

## School letterhead

\_\_\_\_\_ 2008

Company President/ Program Coordinator  
Address  
City.....

Dear \_\_\_\_\_

The Diocese of St. Petersburg has revised its requirements for the employment and utilization of third party provider personnel who work in its schools and early childhood centers. The revised policy requires all individuals to submit to and successfully pass a Level II FBI Background Screen. In keeping with the Dallas Charter issued by the United States Conference of Catholic Bishops, the Diocese of St. Petersburg may employ only those individuals who, in addition to passing the Level II background screen, meet our minimal standards for moral conduct.

I am enclosing a list of the *Minimum Standards of Moral Conduct* which clearly delineates those actions which automatically precludes an individual from working in parish, inter-parish, or diocesan schools.

You must provide to me a list of those individuals that your company will place here at \_\_\_(name of )\_\_\_\_\_ Catholic School for the 2008-09 school year and provide verification that each individual has successfully completed a Level II FBI background screen thus meeting the minimum standards for moral conduct. If the results of an individual's Level II background screen has evidence of a conviction or plea for one of the offenses included on the list *Minimum Standards of Moral Conduct*, the individual may not work in our schools or centers.

In addition, Diocesan policy requires Third Party Contractor to provide evidence of liability insurance of equal to or greater than that of the Diocese of St. Petersburg minimum requirements. The minimum coverage requirement as outlined by the Risk Management Office is as follows:

**All contractors and vendors must show proof of insurance with a certificate of insurance with the following minimum limits:**

- |   |  |
|---|--|
| <b>1. Bodily Injury and Property Damage Liability</b> | <b>\$1 million</b>                                       |
| <b>2. Workers Compensation</b>                        | <b>Coverage A Statutory<br/>Coverage B \$100/500/100</b> |

*(Companies that claim exemption due to their size or ownership from providing workers this coverage are not acceptable)*

Thank you in advance for your attention to this important issue.

Sincerely yours,

Principal (Director)

Enc: Diocese of St. Petersburg/ Minimum Standards of Moral Conduct

**DIOCESE OF ST. PETERSBURG  
MINIMUM STANDARDS OF MORAL CONDUCT  
REQUIRED TO PASS BACKGROUND SCREENING FOR SERVICE IN  
MINISTRY AND IN EMPLOYMENT**

Before an employee or a volunteer can be allowed to serve in any position of service for the Diocese of St. Petersburg, compliance with background screening and Safe Environment training shall be required. The following minimum standards are established as a prerequisite to service. The employee or volunteer must not have been found to have committed, nor have been found guilty of, regardless of adjudication or entered plea of nolo contendere or guilty to any offense (or attempt or conspiracy there under) under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction.

1. Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
2. Section 782.05 relating to murder.
3. Section 782.07 relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child.
4. Section 782.071, relating to vehicular homicide.
5. Section 782.09 relating to killing of an unborn child by injury to the mother.
6. Section 784.011 relating to assault, if the victim of the offense was a minor or Section 784.021 relating to aggravated assault for any victim.
7. Section 784.03 relating to battery, if the victim of the offense was a minor or Section 784.045 relating to aggravated battery for any victim.
8. Section 787.01 relating to kidnapping.
9. Section 787.02 relating to false imprisonment.
10. Section 787.04(2) or (3) relating to taking, enticing or removing a child beyond the state limits with criminal intent pending custody proceedings or to avoid producing a child at a custody hearing.
11. Section 790.115(1) or (2)(b) relating to exhibiting firearms or weapons within 1,000 feet of a school or possessing an electric weapon or device, destructive device or other weapon on school property.
12. Section 794.011 relating to sexual battery.
13. Section s.794.041 relating to prohibited acts of persons in familial or custodial authority.
14. Chapter 796 relating to prostitution.
15. Section 798.02 relating to lewd and lascivious behavior.

16. Chapter 800 relating to lewdness and indecent exposure.
17. Section 806.01 relating to arson.
18. Chapters 810 and 812 relating to burglary, theft, robbery crimes, if the offense was a felony.
19. Section 187.563 relating to fraudulent sale of controlled substances, only if the offense was a felony.
20. Section 825.102 relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
21. Section 825.1025 relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
22. Section 825.103 relating to exploitation of an elderly person or disabled adult, if the offense was a felony.
23. Section 826.04 relating to incest.
24. Section 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.
25. Section 827.04 relating to contributing to the delinquency or dependency of a child.
26. Section 827.05 relating to negligent treatment of children.
27. Section 827.071 relating to sexual performance by a child.
28. Section 843.01 relating to resisting arrest with violence.
29. Section 843.025 relating to depriving a law enforcement, correctional or correctional probation officer means of protection or communication.
30. Section 843.12 or 843.13 relating to aiding in an escape or in the escape of juvenile inmates.
31. Chapter 847 relating to obscene literature.
32. Section 874.05(1) relating to encouraging or recruiting another to join criminal gang.
33. Chapter 893 relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor.
34. Does not have a confirmed report of abuse, neglect or exploitation as defined in section 39.01 which has been upheld under section 415.103.