

# Archdiocese of New Orleans Employee and Volunteer Screening Policy

## **Scope:**

All employees and volunteers of the Archdiocese of New Orleans or related entities who, in the course of service to the Archdiocese, have ongoing, unsupervised contact with minors.

## **Purpose:**

Continue a pre-placement screening program and an ongoing evaluation process to protect the members of our community to whom the Archdiocese or related entities 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 ongoing, unsupervised contact with minors (including those who participate in an overnight event).

## **Definitions:**

**Minor:** any individual under the age of eighteen (18); or anyone who habitually lacks the use of reason.

**Those who serve the Archdiocese:** Includes all persons, eighteen years or older, clergy, religious, or lay, who participate in the work of the Archdiocese or related entities, 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:**

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

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

Each Archdiocesan location will set up an internet account with the chosen vendor. Every effort will be made to ensure confidentiality of all information. If a volunteer has no record, the report can be viewed by the requesting location. However, if there is a conviction, that report cannot be viewed by the requesting location, but will be sent to the Archdiocese Safe Environment Coordinator who will contact the location by phone.

**It is important to note that state law requires a fingerprint criminal background check done on employees who work at schools by the Louisiana State Police. It is still mandatory that those State**

**Police checks be submitted for employees who fall under that law. All such employees must also have the background screening check approved by the Archdiocese completed.**

### **Ineligibility**

Any individual convicted of a crime listed below is ineligible to participate in any service or ministry position of the Archdiocese or related entity which involves ongoing, unsupervised contact with minors:

- 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 of marijuana or narcotic drugs listed in Schedules I to V
- Conviction of any crime involving the promotion, advertisement, distribution, possession, or possession with intent to distribute pornography involving minors.

### **Rechecks**

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

### **Note**

Notwithstanding what a criminal background check may indicate, the Archdiocese and its related entities, reserve the right to refuse employment and/or volunteer services depending on the circumstances shown by the background check.

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