



Diocesan Central Council of Greensburg The Society of St Vincent de Paul

DCCG Employee and Volunteer Clearance and Reporting Requirements For Safeguarding and Protecting Children and Vulnerable People

The Diocesan Central Council of Greensburg (DCCG), Society of St Vincent de Paul requires all Council employees and all volunteers to complete clearance checks and trainings.

Prior to being assigned to work or volunteer at a DCCG entity or Special Work:

- Their Identify verified through identification documents
- [PA Criminal History Check](#) – Every Five Years

Within 30 days of being accepted as an employee or volunteer at a DCCG entity or Special Work satisfactorily complete the following:

- [VIRTUS Training](#) – Every Five Years
- [PA Child Abuse Form](#) – Every Five Years
- [FBI Fingerprint Check](#) – Every Five Years

NOTE: Volunteers who have been a continuous resident of the Commonwealth of Pennsylvania for ten years or more and who began serving in a volunteer role (completed clearance requirements) prior to January 1, 2025, may continue to complete an Affidavit every five (5) years in place of the FBI Fingerprint Check. Volunteers who began serving in a volunteer role on January 1, 2025, or later must initially complete the FBI Fingerprint Check regardless of their residency status.

To obtain the Fingerprint Check, go to <https://www.identogo.com>, and click the blue-colored button in the top right corner of the page that reads “**Get Fingerprinted**”. Under **Select a Fingerprinting Service by State**, select Pennsylvania and click the blue Go button. On the Pennsylvania page, scroll down under Enrollment Services and click the first option on the left for **Digital Fingerprinting**. The next screen is where you will enter the following 6-digit Service Code - 1KG756. (The fee is \$24.95. You will be reimbursed by DCCG for that fee.) Follow the instructions on the next page to find a location and schedule an appointment.

A volunteer who began serving in a volunteer role on January 1, 2025, or later and who completed the FBI Fingerprint Check at the time they began service may, if they have been a continuous resident of the Commonwealth of Pennsylvania for ten years or more at the next five (5) year interval, complete an Affidavit every five (5) years in place of the FBI Fingerprint Check.



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Report a Concern on Child Line 1-800-932-0313

Download forms at [PA Suspected Child Abuse Forms](#)

All Employees and Volunteers who have identified, suspected, or self-reported child abuse by any person, should immediately report the incident to ChildLine at 1-800-932-0313 and complete the Commonwealth of Pennsylvania CY 47 form (hard copy form available at the above PA website link)

After the report is made to ChildLine, the reporting individual should discuss the ChildLine call with their Leader, then notify the DCCG Council Board at 724 845.1163, and send a copy of the mandated report CY 47 form, to the DCCG Leechburg office.

The DCCG Council is responsible for notifying the Bishop Delegate's Office and shall forward a copy of the CY 47 form, for the Diocese information.

Diocesan Contacts:

Mr. Robert J. Specht, Esquire
Delegate for Matters of Clergy and Church Personnel Sexual Misconduct
723 East Pittsburgh Street
Greensburg, PA 15601
P: 724-837-0901 ext. 1221
F: 724-552-1820

Mr. Timothy Fogarty
Safe Environment Coordinator
723 East Pittsburgh Street
Greensburg, PA 15601
P: 724-837-0901 ext. 1332
F: 724-552-1828

Paul Niemiec
Victim's Assistance Coordinator
711 East Pittsburgh Street
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P: 724-837-1840 ext. 1655
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