeguard/Pages/policies.aspx>

All children and young people in their School, Religious Education, Confirmation or Youth Ministry must be taught VIRTUS® Teaching Touching Safety Training by February 15th and it must be reported on VIRTUS® Online by February 28th, annually (www.archla.org/safeguard).

Resources:

Complete Audit Checklist of all responsibilities of Pastors, Principals, DREs, Confirmation Coordinators and Youth Ministers: <http://www.la-archdiocese.org/org/protecting/safeguard/Pages/default.aspx> Fingerprinting and VPIN Information: <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx>

Comprehensive resource guide of all policies, forms and contact information: Archdiocesan Administrative Handbook – Chapter 9: Safe Environment: <http://handbook.la-archdiocese.org/chapter-9>





Archdiocese of Los Angeles Administrative HANDBOOK

[9.3.1 - Clergy](#)

All clergy who are active in any ministry in the archdiocese [must be fingerprinted](#) under the California Education Code. Pastors/administrators who are assigned to oversee [preschools](#) must also be fingerprinted under the California Health and Safety Code and pass a background check. All clergy fingerprints are submitted to the California Department of Justice and the FBI. This fingerprinting requirement includes the archbishop, bishops, all priests (whether archdiocesan priests or members of a religious institute/order) with faculties in the archdiocese, as well as all deacons, all deacons in formation, all seminarians, and any clergy who wish to have short-term faculties (i.e., faculties for 15 days to 2 months) or long-term faculties (i.e., faculties for more than 2 months) in the archdiocese. See [Faculties for Visiting Elsewhere and for Clergy and Externs Ministering in the Archdiocese](#). Fingerprint reports and any [subsequent arrest notifications](#) are overseen by the [vicar for clergy](#); he is the confidential reporter of [criminal offender record information](#) (CORI reporter) for clergy.

[9.3.2 - Parish Life Directors and Pastoral Associates](#)

Parish life directors and pastoral associates [must be fingerprinted](#) under the California Education Code and pass a background check. All fingerprints are submitted to the California Department of Justice and the FBI. Fingerprint reports and any subsequent arrest notifications are overseen in accordance with procedures at the locations where the parish life directors and pastoral associates are assigned, unless they are assigned to parish leadership, in which case they will be overseen by the [vicar for clergy](#).

[9.3.3 - Parish Personnel and Vendors](#)

All parish staff (including paid staff and volunteers with staff responsibilities) who have regular contact with minors [must be fingerprinted](#) and pass a background check. Third-party vendors and their employees who may have unsupervised contact with minors at schools and parishes are generally required by law to undergo a background check. The archdiocese requires all third-party vendors and their employees to follow the archdiocesan requirements for fingerprinting. As a result, generally, all such vendors and employees will need to be fingerprinted under the archdiocesan requirements and pass a background check before they commence activities at a location, unless their activities are of a defined emergency nature or meet other exceptions that exempt them from such requirements. The archdiocesan [Fingerprinting Office](#) can provide details on these requirements.

[9.3.4 - School Principals, Teachers, and All Paid Personnel in Catholic Schools](#)

All principals, teachers, administrators, staff (including paid staff and volunteers with staff responsibilities), and coaches (including paid and volunteer coaches) who work at an elementary school or high school [must be fingerprinted](#) under the California Education Code and pass a background check before they commence any assignment. Preschool personnel and volunteers [must be fingerprinted](#) under the California Health and Safety Code and pass a background check before they commence any assignment. All fingerprints are submitted to the California Department of Justice and the FBI. Traditionally in the archdiocese, the principal of the school has been the confidential reporter of [criminal offender record information](#) (CORI reporter) but the archdiocese is transitioning the CORI reporting to the [Fingerprinting Office](#).

[9.3.5 - Directors of Religious Education, Catechists, Confirmation Coordinators, Youth Ministers, and Music Ministers](#)

Whether paid or volunteer, directors of religious education, catechists, confirmation coordinators, youth ministers, and music ministers working with youth choirs or parish youth music groups [will be fingerprinted](#) under the California Penal Code and the fingerprints are submitted to the California Department of Justice. However, if the person has been fingerprinted under the Penal Code, Education Code, or Health and Safety Code for another assignment in the archdiocese and the reports from the prior fingerprinting are overseen by the archdiocesan [Fingerprinting Office](#), then the person need not be fingerprinted again. Fingerprint reports and any subsequent arrest notifications are overseen by the archdiocesan Fingerprinting Office as the confidential reporter of [criminal offender record information](#) (CORI reporter), or by the location if the location is continuing to rely on its CORI reporter rather than the archdiocesan Fingerprinting Office.

