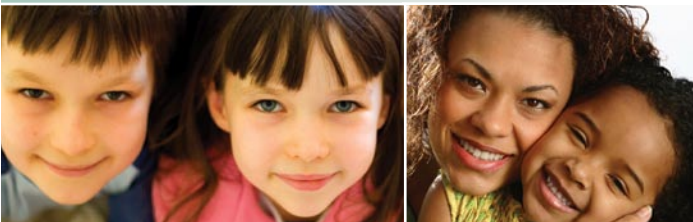




The Archdiocese of Seattle has had a long commitment to the protection of children, youth and vulnerable adults. Since 1989, criminal background checks have been required of all employees and many categories of volunteers. In 2001, the Archdiocese expanded its background check program to include a national background check. In 2006, the policy was expanded again to provide for renewal of criminal background checks every three years.



ARCHDIOCESE OF SEATTLE
710 9th Avenue | Seattle, WA 98104

Safe
ENVIRONMENT
Protecting the young and vulnerable

QUESTIONS & ANSWERS

ARCHDIOCESE OF SEATTLE
BACKGROUND CHECK
PROGRAM

Safe
ENVIRONMENT
Protecting the young and vulnerable



WHO IS CONSIDERED A MINOR?

Anyone under the age of 18.

WHO ARE VULNERABLE ADULTS?

A vulnerable adult is:

- Any person over 60 unable to care for him or herself;
- Certain individuals with developmental disabilities;
- Anyone over 18 who has a legal guardian;
- Individuals receiving in-home care through a licensed health, hospice or home health care agency or from an aide hired on their own.

WHAT KINDS OF CONVICTIONS WILL AFFECT MY ABILITY TO WORK OR VOLUNTEER?

Convictions that might affect your ability to work or volunteer in the Archdiocese include but are not limited to:

- Crimes against children or other persons
- Crimes relating to drugs
- Crimes relating to financial exploitation
- Criminal driving offenses

IF MY BACKGROUND CHECK REVEALS A CONVICTION THAT PREVENTS ME FROM BEING EMPLOYED OR VOLUNTEERING, WHAT WILL HAPPEN?

EMPLOYEES: The Office of Human Resources will send you a letter explaining how to request a copy of the background check report and other rights that you have under the law.

VOLUNTEERS: The Office of Human Resources in the Chancery reviews all criminal convictions, not the individual parish or school. If there is a conviction that limits or prohibits particular volunteer work, the parish is notified about the limit or prohibition but is not given information about the conviction itself. There may be exceptions to this depending on the need to notify the parish for safety reasons, such as regarding a registered sex offender. If you want to dispute something that has been attributed to you that is incorrect, please contact your parish or school and ask that you be contacted by the Office of Human Resources. Every effort will be made to clarify the record.

WHO IS REQUIRED TO HAVE A CRIMINAL BACKGROUND CHECK?

EMPLOYEES: All individuals seeking employment in a parish, school or agency of the Archdiocese (full-time, part-time, temporary, seasonal, etc.) must successfully pass a criminal background check as a condition of employment. Ongoing employees will have their background check repeated every three years.

VOLUNTEERS: All volunteers who have ongoing unsupervised contact with minors or vulnerable adults must also successfully pass a criminal background check, including anyone who gives rides to minors or vulnerable adults. In addition, anyone who will have access to cash, securities, or other financial instruments is required to pass a background check. Ongoing volunteers will have this background check repeated every three years.

For more information on the Catholic Archdiocese of Seattle's efforts to provide a safe environment for children and vulnerable adults, go to:
<http://www.seattlearch.org>

Protecting the young and vulnerable

