

3.0 SCREENING AND SELECTION

The Archdiocese of Baltimore is committed to healthy ministry and seeks to engage competent, qualified people. To protect children and youth, Church Personnel are screened for their fitness to work with Minors.

The Responsible Administrator is accountable for the proper implementation and compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures at his/her location. If the Responsible Administrator delegates any task or function, s/he remains accountable for ensuring that the task or function is carried out correctly. Additionally, the Screening Coordinator is also accountable for the proper implementation and compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures at his/her location.

3.1 Clergy and Religious

- 3.1.1** All clergy and religious serving in the Archdiocese of Baltimore must be in compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.
- 3.1.2** The Office of Clergy Personnel must insure that all procedures and documentation have been completed regarding all clergy serving in the Archdiocese. If an individual fails to complete any part of the procedures, then he/she may not serve in the Archdiocese of Baltimore.
- 3.1.3** The Office of Consecrated Life must insure that all procedures and documentation have been completed regarding all religious sisters and brothers serving in the Archdiocese. If an individual fails to complete any part of the procedures, then he/she may not serve in the Archdiocese of Baltimore.
- 3.1.4** All clergy and religious serving in the Archdiocese of Baltimore must complete the CJIS Fingerprint-based Criminal History Record Information Check.
- 3.1.5** Individuals applying to be a priest or deacon of the Archdiocese of Baltimore and priests seeking incardination in the Archdiocese are subject to psychological testing in addition to a CJIS Fingerprint-based Criminal History Record Check.
- 3.1.6** When a priest or deacon of the Archdiocese is proposed for a new assignment, transfer or residence in another diocese, the Archdiocese will forward an accurate and complete description of the cleric's record, including whether there is anything in his background or service that would raise questions about his fitness for Ministry.

- 3.1.7** Bishops of other dioceses or superiors of religious communities proposing individual priests or religious for Ministry or residence in the Archdiocese are required to state clearly in writing that the individual is qualified to perform ministerial duties in an effective and suitable manner and that the Superior is unaware, after careful inquiry, of anything in the individual's background relative to sexual misconduct in general or Abuse of Minors in particular. This statement is in addition to a CJIS Fingerprint-based Criminal History Record Check. A new letter of suitability must be completed each time the individual is transferred to a new assignment in the Archdiocese of Baltimore.
- 3.1.8** The Responsible Administrator or his/her designee must check with the Office of Clergy Personnel to be certain a man has proper faculties before allowing any priest or deacon to Minister in a parish for any reason. Any priest or deacon seeking to do any type of Ministry in the Archdiocese of Baltimore, whether temporary or permanent, must have appropriate faculties (habitual or event) before engaging in such work.

3.2 Seminarians

- 3.2.1** All seminarians serving in the Archdiocese of Baltimore must be in compliance with the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures.
- 3.2.2** The Office of Vocations must insure that all procedures and documentation have been completed regarding all seminarians of the Archdiocese of Baltimore. If an individual fails to complete any part of the procedures, then he/she may not serve in the Archdiocese of Baltimore.
- 3.2.3** All seminarians of the Archdiocese of Baltimore must complete the CJIS Fingerprint-based Criminal History Record Information Check.
- 3.2.4** Individuals applying to be a seminarian of the Archdiocese of Baltimore in the Archdiocese are subject to psychological testing in addition to a CJIS Fingerprint-based Criminal History Record Check.
- 3.2.5** All seminarians studying in the Archdiocese of Baltimore who serve at a Covered Entity must complete all screening requirements of applicants for employment.

3.3 Employees

- 3.3.1** All requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures must be completed with required

documentation before an employee may begin service in the Archdiocese of Baltimore.

- 3.3.2** The Responsible Administrator and Screening Coordinator will confirm that these screening requirements have been completed. If any of the requirements is not completed, then the employee may not serve.
- 3.3.3** All applicants for employment must complete the Archdiocese of Baltimore Application for Employment.
- 3.3.4** In order to determine eligibility and suitability for service, all applicants for employment must be interviewed by the Responsible Administrator or his/her designee before an employment offer is extended.
- 3.3.5** All applicants for employment must provide a minimum of three professional references. The references must be checked and documented by the Responsible Administrator or his/her designee before an employment offer is extended.

