



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0200 • Fax 916/733-0215

OFFICE OF THE BISHOP

Memo

To: Pastors & Parochial Vicars
From: Kathy Conner, Chancellor
Date: January 9, 2017
Subject: Knights of Columbus Compliance with Safe Environment Guidelines

We are aware of some of the difficulties that parishes have had over the last several months with getting Knights of Columbus groups compliant with diocesan Safe Environment guidelines.

Leadership from the National Knights of Columbus organization has worked with us on a Memo of Understanding that we hope will now help pave the way toward getting all active Knights compliant. Attached you will find this Memo of Understanding.

Pastors: Please get this Memo of Understanding into the hands of your Grand Knight. *All Grand Knights must submit a list of names of those Knights that wish to volunteer in parish or Knights' activities to Katita Schloemann, our diocesan Safe Environment Coordinator, by February 1, 2017.* Please note from the joint memo that Knights of Columbus members who only attend council meetings and do not choose to volunteer in any parish activities and/or Knights of Columbus activities on parish property are not required to be fingerprinted.

Once Katita receives the list from your Grand Knight, she will go through the list to mark those Knights that are already fingerprinted and those Knights needing to do so.

The diocesan deadline for full compliance for Knights of Columbus members has been extended to March 1, 2017. On March 1, a list will be sent to each pastor indicating which Knights are cleared to participate in Knights' and parish activities.

If you have any questions, please contact Katita Schloemann at (916) 733-0227 or kschloemann@scd.org. You are also welcome to contact me at (916) 733-0207 or kconner@scd.org

MEMORANDUM OF UNDERSTANDING
BETWEEN KNIGHTS OF COLUMBUS AND DIOCESE OF SACRAMENTO
REGARDING DIOCESAN SAFE ENVIRONMENT REQUIREMENTS

TO: California State Officers, and District Deputies and Grand Knights in the Diocese of Sacramento

FROM: Michael J. O'Connor, Supreme Secretary, Knights of Columbus, and Kathy Conner, Chancellor, Diocese of Sacramento *MJO'C* *KC*

DATE: December, 2016

IN RE: Sacramento Diocese Safe Environment Requirements and Knights of Columbus in the Sacramento Diocese

The Knights of Columbus are grateful to the bishops and pastors of the Sacramento Diocese for allowing its members to hold their council meetings in the parishes of the diocese. The Knights of Columbus strongly encourages its members to volunteer in the life of their parish, taking an active part in parish ministries, activities, fundraising, and social events.

Knights of Columbus and the Sacramento Diocese share a strong commitment to protecting the young people and other vulnerable persons whom they serve.

It is the policy of the Knights of Columbus to require its members to comply with the safe environment policies, procedures, and requirements established by the diocese in which they serve. As the Sacramento Diocese requires all Knights of Columbus members who wish to volunteer in their parish to complete diocesan safe environment requirements, ***members who wish to volunteer in parish activities and/or Knights of Columbus activities on parish property must comply with all such diocesan requirements.*** This includes the Fourth Degree Color Corps. The Sacramento Diocese's safe environment requirements are twofold: Shield the Vulnerable Training and Live Scan fingerprinting.

Members who attend only council meetings and choose not to volunteer in any parish activities and/or Knights of Columbus activities on parish property are not required to take Shield the Vulnerable Training and undergo Live Scan fingerprinting. Grand Knights who choose to forgo any volunteer opportunities in parish and/or Knights of Columbus activities and to only conduct council meetings in the parish are not required to take Shield the Vulnerable Training and undergo Live Scan fingerprinting.

Those members who decide to do more than attend council meetings and who choose to volunteer in the work of the parish or the work of the Knights of Columbus on parish property should fully cooperate with the Diocese of Sacramento's Safe Environment Office. Katita Schloemann, Safe Environment Coordinator, is available to assist members in satisfying the diocesan requirements. Katita can be reached at (916) 733-0227 or via email kschloemann@scd.org. Grand Knights are asked to submit a list of names of those Knights that wish to continue to volunteer in parish or Knights' activities to Ms. Schloemann by February 1, 2017.

