

Volunteer and Employee Screening Policy

SCOPE:

All Archdiocese employees and volunteers who, in the course of service to the Archdiocese, have regular contact with minor children less than 18 years of age.

PURPOSE:

Establish a pre-placement screening program and an ongoing evaluation process to protect the members of our community to whom we minister.

POLICY:

It is the policy of the Archdiocese to promote an environment in which children who receive the Church's ministry and services can expect to do so in safety and without fear in an atmosphere of mutual trust and respect. Therefore, background screening will be completed on all those who serve the Archdiocese who have regular contact with minors.

DEFINITIONS:

Minor: Any person under the age of 18.

Those who serve the Archdiocese: includes all persons, eighteen years or older, clergy, religious, or lay, who participate in the work of the Archdiocese, whether full time or part time, paid or unpaid.

Supervisor: Person to whom the position reports. The supervisor may be a Pastor, President, Principal, Department Manager, Director, Department Head, etc. The supervisor has the right to hire/fire employees and/or dismiss a volunteer, and direct the work of the positions reporting to him/her.

PROCEDURE:

Volunteers

All volunteers who will have, as part or all of their ministry of service, regular contact with minors under the age of 18 must have the background screening completed satisfactorily before they can begin to work with minors.

Such volunteers must be notified that a criminal background check will be necessary before they will be allowed to begin any activity involving minors. Volunteers must submit name, Social Security number, and home address, and acknowledge by signature their authorization to complete the background screening.

Each Archdiocese location will set up an Internet account with the chosen vendor. Password restricted access to the site ensures confidentiality of all information. Once the appropriate report has been requested, the turnaround time is less than 72 hours. If a volunteer has no convictions that would prevent him or her from serving in a ministerial capacity with minors, the report can be viewed by the requesting location. However, if there is such a conviction, the report cannot be viewed by the requesting location, but will be sent to the Human Resources Director who will contact the location by phone.

Any individual convicted of a crime listed below is ineligible to participate in any Archdiocese service or ministry position:

- Conviction of any crime that results in the death of the victim
- Conviction of any crime involving sexual assault/molestation
- Conviction of any felony assault/battery
- Conviction of any misdemeanor assault /battery charge in the last five years
- Conviction of three or more misdemeanor assault/battery charges
- Conviction of any felony distribution or possession with intent to distribute marijuana or narcotic drugs listed in Schedules I to V

RECHECKS:

All volunteers who continue to have regular contact with minors as part or all of their ministry of service must undergo a background screen every three years.

PROCEDURE:

Employees

It is important to note that state law requires a fingerprint criminal background check to be done on all potential school employees by the Louisiana State Police. That has not changed. It is still mandatory that those State Police checks be submitted for employees who fall under that law. However, some employees who meet the Archdiocese definition may not meet the standard of the state law. In that case, the Choicepoint background screening for employees must be completed.

All employees who must have the State Police fingerprint check completed must also have the Choicepoint background check completed.

Such employees must be notified that a criminal background check will be necessary before they will be allowed to begin any activity involving minors. Employees must submit name, Social Security number, and home address, and acknowledge by signature their authorization to complete the background screening.

Each Archdiocese location will set up an Internet account with the chosen vendor. Password restricted access to the site ensures confidentiality of all information. Once the appropriate report has been requested, the turnaround time is less than 72 hours. If an employee has no convictions that would prevent him or her from serving in a ministerial capacity with minors, the report can be viewed by the requesting location. However, if there is such a conviction, the report cannot be viewed by the requesting location, but will be sent to the Human Resources Director who will contact the location by phone.

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RECHECKS:

All employees who continue to have regular contact with minors as part or all of their ministry of service must undergo a background screening every three years.