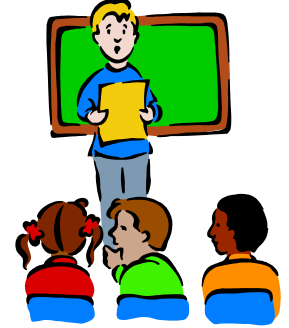


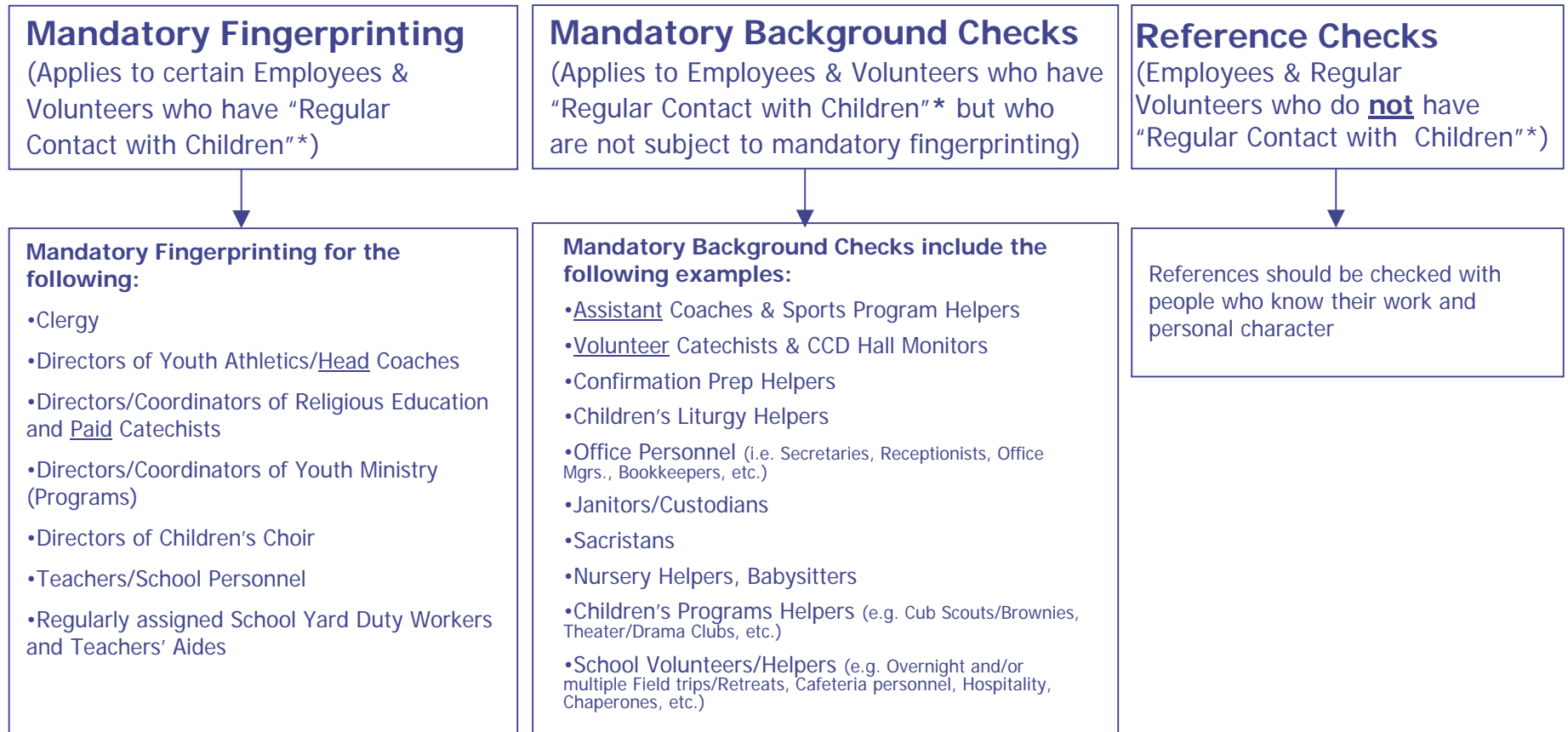
# Archdiocese of San Francisco

## "Protecting God's Children"

### Overview of Background Evaluations



This overview serves as a guideline to help Pastors determine who should be required to undergo which type of background evaluation.