[9.3.6 - Parish Volunteers](#)

As a general matter, all adult parish volunteers who have regular contact with minors [must be fingerprinted](#) under the California Penal Code. The fingerprints are submitted to the California Department of Justice. Fingerprint reports and any subsequent arrest notifications are overseen by the archdiocesan [Fingerprinting Office](#) as the confidential reporter of [criminal offender record information](#) (CORI reporter), or by the location if the location is continuing to rely on its CORI reporter rather than the archdiocesan Fingerprinting Office.



Archdiocese of Los Angeles Administrative HANDBOOK

The archdiocesan policy is to fingerprint adults, not minors. Under [state law](#), people who are under 18 years old should not be fingerprinted. Therefore, any minors who volunteer to work with other minors need to be supervised at all times by an adult who has been fingerprinted and has completed [VIRTUS® training](#); the minor volunteer should not work alone with other minors. If an adult volunteer has a valid reason not to be fingerprinted, the volunteer needs to consult the pastor/administrator at the parish or the archdiocesan Fingerprinting Office and, if the pastor/administrator agrees, the volunteer may submit the [Confirmation of Prior Conduct](#).

[9.3.7 - School Volunteers](#)

Any adult volunteer, including volunteer coaches, parents/guardians, people assisting in the classroom, and others who have regular contact with students or minors at an elementary school or high school, in a manner similar to paid personnel in a comparable role, will be [subject to fingerprinting](#) under the California Education Code. Other volunteers at an elementary school or high school will be subject to fingerprinting under the California Penal Code. The principal or pastor/administrator will consult the [Department of Catholic Schools](#) or the archdiocesan [Fingerprinting Office](#), as necessary, to resolve any uncertainties concerning which protocol to follow for a particular volunteer. All preschool volunteers must be fingerprinted under the California Health and Safety Code.

For all volunteers, the fingerprint reports and any subsequent arrest notifications are overseen by the archdiocesan Fingerprinting Office as the confidential reporter of [criminal offender record information](#) (CORI reporter), unless the school is a private elementary school or high school in the archdiocese and arrangements have been made with the archdiocesan Fingerprinting Office for a person at the location to serve as the CORI reporter.

[9.3.8 - Men and Women Religious](#)

Men and women religious who are in any ministry or assignment within the archdiocese [must be fingerprinted](#) in accordance with procedures at their assignment (e.g., at the [Archdiocesan Catholic Center](#) or in a school, preschool, parish, detention ministry, or special ministry).

[9.3.9 - Criminal Offender Record Information](#)

In the archdiocese, principals as well as certain people at the [Archdiocesan Catholic Center](#) have traditionally been designated confidential reporters of criminal offender record information (CORI reporters) to receive, process, store, and act on fingerprint reports and any subsequent arrest notifications. The archdiocese is working with the locations in the archdiocese and with the Department of Justice to transition from having principals as CORI re-

porters and to centralize this function in the archdiocesan [Fingerprinting Office](#), except for clergy for whom the [vicar for clergy](#) will continue as the CORI reporter. The archdiocesan Fingerprinting Office coordinates and advises people who are CORI reporters; those people are required to file certain materials with the California Department of Justice.

[9.3.10 - No Longer Interested Notification](#)

When people who have been fingerprinted are no longer staff members or volunteers, or no longer have a ministerial or other assignment in the archdiocese, a [No Longer Interested \(NLI\) Notification](#) must be filed with the California Department of Justice and the entry on the [Volunteer/Personnel Information Network](#) must be updated. The No Longer Interested Notification is filed by the confidential reporter of [criminal offender record information](#) (CORI reporter) who receives that individual's fingerprint report and any subsequent arrest notification; depending on who receives the report, it may be a CORI reporter at a location, the archdiocesan Fingerprinting Office, or the [vicar for clergy](#). Questions should be directed to the archdiocesan [Fingerprinting Office](#) at 213-637-7411.

[9.3.11 - Volunteer/Personnel Information Network](#)

The archdiocese and LOGOS, an independent software provider, developed the Volunteer/Personnel Information Network (VPIN) as a database to enter and confirm information from clergy, religious, employees, staff, and other volunteers. Prior to an assignment and continuing throughout an individual's involvement with the archdiocese, the archdiocesan [Fingerprinting Office](#) or any other location that is the confidential reporter of [criminal offender record information](#) (CORI reporter) will enter that individual's fingerprinting and training information into VPIN and the person in charge or a designated staff member will update the information as necessary. When people who have been fingerprinted are no longer staff members or volunteers, or no longer have a ministerial or any other assignment in the archdiocese, the individual's VPIN entry must be updated (see [No Longer Interested Notification](#)).

See [PeopleFlow Accounts](#) to request access to VPIN and [PeopleFlow Quick Start](#) for VPIN.

**Excerpts from the Archdiocese Administrative Handbook Chapter 9-Safe Environment accessible at <http://handbook.la-archdiocese.org/chapter-9>*

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