



Office of the Archbishop

Archdiocese of San Antonio

P.O. Box 28410 • San Antonio, Texas 78228-0410

Phone (210) 734-2620

Fax (210) 734-0708

Criminal Background Search Policy

The Bishops' *Charter for the Protection of Children and Young People* has mandated the Archdiocese of San Antonio to establish a "safe environment" program. In this Charter, Article 13 states:

"Dioceses/eparchies will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies."

The revised policy of the Archdiocese of San Antonio requires that criminal background searches be conducted on all clergy and employees. Criminal background searches must also be conducted on all volunteers who directly minister, work or volunteer with minors and/or vulnerable persons. Possible ministries involving vulnerable persons include but are not limited to: homebound ministries, nutritional program ministries, hospital ministries, nursing home ministries, bereavement ministries and other similar ministries.

Employees and volunteers must complete the ***Criminal Background Search Authorization and Release Form***. Refusal to sign and complete this form will result in immediate termination and/or suspension of services.

Forms and payment must be promptly sent to the Human Resources Office at the Pastoral Center. The Director of Human Resources will send notification of records found which disqualify an individual from working or volunteering in the Archdiocese or which require that a limitation be placed on the type of work or volunteer service the individual can perform. The results will be kept confidential to the extent required by law.

Criminal background searches will be conducted on all new employees and new volunteers who directly minister, work, or volunteer with minors and/or vulnerable persons and updated every three years on existing employees and volunteers.

+ José H. Gomez

Archbishop José H. Gomez

July 18, 2008

Date