

Background Check Procedure

Catholic Diocese of Dodge City

All parishes, schools, and affiliates of the Catholic Diocese of Dodge City, Kansas, effective June 15, 2003, will follow the following procedures.

- 1.** All employees will complete a background check as a necessary condition of employment. Background check consent forms are available on the diocesan website (www.dcdioocese.org).
- 2.** All catechists and all volunteers who have regular contact with children and youth shall complete a background check consent form at least 7 days prior to serving as a catechist or volunteer.
- 3.** All adults who accompany children or young people (anyone under the age of 18) on overnight trips sponsored by the diocese or its parishes, schools or affiliates, shall complete a background check consent form at least 7 days prior to the scheduled overnight trip.
- 4.** All youth group sponsors shall complete a background check consent form at least 7 days prior to serving as a youth group sponsor.
- 5.** All volunteers who serve as a coach, sponsor or assistant for any extracurricular diocesan school and/or parish activity shall complete a background check consent form at least 7 days prior to serving as a coach, sponsor or assistant for such activity.
- 6.** The pastor (or parochial administrator or parish life coordinator) shall be responsible for ensuring that all background check consent forms are completed by those individuals identified above who are in the employ of or serve as volunteers to the parish. The pastor may delegate this responsibility to an appropriate person, however the pastor retains the responsibility to oversee that the procedures are being followed. The pastor or his delegate shall forward the background check consent forms for processing as set forth below.
- 7.** The director or person in-charge of any affiliate of the diocese shall be responsible for ensuring that all background check consent forms are completed by those individuals identified above who are in the employ of or serve as volunteers to the affiliate. The director or person in-charge shall forward the background check consent forms for processing as set forth below.
- 8.** Signed background consent forms are to be faxed (620-227-1570) or sent to Amy Seachris, P.O. Box 137, Dodge City, KS 67801 for processing.
- 9.** Background check reports will be obtained on all of the following:
 - a. All new employees of the diocese and its parishes, schools and affiliates. For purposes of these procedures, the term "employee" is defined as any person who receives a form W-2 or 1099 from the diocese or any of its parishes or affiliates.
 - b. All volunteers who have regular contact with children and youth.
 - c. All current employees.
- 10.** All background check reports that clear with a positive report will be faxed or otherwise confidentially sent to the pastor (or his delegate) or the director of a diocesan affiliate. Completed background check reports are to be kept in a confidential file in the parish, school or diocesan affiliate.

11. The Fitness Review Administrator and/or the Bishop will notify the pastor (or his delegate) or the director of a diocesan affiliate whenever any report is returned with any areas of concern with regard to the employee or volunteer. All information regarding background check reports will be kept confidential and not disclosed except as set forth on the background check consent form.

12. A background check may be rendered as inconclusive due to insufficient information, etc. The Fitness Review Administrator and Bishop will confer and inform the pastor (or his delegate) or the director of a diocesan affiliate as to their decision as to the suitability for employment or voluntary ministry.

13. Persons with no social security number are to complete and sign a background consent form (writing “none” in the space requesting the social security number). Forward the background consent form to Amy Seachris (see #8). This person’s name will be checked against all available sex offender registers. If no match is found, the form will be returned to the pastor (or his delegate) or the director of a diocesan affiliate indicating that no match was found. If a match is found, the same procedure will be followed as noted above.

Effective -- June 15, 2003 (Revised – May 1, 2009)