

BACKGROUND EVALUATION – EMPLOYEES AND VOLUNTEERS

Required Forms

All volunteers and employees having regular contact with minors are required to complete the *Disclosure, Information and Consent for Background Evaluation* form and return this form to the local Director for Safe Environment. The *Disclosure, Information and Consent* form is used to run a background evaluation and must be filled out accurately and completely. This form verifies that an individual has read and understands all Diocesan Safe Environment Policies. These forms are available on the diocesan website (Policy 5200, Safe Environment Program; Policy 5210, Child Abuse Policy; Policy 2610, Code of Ethical Standards; Policy 3310, Code of Conduct for Minors).

Background Evaluation

All employees and volunteers having regular contact with minors must undergo a background evaluation. The evaluation looks for a record in the National Criminal File and runs a Utah Sex Offender search. All employees/volunteers who have already participated in a background evaluation will be required to annually sign and date the *Employee and Volunteer Information* form (on file with the local Director for Safe Environment). In accordance with the Safe Environment Program, a *Disclosure, Information and Consent* form is required to be completed and submitted every three years. If an employee or volunteer has a change in marital status, change of name, or has moved, resubmission of the *Disclosure, Information and Consent* form is required.

Fingerprinting

All educators are required to be fingerprinted so that a criminal history background check may be done by the Utah Bureau of Criminal Identification (BCI). If a teacher has a current Utah Educator License or has begun formal application, the fingerprinting is done at the time of application. Teachers with out-of-state licenses and teachers seeking alternative licensing will be fingerprinted at the time of application with the State Office of Education.

A copy of the license must be filed in the employee's personnel file.