

Policy on Background Checks for Persons Holding Certain Diocesan Offices



The Right Reverend Scott B. Hayashi, Eleventh Bishop of Utah
Policy Number: D002
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PURPOSE

It is the policy of the Corporation of the Episcopal Church in Utah and of the Episcopal Diocese of Utah that all persons who are officers of the Corporation and all other persons who otherwise are approved signatories on financial accounts of the Corporation or of the Diocese shall, as a condition of holding such office or serving as signatory, have completed a background check. This background check is not intended to replace the background check provided for in the Church Worker Conduct Policy of the Diocese. This Policy applies to all persons who are officers of the Corporation of the Episcopal Church in Utah, and to other persons who are signatories on financial accounts of the Corporation or the Diocese. Also see D012, Church Worker Conduct; and L002, Lay Employee Policy Manual

POLICY

This policy shall apply prospectively; however, any officers or signatories in place as of the effective date shall submit to a background check within thirty days thereof or vacate their office or signatory role.

PROCEDURES

As a minimum, the following reports will be obtained, reviewed, and maintained in the records of the Diocese for a period of no less than five years after the signatory role has been vacated.

- a. Employment verification (if applicable);
- b. Motor vehicle report;
- c. Five-year state felony and misdemeanor record;
- d. Five-year federal felony and misdemeanor record;
- e. Five-year state and federal civil litigation history;
- f. Credit report; and

Completion by the individual of part B of the Church Worker Questionnaire is required.