The Application for Employment requires an applicant to list all employment experience in the Archdiocese of Baltimore. If an applicant has served or worked at another Covered Entity, then the Responsible Administrator or his/her designee must contact each prior Covered Entity and the Division of Human Resources for references.

- 3.3.6** In accordance with Maryland law, employees of child care facilities, including schools and day care centers, must apply for CJIS Fingerprint-based Criminal History Record Information Checks on or before the first day of employment.
 - 3.3.6.1** Under Maryland law, a school may not hire or retain an employee who has been convicted of certain specified crimes.
- 3.3.7** In addition to the requirements of Maryland law for employees of childcare facilities, the Archdiocese requires that **all** employees apply for the CJIS Fingerprint-based Criminal History Record Information Check on or before the first day of employment.
 - 3.3.7.1** In addition, the internet Criminal History Screening must be completed and received by the Covered Entity before the employee may begin service. The employee's continued employment is always contingent upon favorable results of the Criminal History Record Information Check and a Criminal History Screening.
- 3.3.8** The Archdiocese does not require CJIS Fingerprint-based Criminal History Record Information Checks for employees under 18 years of age.

However, once an employee reaches 18 years of age, the employee must complete a CJIS Fingerprint-based Criminal History Record Information Check and a Criminal History Screening.

Employees who are under 18 years of age and employed by a childcare facility, including a school, are required by Maryland law to obtain a CJIS Fingerprint-based Criminal History Record Information Check.

3.3.9 A CJIS Fingerprint-based Criminal History Record Information Check is site specific. It is not transferable for an employee who moves to another Covered Entity.

3.3.10 The Responsible Administrator or his/her designee must contact the Office of Child and Youth Protection if the application, interview, references, CJIS Fingerprint-based Criminal History Record Information Check, or the Criminal History Screening reveals that the applicant has ever been accused of, charged with, or convicted of Abuse or that the applicant has been terminated from employment or volunteer service at a Covered Entity. In such a situation, the applicant may not begin employment until written approval is received by the Covered Entity from the Office of Child and Youth Protection.

3.3.11 The Responsible Administrator or his/her designee must contact the Division of Human Resources if the application, interview, references, CJIS Fingerprint-based Criminal History Record Information Check, or Criminal History Screening reveals any questionable or unfavorable information. In such a situation, the applicant may not begin employment until written approval is received by the Covered Entity from the Division of Human Resources

3.4 Volunteers

3.4.1 All requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures must be completed with required documentation before a volunteer may begin service in the Archdiocese of Baltimore.

3.4.2 The Responsible Administrator and Screening Coordinator will confirm that these screening requirements have been completed. If any of the requirements is not completed, then the volunteer may not serve.

3.4.3 All applicants for volunteer service who are at least 14 years of age must complete the Archdiocese of Baltimore Application for Volunteer Service. (If the applicant is under 18 years of age, the application must also be signed by the applicant's parent or guardian.)

- 3.4.4** All applicants for volunteer service who are at least 14 years of age who will have Substantial Contact with Minors must provide three references. The references must be checked and documented by the Responsible Administrator or his/her designee before the applicant may begin serving.

The Application for Volunteer Service requires the applicant to list all volunteer and employment experience in the Archdiocese of Baltimore. If the applicant for volunteer service has served or worked at another Covered Entity, references must include the supervisor of the most recent such Covered Entity.

- 3.4.5** All Adult applicants for volunteer service who will have Substantial Contact with Minors must complete a Criminal History Screening before beginning the volunteer service. A volunteer applicant's service is contingent upon favorable results of the Criminal History Screening.

- 3.4.5.1** All Adult volunteers who have Substantial Contact with Minors must complete a Criminal History Screening every five years.

Questionable or unfavorable Criminal History Screenings will be reviewed by the Office of Child and Youth Protection. In such cases, the volunteer applicant may not begin or continue serving until the Covered Entity receives written approval from the Office of Child and Youth Protection.

