

October 29, 2004

Dear Background Coordinators:

The Diocese of Metuchen and KidSafe Records Check Co. have made some revisions to fingerprinting procedures that have been set forth below. Please review the changes, most notably in the area of required information that no longer needs to be sent to KidSafe prior to scheduled sessions, Employees/Volunteers with previous criminal history checks by KidSafe Co. and Third Party Vendor Affidavit of Compliance. Any questions, please contact my office at 732-562-2413 or KidSafe Co. at 732-922-2209.

**Updated Procedures for Criminal History Background Checks for Parish Background Coordinators**

You should take the following steps with regard to the background check policy.

**Step One:** Using an Employee/Volunteer Application Form, which the Diocese provided to each coordinator, the coordinator will identify those parish employees and volunteers who must be fingerprinted under the **Policy**. The coordinator should ensure that basic background information on each employee and volunteer including his or her name, address, e-mail address if available, date of birth, home phone number, diocesan title or position, and optional social security number are on application form. (According to State Police, individuals have the option to provide their social security number. Refusal by an individual to supply their social security number will not impede the initial background check because the number is needed only if there is a problem obtaining readable fingerprints). Note: No one under the age of 18 can be fingerprint background evaluated.

**Step Two:** You should work with your Pastor/Administrator/Principal to obtain the information set forth in Step One, above.

**Step Three:** Once you have assembled the basic background information on those individuals who have to be fingerprinted, the coordinator is to contact KidSafe, telephone 732-922-2209, fax 732-643-0134 and inform KidSafe as to how many people have to be fingerprinted

**Step Four:** KidSafe and yourself will establish dates, times and locations for the fingerprinting. KidSafe will determine depending on the number of people who have to be fingerprinted for your parish whether fingerprinting will be done at your parish or at a site within your deanery. (**Note: See below procedures for small numbers of people requiring processing**).

**Step Five:** You, and if necessary my office, will communicate with local/county law enforcement to arrange for their assistance at your parish or deanery fingerprinting sessions. If someone in your parish is a member of law enforcement, you should ask him or her to assist at the fingerprinting sessions. The person should have knowledge of fingerprinting process to eliminate unnecessary refingerprinting due to improper printing.

**Step Six:** Covered Persons in your parish will be fingerprinted by law enforcement personnel with the assistance of KidSafe representatives, who will be at all sessions to photograph and verify all information supplied by employees and volunteers in the computer system.

**Step Seven:** KidSafe will submit the fingerprints to the New Jersey State Police, after receipt of payment of invoice.

**Step Eight:** Within five (5) business days of the fingerprinting, your parish will pay KidSafe the requisite fee for the fingerprinting. Fingerprinting employees costs \$64 per person. Fingerprinting volunteers costs \$46 per person. Again, it is within your discretion to ask each fingerprinted person to reimburse your parish for the costs of having him or her fingerprinted.

**Step Nine:** The New Jersey State Police will conduct a background search and submit the results to KidSafe.

**Step Ten:** KidSafe will communicate the results (a) to you and (b) to my office. KidSafe will also send an identification card for all employees/volunteers who have been approved, and establish a website for all names of parishes/employees/volunteers who have been approved. Any individual who has received a disqualification report from NJ State Police must be removed from the program until matter is resolved as per Diocese policy.

**Steps One through Ten** will be followed each time someone needs to be fingerprinted.

### **Procedures for Criminal History Background Checks in Small Numbers**

The following procedure should be followed when new employees/volunteers need to be processed and you have less than twenty-five (25) individuals.

- KidSafe will continue to collect and manage all data of individuals from Parish Background Coordinators who require fingerprint processing. KidSafe will establish sessions as needed within your deanery, and more specifically with the parish that has submitted the highest number of individuals requiring fingerprinting. (A list of deaneries is attached for your information).
- KidSafe will contact the selected Parish Background Coordinator and together they will establish a mutually agreeable date, time and location

for the fingerprinting session. It will be the responsibility of the selected parish's Background Coordinator to obtain law enforcement assistance for the scheduled fingerprinting session.

- KidSafe will notify all affected Parishes' Criminal History Background Coordinators of session date for their individuals requiring fingerprinting processing.
- KidSafe will list all Deanery Scheduled Fingerprinting Sessions on their website, for easy access by all Coordinators and Employees/Volunteers.
- KidSafe will monitor session schedules and try to accommodate parishes by rotating session locations to ensure no parish is over utilized in this process.
- KidSafe prefers that all fingerprinting be done during the same KidSafe session when the photographing of Employees and Volunteers is done. This procedure will be adhered to for KidSafe administrative purposes.
- Under special circumstances, and in consultation between KidSafe and Parish Background Coordinator, there may be a time when permission will be given to have the employee/volunteer fingerprinted by law enforcement authorities separate from the KidSafe process at your parish. KidSafe will supply the necessary fingerprint cards for this purpose.
- Additionally, as is already the procedure, any employee/volunteer who missed their scheduled date, can locate any other session scheduled on the KidSafe website at [www.ksrc.us](http://www.ksrc.us) and notify their background coordinator to advise them that they would like to attend that session to be processed. The Background Coordinator should contact the Background Coordinator of the parish conducting the session to ensure attendance doesn't create problems for the parish. A list of Background Coordinators is attached to this memo. **PLEASE DO NOT PROVIDE INFORMATION ON OTHER BACKGROUND COORDINATORS TO YOUR PARISHIONERS.**
- Upon arrival, the individual should also advise KidSafe representatives of their parish's name at the session so accounting billing procedures can be handled by KidSafe.
- KidSafe can be contacted at 732-922-2209 for any other questions or problems.

