

Diocese of Yakima



Background Check Forms

February 22, 2013

Establishment of the Policy

- Any type of abuse of a minor by diocesan personnel violates human dignity, ministerial commitment and the mission of the Church. Therefore the major purpose of the background check policy is for the safety of minors, the well-being of the community and the integrity of the Church.



Who needs to complete a background check form?

- Employees
- Volunteers



Continued . . .

EMPLOYEES

- All individuals seeking employment in a parish, school or agency of the Diocese of Yakima (full-time, part-time, temporary, seasonal, etc.) must successfully pass a criminal background check as a condition of employment. Ongoing employees will have their background check repeated every six years.



Continued . . .

VOLUNTEERS

- All volunteers who have ongoing unsupervised contact with minors or vulnerable adults must also successfully pass a criminal background check, including anyone who gives rides to minors or vulnerable adults. In addition, anyone who will have access to cash or other financial instruments is required to pass a background check. Ongoing volunteers will have their background check repeated every six years.



Definition of a Minor

• Minors are those under eighteen years of age. For purposes of this policy, the term also includes the developmentally disabled who, because of physical, mental or emotional impairment, have the same vulnerability as a minor.



Definition of a Vulnerable Adult

Individuals sixty years of age or older who have the functional, mental, or physical inability to care for themselves; or

- Are incapacitated
- Have a developmental disability
- Admitted to any facility; or
- Are receiving services from home health, hospice, or home care agencies licensed or required to be licensed





Where can forms be accessed?

- Diocese of Yakima website
- Safe Environment Resource Disk
- NOTE: Please make sure you are using the revised version (September 9, 2009)



What kinds of Convictions will affect my ability to work or volunteer?

.Convictions that might affect your ability to work or volunteer in the Diocese of Yakima include but are not limited to:

- .crimes against children or other persons
- .crimes relating to drugs
- .crimes relating to financial exploitation
- .criminal driving offenses



Most common missed items . . .

- Social Security Numbers
- Incomplete Addresses (make sure local addresses are used)
- Ensure all information provided is complete and legible



Social Security Numbers

- We will process background checks for those who do not have Social Security numbers with the provision the Declaration Section on the reverse side of the form is completed.
- Reassure volunteers and employees their personal information is handled with the utmost care.



Our Purpose

- The Diocese of Yakima policies and procedures regarding background checks reflect the continued efforts to provide for the safety of the people through whom it carries its pastoral mission.



OUR MISSION

- Protect the young & the vulnerable



Contact Information

Diana Aparicio-Sosa

E-mail: diana.aparicio@yakimadiocese.org

Tel. (509) 965-7117

