



## GOOD SHEPHERD CATHOLIC SCHOOL

### FINGERPRINT PROCEDURE Volunteer

Before you begin, you will need to pick up a "Request for Livescan Service" form from the Athletics Director or from the school office.

1. Complete the "Request for Livescan Service" form with all of the requested data in the second box. POB is Place of Birth and on this line you need to list City, State and County of birth (even if it is USA).
2. Make an appointment to be scanned. Take the completed form to the scanning agency with your photo I.D.

The Santa Cruz County agencies that do live scan are listed below (call the school office for agencies in other counties).

3. Return one of the copies of the "Livescan" form to the school office.

***The above must be completed prior to your working at Good Shepherd!!! You must complete this scanning for the Diocese even if you have had your fingerprints done for other agencies.***

***Sheriff's Center at Cabrillo College*** – Building 955, 6500 Soquel Dr., Aptos, 479-6314

- Open 9:00 – 12:00 Monday – Friday – appointment required.
- Open 1:00 – 4:30 Monday – Friday – walk-ins.
- \$18.00 Scan Fee
- Make Check payable to "Cabrillo College"

***UPS Store*** – 1840 41<sup>st</sup> Ave. Ste. 102 Capitola, 462-5909

- 9:00 – 6:00 Monday – Friday. 10:00-4:30 Saturday - no appointment required.
- \$30.00 Scan Fee
- Make check payable to "UPS Store"

***Sheriff's Office on Ocean Street*** – 701 Ocean St., Room 340, Santa Cruz, 454-3007

- Open 9:00 – 11:30 Monday – Friday – appointment required.
- Open 1:15 – 4:00 Monday – Friday – walk-ins.
- \$18.00 Scan Fee
- Make check payable to "S.C. County Sheriff's Dept."

***Watsonville Police Department*** – 215 Union Street, Watsonville, 728-6001

- 5:30 – 7:30 pm Monday – Thursday – appointment required
- \$18.00 Scan Fee



## DIOCESE OF MONTEREY

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### CRIMINAL BACKGROUND CHECK: VOLUNTEERS

#### 1. FINGERPRINTING REQUIREMENT

In compliance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops on June 14, 2002 and amended in November, 2002, the Diocese of Monterey requires that all volunteers at parishes, schools or diocesan departments **who have supervisory or disciplinary oversight over children, young people or vulnerable adults** submit their fingerprints for a criminal record check as a condition of working in volunteer status.

#### 2. TIMING

All volunteers currently working in the above category must be fingerprinted as soon as practically possible. **Beginning January 1, 2004, no person in the above category may begin his or her volunteer service with children, young people or vulnerable adults** until fingerprint clearance has been returned by the Department of Justice.

#### 3. PROCEDURE

The Department of Justice furnishes a clearance or criminal record summary to the Diocesan Human Resources Department. Should the summary contain information regarding a criminal record, the pastor, principal or department director will be informed of the summary by the Director or Associate Director of Human Resources. This information is kept confidential and is disclosed only for the purpose of determining fitness for the volunteer position sought.

Some convictions will automatically bar volunteers from working with children and young people. However, not all convictions are an automatic bar to participating as a volunteer. Some of the convictions which are an automatic bar include:

- Penal Code §220 - Assault with intent to commit mayhem, rape, sodomy, oral copulation, rape in concert with another, lascivious acts upon a child, or penetration of genitals or anus with foreign object.
- Penal Code §261.5 - Unlawful sexual intercourse with person under 18.
- Penal Code §262 - Rape of a spouse.
- Penal Code §273a - Willful harm or injury to child; endangering person or health.
- Penal Code §273 d - Corporal punishment or injury of child.
- Penal Code §273.5 - Willful infliction of corporal injury.
- Penal Code §290 - Any sex offense listed in §290, which resulted in a conviction of a crime as a registered sex offender.

For other offenses, the following factors will be considered in determining fitness for the volunteer position sought. Type of offense, age at the time of the offense, and the candidate's honesty on the volunteer application will all be taken into consideration. The Director or Associate Director of Human Resources will be consulted before the pastor, principal or director reaches a final decision regarding the fitness of a volunteer candidate or the termination of a current volunteer because of the volunteer's criminal history.