The diocesan deadline for compliance has been extended to March 1, 2017.

The decision to volunteer in a particular parish activity and/or Knights of Columbus activity on parish property, and therefore undergo Shield the Vulnerable training and Live Scan fingerprinting by the Sacramento Diocese, is a personal decision that belongs solely to each member of the Knights of Columbus. Although volunteering in the life of the parish is strongly encouraged, a member's decision to decline such involvement should be respected.

OFFICE OF YOUTH PROTECTION

FREQUENTLY ASKED QUESTIONS

- **WHAT SHOULD I DO WHEN I HAVE A QUESTION, CONCERN, OR COMPLAINT ABOUT THE KNIGHTS OF COLUMBUS AND DIOCESAN SAFE ENVIRONMENT POLICIES?**
 - Immediately notify the Office of Youth Protection and refer the question, concern, or complaint to Brian Gadicks, Office of Youth Protection Director and Associate General Counsel at oyo@kofc.org or (203) 752-4558
 - The Knights of Columbus Safe Environment Program requires that all members who are involved in parish ministries (ushering, CCD, etc.) that require completion of diocesan/parish safe environment requirements, including background checks and safe environment training, complete those requirements as soon as possible.
- **WHAT SHOULD I DO IF I HAVE A REASONABLE BASIS TO SUSPECT THAT A MEMBER MAY BE ENGAGING IN ABUSE?** Immediately report the information to local law enforcement, notify the local diocese, and notify the Knights of Columbus at 1-844-KOFC-SAFE (1-844-563-2723).
- **WHAT SHOULD I DO WHEN I BECOME AWARE OF A MEMBER OF THE KNIGHTS OF COLUMBUS WHO HAS BEEN ARRESTED OR CONVICTED OF A CRIME INVOLVING A CHILD OR A SEX RELATED OFFENSE, OR IS LISTED ON A SEX OFFENDER REGISTRY?**
 - Immediately notify the Knights of Columbus at 1-844-KOFC-SAFE (1-844-563-2723).
- **WHY DOES THE KNIGHTS OF COLUMBUS NEED AN OFFICE OF YOUTH PROTECTION AND A SAFE ENVIRONMENT PROGRAM?**
 - To ensure a safe environment for children and vulnerable persons; to protect members from awkward situations, misunderstandings, and any appearance of impropriety; to protect the good name of the Knights of Columbus; and to build credibility with diocese and parishes, bishops and priests in connection with the *Building the Domestic Church While Strengthening Our Parish* initiative.
- **WHEN IS A COUNCIL COMPLIANT WITH THE REQUIREMENTS OF THE KNIGHTS OF COLUMBUS SAFE ENVIRONMENT PROGRAM?**
 - For councils without a Columbian Squires Circle, when the Grand Knight and Youth Director have both completed all Knights of Columbus Safe Environment Program training and when the Youth Director has successfully undergone a background screening and review.
 - For councils with a Columbian Squires Circle, when the Youth Director, Squires Chairman, Chief Squires Counselor, Adult Squires Counselors have successfully undergone a background screening and review and when all of these members plus the Grand Knight have completed all Knights of Columbus Safe Environment Program training.
- **WHAT HAPPENS WHEN A COLUMBIAN SQUIRES CIRCLE HAS COUNSELORS WHO HAVE NOT COMPLETED THEIR TRAINING AND BACKGROUND CHECKS?**
 - The counselors are removed from the role and the Circle is suspended and must cease and desist from any further activity. If a council permits its circle to continue to be active after the circle has been suspended, the council will also be suspended, as well as the memberships of the Grand Knight and the (former) counselors.
- **WHY DO MEMBERS WHO HAVE ALREADY COMPLETED DIOCESAN SAFE ENVIRONMENT TRAINING AND BACKGROUND CHECKS NEED TO ALSO COMPLETE KNIGHTS OF COLUMBUS TRAINING AND BACKGROUND CHECKS?**
 - Knights of Columbus is responsible to ensure that its members undergo appropriate safe environment training and screening. Knights of Columbus is not permitted to access safe environment compliance information of other organizations because of compliance, privacy, and confidentiality reasons. For the same reasons, other organizations are not permitted to access Knights of Columbus safe environment compliance information.
- **HOW LONG DOES IT TAKE TO COMPLETE KNIGHTS OF COLUMBUS SAFE ENVIRONMENT TRAINING?**
 - All Knights of Columbus Safe Environment Program training modules are available in both online and paper and pencil formats. Members can complete this training at their own pace. It usually takes between 60 to 90 minutes to complete all three training modules.

