



Archdiocesan Policy on Criminal History Background Checks

Purpose:

The Archdiocese of Detroit values the safety of children in its care, its employees and volunteers, and the people whom it serves. Accordingly, the Archdiocese must take prudent measures to protect its human and material resources. Effective September 2, 2003, the Archbishop of Detroit mandates that criminal history background checks be conducted for all church personnel as well as volunteers working in any parish or Archdiocesan institution who have unsupervised contact with a child, the elderly or persons with disabilities. Criminal history background checks are required in addition to proper screening, interviewing and reference checks conducted by all hiring agents.¹

1.0 General policy regarding screening:

- 1.1 All paid Church personnel (clergy, religious and lay) including those paid by stipend shall have a criminal history background check whether they provide services to the Archdiocese, parish, school or early childhood center, or other diocesan institution, if they have unsupervised contact with a child, the elderly or persons with disabilities. This policy is not applicable to school personnel covered by Public Act 99 of Public Acts of 1992.
- 1.2 Volunteers who regularly are entrusted with unsupervised contact with a child, the elderly, or persons with disabilities shall have a criminal history background check.



2.0 Procedure:

- 2.1 **Time:** At the time of application for employment or assignment or request to volunteer, the Applicant shall be provided with a copy of this policy. Incumbent Church personnel and volunteers will be provided with a copy of this policy at the time their names are checked.
- 2.2 **Requirement:** A criminal history background check is a condition for employment or volunteering. Non-compliance with the policy will result in loss of employment or volunteer position. (An authorization form can be downloaded from aodonline.org, select *Inside the Archdiocese/Departments and Offices/Human Resources*.)
- 2.3 Incumbent Church personnel and volunteers must be screened every seven years, on their anniversary date.

2.4 Responsible Agent:

- 2.4.1 Requests for a criminal history background check should be handled by the hiring agency, and/or the agency receiving a request for volunteer status.
- 2.4.2 The Department of Human Resources of the Archdiocese, 1234 Washington Boulevard, Detroit, Michigan 48226, Telephone (313) 237-5947, Facsimile (313) 237-5791, will serve as a resource to hiring agents and volunteer coordinators.
- 2.4.3 Catholic schools will follow the requirements of the Revised School Code as administered by the Department of Education, Office for Catholic School Personnel.

- 2.5 **Cost:** The cost of the background search will be covered by the requesting agency.



2.6 Type of Background Search:

- 2.6.1 All Church personnel and volunteers other than those required by law to have a fingerprint criminal history background check will be required to have a criminal records history background check. It is expected that records searches can be conducted through the Internet Criminal History Access Tool (ICHAT) maintained by the state police.²
- 2.6.2 All school staff as prescribed by law shall have a fingerprint criminal history background check.²
- 2.6.3 Criminal history background checks will encompass all places where the person has lived for the past seven years.³

2.7 Compliance Monitoring: Each parish, school or early childhood center, or agency of the Archdiocese shall submit an annual report on the status of these criminal history background checks in connection with the annual financial report and/or required reports submitted to the Office of Catholic Schools.

Further verification of compliance with this policy will be reviewed at the time of Archdiocesan audits of parishes or diocesan institutions.

2.8 Discovery of Criminal Activity: Upon the discovery of a criminal conviction related to the work/volunteer position, the parish, or diocesan institution shall immediately consult with the Department of Human Resources or the Office for Catholic School Personnel. All information received during the background check will be kept confidential by the requesting agency and Human Resources, and filed permanently at the institution.

- 2.8.1 The requesting agency shall maintain the strictest verbal confidentiality and placement of any printed material regarding the individual until after consultation. All laws protecting the employee must be adhered to.



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Safe Environments

2.8.2 A final determination regarding future service of the Church personnel or volunteer will be made by the parish or diocesan institution in consultation with the Director of Human Resources or Office for Catholic School Personnel and legal counsel.

¹ Archdiocese of Detroit Personnel Administration Manual and Parish Employee Handbook for Parishes and Consolidated Schools in the Archdiocese of Detroit.

² A. The Internet Criminal History Access Tool (ICHAT) searches for criminal conviction records maintained by the Michigan State Police. An access code for these ICHAT records checks will be provided by the Department of Human Resources. The names, social security numbers and any aliases of individuals being employed or serving as volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities will be checked using the ICHAT system.

B. Finger Print Criminal History Checks are begun at the local police department and sent on to the state policy and then to the FBI and report convictions from throughout the country and list current open cases against an individual. The results of this search are sent to the hiring agent. The legal bases for fingerprinting permission is the Michigan Schools Teachers Act and the National Child Protection Act.

³ A designated outside firm will be utilized to provide criminal history background checks outside the state of Michigan.