\*"Regular Contact" includes significant interaction with minors on an ongoing basis or on a significant intermittent basis; particularly where an adult might be alone with a child or with children away from public view. Refer to page 6 of the Fingerprinting and Other Background Checks Policy (available for viewing on archdiocesan website <http://www.sfarchdiocese.org/arch-policiesindex.html>) for further guidelines on determining who has "regular contact with children." Please err on the side of caution.

Need Help? Please contact the Office of Human Resources:

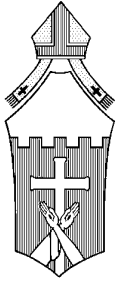
**HR Coordinator (for Background Checks)**

(415) 614-5539

Employment/Training Matters (415) 614-5538

Director of Human Resources (415) 614-5541

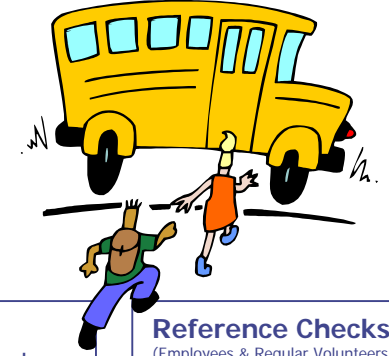
Issued by the Office of Human Resources January 2005



# Archdiocese of San Francisco

## “Protecting God’s Children”

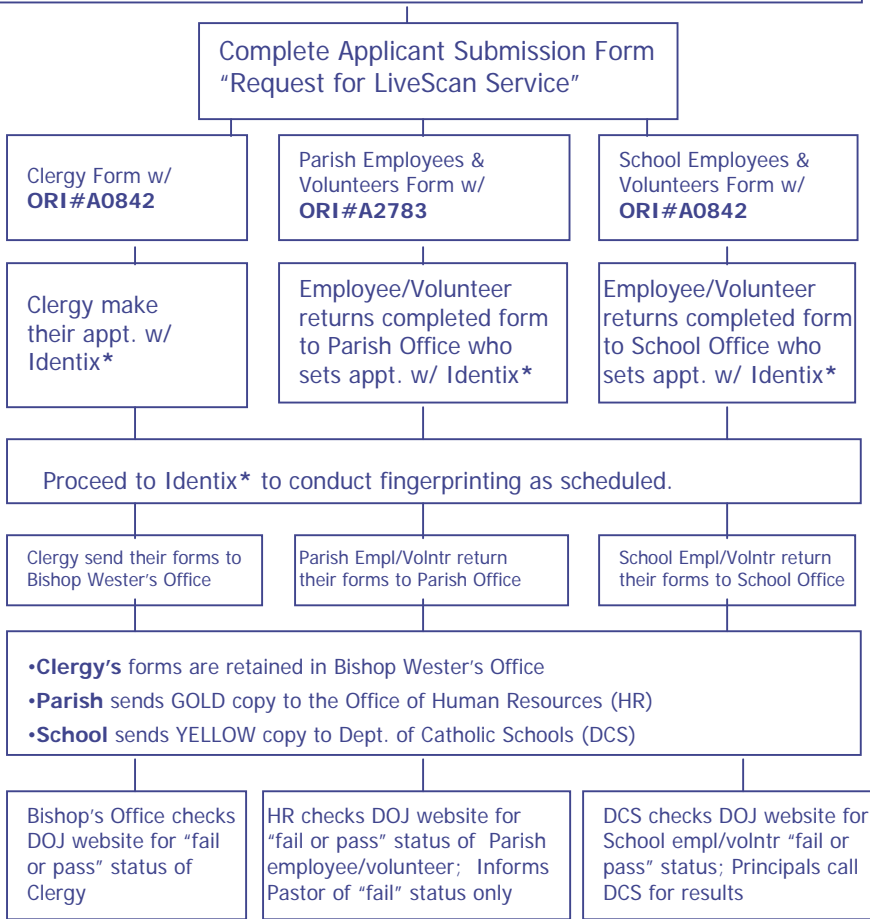
### Background Evaluation Procedures



(See also “Overview of Background Evaluation” sheet)

