

Diocese of Manchester
Office for Ministerial Conduct
Sex Offender Registry Check Procedures

As part of the screening process, the names of all those who regularly work with minors at diocesan parishes, schools, and camps must be checked on the national sex offender registry. The registry is located online at www.nsopw.gov. The procedures are as follows:

1. When a parish, school, or camp becomes aware of a new employee or volunteer who will be working regularly with minors, a check of the national sex offender registry must be conducted as soon as possible, but no later than within 30 days of the start of the individual's work with minors. The Safe Environment Coordinator (or other person designated by the pastor, principal, or director) should follow the Office for Ministerial Conduct instructions for checking the sex offender registry. The instructions are located online at www.catholicnh.org in the Child Safety section, in the Safe Environment Coordinator Manual, and are also available upon request from the Compliance Officer.
2. The Safe Environment Coordinator or authorized database user at the entity records the date of the check by inserting the date into the Diocese of Manchester online Safe Environment Database. No additional record-keeping is required.
3. Upon receipt of the Criminal Records Check authorization results, the Office for Ministerial Conduct completes a second check of the national sex offender registry and prints the results. If the name produces "hits" each entry is viewed by the OMC staff member to determine that the date of birth/gender does not match the date of birth/gender provided on the criminal records check authorization form. In these cases, the OMC staff member stamps the screen print with the appropriate stamp and initials it.
4. The date of the check is recorded in the safe environment database. The screen prints are scanned into a secure document storage system.
5. The date on the screen print may not always match the date that is recorded in the database. There are several reasons, including the following:
 - a. Names are sometimes rechecked by parish, school, or camp personnel, and the newer date is entered and replaces the earlier date.
 - b. Common names may have hundreds of hits and the screen print may be printed on one day whereas the check is not actually finalized until another day.
 - c. There may be more than one person in the database with the same name, but with different dates of birth, and these individuals may have been checked at different times.