



Background Checks

Policy: Background checks are required for all employees and for all volunteers who will have ongoing, unsupervised contact with children, youth, and vulnerable adults, or who will handle money, for example bookkeepers, collection counters, ushers and money handlers at special parish events.

Section last updated July 11, 2013

Procedures:

- 1) Initial background checks are required for all new full-time and part-time employees before the hiring process is deemed completed. This type of background check requires submission of a social security number, or if the prospective employee does not have one, the signing of an affidavit on the background check form to that effect. Those offered a position will be made aware that their employment is contingent upon successfully passing the background check.
- 2) Initial background checks are required for all volunteers who will have ongoing unsupervised contact with children, youth or vulnerable adults. This type of background check requires submission of a social security number, or if the prospective volunteer does not have one, the signing of an affidavit on the background check form to that effect. While the background check is being processed, their volunteer service must be supervised. “Ongoing” has two meanings: For a single event (i.e. for a retreat), ongoing mean for more than just a brief moment; for a series of events (i.e. religious education classes), one or more times over a period of time (i.e., a school year).
- 3) Initial background checks are required for all volunteers who will handle money, for example bookkeepers, collection counters, ushers and money handlers at special parish events. If the volunteer is unwilling to provide a social security number for the background check, they are to be informed that they will be ineligible for ministry with children, youth or vulnerable adults. While the background check is being processed, their volunteer service must be supervised. In addition, employees and volunteers who in an unsupervised setting handle significant sums of money – for example, the Sunday collection, or parish festival funds – are required to undergo a credit check.
- 4) The pastor/principal/director is responsible for initiating the request for a background check or credit check. These should be sent to the Vice Chancellor for Personnel and Policies, Diana Aparicio-Sosa (509-965-7117 ext. 1006).



- 5) Employees and volunteers who are required to undergo a background check and/or a credit check will be informed in writing of their legal rights in regard to the check performed.
- 6) Please allow at least 2 to 3 weeks for a response after your initial request.
- 7) New background checks must be administered every 6 years.
- 8) Refer to Appendix B for our Diocese's *Background Check Form(s)* (English and Spanish versions).