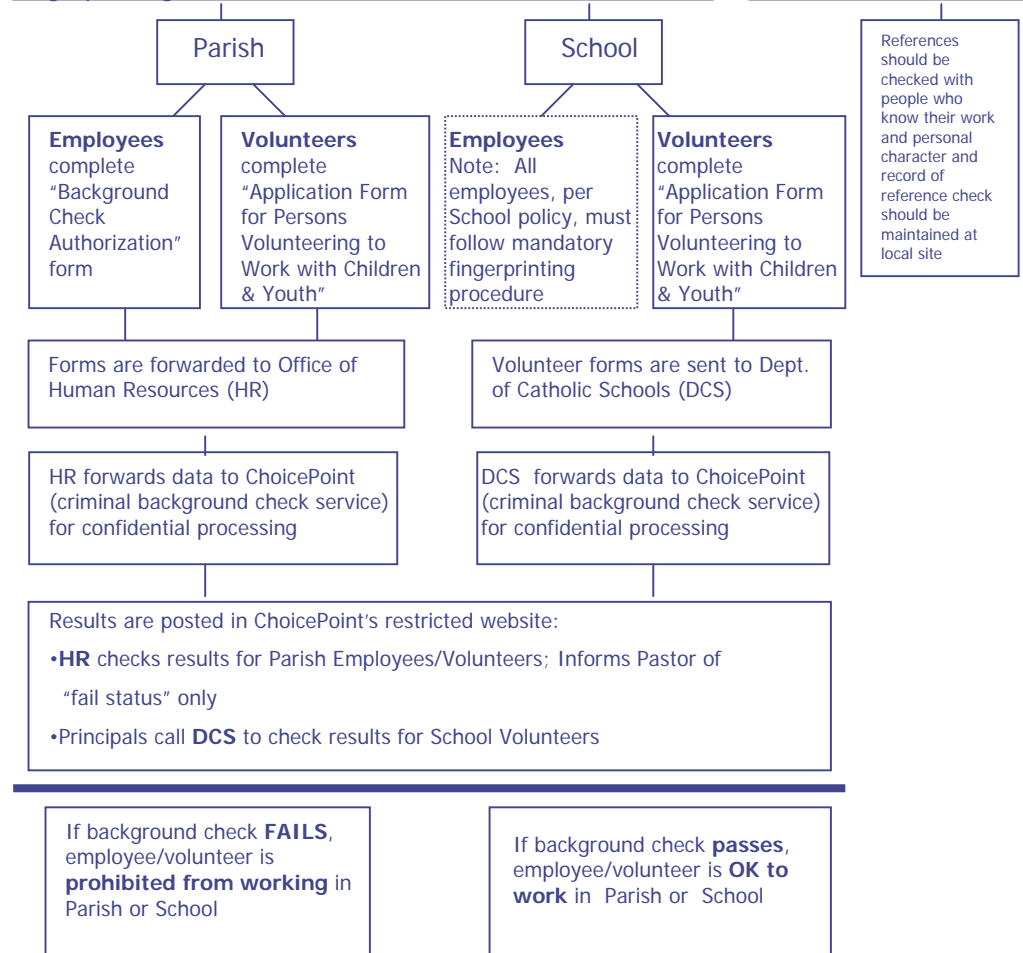
#### Mandatory Fingerprinting

(Applies to certain Employees & Volunteers who have “Regular Contact With Children” )



#### Mandatory Background Checks

(Applies to Employees & Volunteers who have “Regular Contact with Children” who are NOT subject to mandatory fingerprinting)



#### Reference Checks

(Employees & Regular Volunteers who do **not** have “Regular Contact with Children”)

References should be checked with people who know their work and personal character and record of reference check should be maintained at local site

If background check **FAILS**, employee/volunteer is **prohibited from working** in Parish or School

If background check **passes**, employee/volunteer is **OK to work** in Parish or School

If fingerprinting result **FAILS**, employee/volunteer is **prohibited from working** in Parish or School

If fingerprinting result **passes**, employee/volunteer is **OK to work** in Parish or School

\*Formerly LiveScan