Criminal History Screenings offered by other organizations (e.g., Boy Scouts of America, public schools) may not be substituted for the Archdiocesan Criminal History Screening.

Criminal History Screenings may also be required for other volunteer roles identified by the Responsible Administrator.

Volunteers who are minors (under 18 years of age) do not receive a Criminal History Screening. However, when the volunteer reaches 18 years of age and he/she has Substantial Contact with Minors, the volunteer must complete a Criminal History Screening. The volunteer's continued service is contingent upon favorable results of the Criminal History Screening.

- 3.4.6** The Responsible Administrator or his/her designee must contact the Office of Child and Youth Protection if the application, interview, references, or Criminal History Screening reveals 1) that the applicant has ever been accused of, charged with, or convicted of Abuse; 2) that the applicant has been terminated from employment or volunteer service at a Covered Entity; or 3) any other questionable or unfavorable information. In such a situation, the applicant may not begin volunteer service until written

approval is received by the Covered Entity from the Office of Child and Youth Protection.

3.5 Coaches

3.5.1 All requirements of the Archdiocese of Baltimore's Child and Youth Protection Policies and Procedures must be completed with required documentation before a coach may begin service in the Archdiocese of Baltimore.

3.5.2 The Responsible Administrator or his/her designee will confirm that these screening requirements have been completed. If an applicant or Covered Entity fails to complete any part of the requirements, then the applicant may not serve as a Coach.

3.5.3. All Coaches who receive any remuneration in exchange for working with Minors who are participating in an Archdiocesan athletic program must complete all screening requirements of applicants for employment.

3.5.3.1 All applicants must provide a minimum of three professional references, one of whom has direct, personal knowledge of the applicant's coaching experience.

The references must be checked and documented by the Responsible Administrator or his/her designee before an employment offer is extended.

3.5.4 All Coaches who will **not** receive any remuneration in exchange for working with Minors who are participating in an Archdiocesan athletic program must complete all screening requirements of applicants for volunteer service who will have Substantial Contact with Minors.

3.5.4.1 All applicants must provide a minimum of three references, including references relevant to Coaching experience.

The references must be checked and documented by the Responsible Administrator or his/her designee before the applicant may begin serving.

3.6 Host Families of International Students

3.6.1 All host parents and all adults living in the host household must complete all screening requirements of applicants for volunteer service who will have Substantial Contact with Minors.

3.6.1.1 In addition, host parents must apply for the CJIS Fingerprint-based Criminal History Record Information Check on or before the first day of service at a Covered Entity

3.7 Independent Contractors, Vendors, Lessees, Outside Groups, & Non-Archdiocesan Educational Providers

3.7.1 If third parties (such as independent contractors, vendors, lessees, outside groups using the facilities) will have Substantial Contact with Minors at a Covered Entity, the Covered Entity must obtain written verification from the third party that its employees, agents, volunteers, and subcontractors have been screened through a criminal background check which revealed no incidents of Abuse, Neglect, Misconduct with Minors, or other criminal activity that would render them unsafe to have contact with minors. Written verification must be obtained by the Covered Entity for each of the third party's employees, agents, volunteers, and subcontractors. This requirement should be included in any lease, facility use agreement, or other written contract between the Covered Entity and the third party.

3.7.3 **A non-archdiocesan educational provider, including any Local Educational Agency, providing services to an Archdiocesan school must provide documentation to the Archdiocesan school that each non-archdiocesan educational service provider assigned to the Archdiocesan school has satisfactorily completed a criminal background check and completed the Archdiocese of Baltimore's safe environment training.**

3.8 Drivers

3.8.1 In addition to completing all applicable screening requirements for employees or for volunteers who will have substantial contact with children, a driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese.

The process must be completed at a minimum of every five years for an employee or volunteer.

Questionable or unfavorable driving record checks will be reviewed by the Office of Child and Youth Protection and the Office of Risk Management. In such cases, the employee or volunteer may not begin driving for the Covered Entity and/or Archdiocese until the Covered Entity receives written approval from the Office of Child and Youth Protection or the Office of Risk Management.