1-844-KOFC-SAFE (1-844-563-2723)



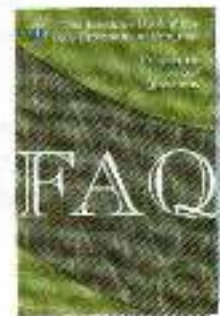
OFFICE OF YOUTH PROTECTION

IN PARTNERSHIP WITH PRAESIDIUM

The Knights of Columbus understands that today all Catholics share the responsibility to protect children and vulnerable persons served within the Catholic Church. For the Knights of Columbus, meeting this crucial obligation has a special urgency because of the vision of our founder, Venerable Michael McGivney, to protect and serve Catholic families.

- All members of the Knights of Columbus who participate in parish ministries that require the completion of diocesan safe environment requirements, including training and background checks, must work with their diocese to complete those requirements.
- In addition to diocesan requirements, the Knights of Columbus maintains its own Safe Environment Program in partnership with Praesidium, a national leader in abuse risk management.
- Every Knights of Columbus council must have at least two members - the Grand Knight and the Youth Director - complete Knights of Columbus Safe Environment Program training. The Youth Director must also undergo a background check conducted by Praesidium.
- All members serving as counselors in a Columbian Squires Circle are required to complete Knights of Columbus Safe Environment training and background checks. These requirements are *in addition to any and all necessary diocesan requirements* for those working directly with children.

To promote our shared mission with dioceses to protect and serve children and vulnerable persons, the Knights of Columbus maintains an Office of Youth Protection. A principal purpose of this office is to serve as the point of contact between diocesan safe environment coordinators and the Knights of Columbus. Diocesan safe environment coordinators should contact the Knights of Columbus Office of Youth Protection with any questions or concerns about the Knights of Columbus and safe environments.



Office of Youth Protection: oyp@kofc.org • 203-752-4558 • 855-845-3502 (fax)

Member Helpline: youthleader@kofc.org • 203-800-4940 • 855-845-3502 (fax)

1-844-KOFC-SAFE (1-844-563-2723)

www.kofc.org/safe

OFFICE OF YOUTH PROTECTION

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KNIGHTS OF COLUMBUS LEADERSHIP



Michael O'Connor, Esq.
Supreme Secretary
Attorney, Allentown Diocese
Review Board, 10 years



John Marrella, Esq.
**Supreme Advocate and
General Counsel**
Former Assistant US Attorney
and Former Deputy Assistant
Attorney General



William Brown, Jr., Esq.
Chief Compliance Officer
Colonel, US Marine Corps
Reserve (Judge Advocate);
Former Assistant U.S. Attorney;
Former Assistant Attorney
General (State of Connecticut)

OFFICE OF YOUTH PROTECTION



Brian Gedicks, Esq.
Office of Youth
Protection Director
Associate General Counsel
Certified Praesidium
Guardian™



Lee Ann Harper
Office of Youth
Protection Manager
Project Manager-Certified
Praesidium Guardian™



Quianna Richardson
Office of Youth
Protection
Administrator
Former LMT-Certified
Praesidium Guardian™

SAFE ENVIRONMENT MEMBERSHIP REVIEW COMMITTEE

- 3 Certified Praesidium Guardians™
- Retired Secret Service Agent
- Former FBI Special Agent
- Retired FBI Special Agent
- Former State Prosecutor
- Retired State Police Officer

YOUTH LEADER BACKGROUND CHECK REVIEW COMMITTEE

- 3 Certified Praesidium Guardians™
- Retired Secret Service Agent
- Former FBI Special Agent
- Retired FBI Special Agent
- Former State Prosecutor
- Retired State Police Officer
- Former Federal Prosecutor



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