

BACKGROUND CHECK PROCEDURE REQUIREMENTS

Diocesan policy states that a Criminal Record Background Check is required for all employees and that all contracted employees are on probation until the results are received. Each new employee **must** complete a background check as stated below.

A. FINGERPRINTED BACKGROUND CHECK WITH THE KSP AND FBI

All school employees, other than volunteers, complete a fingerprinted background check through the Kentucky State Police (KSP) and the Federal Bureau of Ivestigations (FBI) in conjunction with the Catholic Schools Office.

THE BACKGROUND CHECK PROCEDURES LISTED BELOW ARE TO BE FOLLOWED BY ALL SCHOOLS

Digital Fingerprint Process, Procedure 6000-2-2

The **Digital Fingerprint Process Procedure** is located online via the CDLex.org website. From the home page, on the right-hand column, locate and click on the Secretariat for Stewardship link. On the Stewardship site, the right-hand column, look for the Pre-Employment Section and click on the **School Form A** link. Instructions for processing are included in the **School Form A** packet. Print and distribute this procedure to each employee who will get a digital fingerprint background check.

Or

Fingerprint Card Packet, Procedure 6000-2-3

The **Fingerprint Card Packet Procedure** is supplied to the schools through the Catholic Schools Office. The Background Check Coordinator for your school may contact the Catholic Schools Office at any time and the requested number of Fingerprint Card Packets will be distributed to your school. Instructions for processing are included in the packet. Distribute a packet to each person who will get the fingerprint card background check.

B. VOLUNTEER PROCESSING

Volunteers for our schools need to complete a volunteer application and sign the background check authorization for a background check. The background check is performed through the Admistrative Office of the Courts (AOC). **Volunteer Processing** is located on the CDLex.org website home page, on the left-hand side, under the Safe Environment section.