### **KidSafe Identification Cards**

KidSafe will prepare and submit to Background Coordinators KidSafe Identification Cards after the volunteer/employee has been approved by the NJ State Police. The cards will be distributed to individuals by the background coordinator. This process takes a while to complete. **The critical part of this process is the submission of the fingerprint cards to the NJ State Police to begin the evaluation.** It has been taking longer than anticipated for the NJ State Police evaluation process because of the volume of submissions from a variety of organizations including this Diocese. **KidSafe has advised that disqualification reports are being received quickly.** We ask everyone to be patient with this process. Please refer to the KidSafe website [www.kscrc.us](http://www.kscrc.us) to locate status of all applicants under the Diocese Honor Roll.

### **Volunteer/Employee Applications/File**

Applications of all employees/volunteers should be maintained in a secure location designated by your pastor/administrator of your parish. Included in your individual employee/volunteer files should be their application and any background verification records/rosters received from KidSafe or the Department of Education (School Personnel), as well as any other material related to Employee/Volunteer (i.e. reference letters, etc.).

Volunteer/employee application forms that are approved standardized forms as well as other forms and Diocese policies are available on our Diocesan website for downloading – [www.diometuchen.org](http://www.diometuchen.org). Office of Child & Youth Protection. Parishes are reminded that Part III, Religious Education Volunteer Catechist Records, of the Volunteer Application is needed by Parish Catechetical Leaders' Personnel Files.

### **School Employee Fingerprinting**

All school employees are required to undergo Criminal History Checks through the NJ State Department of Education Sagem Morpho Inc. Live Scan Fingerprinting process. The Diocese has no authority in regard to NJ Department of Education Sagem Morpho Inc. fingerprinting process and all questions should be directed to NJ Department of Education, Criminal History Review Unit, 609-292-0507.

However, school employees hired prior to January 1, 1990 are unable to be fingerprinted by Sagem Morpho due to existing laws and are thus required to be fingerprint processed by way of our KidSafe program. For any school employee/volunteer who requires fingerprinting via KidSafe, they should follow the previously discussed procedures.

### **Employees/Volunteers who have been Fingerprinted for Previous Employments and Volunteer Groups**

Employees and Volunteers who have been fingerprint background evaluated by other authorities for employment or volunteer groups are still required to be fingerprint

processed by KidSafe for the Diocese of Metuchen and its Eparchies unless they fall within the below listed categories:

1. Employee/Volunteer who has previously been fingerprint background processed for a “Diocese of Metuchen” School program through Sagem Morpho or Diocese/Parish through KidSafe, and information has been verified and determined there has been no break of service for employee/volunteer.
2. Employee/Volunteer has been processed by KidSafe Co. for another program (other volunteer groups, sports programs, etc.)

**Employee/Volunteers with Prior Approvals with KidSafe Records Check Co.**

Employees and volunteers who have been through a recent KidSafe Background Procedure do not have to be processed for the Diocese Background Process for a three-year period based upon date originally processed by KidSafe Company. KidSafe should be notified by the Background Coordinator in writing of employee/volunteer who had been previously processed and KidSafe will confirm and issue Diocese Identification Card with appropriate expiration date (as determined by KidSafe). There is a \$10 to \$11 KidSafe processing fee that applies to any previously approved applicant.

**Third Party Vendor Affidavit of Compliance for Criminal History Background Investigation**

Diocese Criminal History Background Check Policy provides that any person or entity, other than an employee or volunteer whose work or services at any Diocesan entity calls for them to have contact with children as defined by Diocese Policy, in lieu of submitting to the KidSafe Co. background process, can submit to the Entity a sworn (notarized) affidavit certifying that all employees and identifiers (with names included) have never been charged or convicted of a crime. (Third Party Vendor Affidavit Form can be located on the Diocese website, [www.diometuchen.org](http://www.diometuchen.org), Office of Child & Youth Protection).

**Spirit of Cooperation**

Background Coordinators, who have volunteers/employees that have missed your scheduled parish KidSafe fingerprinting session and need to be processed at another parish scheduled session, are asked to contact that Parish Background Coordinator. This will ensure the Background Coordinator of the “other session” parish has approved attendance making sure they would be able to accommodate the person at their session. We are all reminded that everyone has had and will continue to have these types of issues, and we need to work together with these processes. (A copy of Parish/School Background Coordinators’ names and contact information is attached to this memo for reference.)

Background Coordinators  
October 29, 2004

6

**County Prosecutor's Office Megan's Law Units Registration**

Parishes are also reminded to register with your county prosecutor's office. This will ensure that all parish facilities and schools that have child-related programs are notified of all Megan's Law registrant notifications in their communities.

Please call me if you need assistance or more information regarding our program. Thank you for your cooperation.

Very truly yours,

Lawrence V. Nagle  
Director  
Office of Child and Youth Protection

cc: Pastors/Administrators

Attachments: Deanery List, Parish and School Background Coordinators' Lists