

## 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. KSP/FBI COMPLETE BACKGROUND CHECK WITH FINGERPRINTS

Employees in this category complete a background check that includes fingerprinting of the employee through the Kentucky State Police and the FBI. The Background Check Procedures listed below are to be followed. Employees in this category are:

- School Administrators
- Teachers and Guidance Counselors
- Substitute Teachers
- Pre-School Directors and Teachers
- Teacher Aides (only if supervising children alone)
- Coaches (Paid only)
- Volunteers (only if supervising children alone)
- After School Teachers
- Summer Camp Staff

**Procedure 6000-2-2 (digital fingerprints, no cards) and FORM-A found in the Administrators' Handbook are to be used for this type of background check.**

Or

**Procedure 6000-2-3 (fingerprint cards) - The Catholic Schools Office supplies the forms for this type of background check to the school background check coordinator. Contact the Catholic Schools Office for the Background Check Packet.**

### B. KSP MINORS BACKGROUND CHECK WITHOUT FINGERPRINTS

Employees in this category complete a *state only* background check through the Kentucky State Police that does not require fingerprinting the employee. **Background Check Procedure 6000-2-4 and FORM-B found in the Administrators' Handbook are to be used for this type of background check.** Employees in this category are:

- Office Staff
- Cafeteria Staff
- Maintenance Staff
- Teacher Aides

### C. ADMINISTRATIVE OFFICE OF THE COURTS – YOUTH LEADER REQUEST

Employees in this category complete a background check through the Admistrative Office of the Courts (AOC). **Background Check Procedure 6000-2-5 and FORM-C found in the Administrators' Handbook are to be used for this type of background check.** Employees in this category are:

- Volunteers (those who **are not** supervising children alone)