



**Diocese of Gary**  
**Fingerprint Screening/Expanded Criminal Check Policy**  
**Effective July 1, 2009**

**Purpose:**

The Diocese of Gary Office of Catholic Schools has a vital interest in the safety and well-being of our employees and the public that we serve. The Diocese of Gary believes that hiring qualified individuals to fill positions contributes to the overall strategic success of our ministry. Background checks serve as an important part of the selection process at the Diocese of Gary. This type of information is collected as a means of promoting a safe work environment for current and future employees and students. Background checks also help obtain additional applicant related information that helps determine the applicant's overall employability, ensuring the protection of the current people, property, and information of the organization.

**Application:**

It is the Office of Catholic School's intent to continue to promote a safe and secure work environment, free of employees with felony convictions under IC 20-28-5-8. A policy of zero tolerance is observed. The Diocese of Gary conducts background checks inclusive of the electronic fingerprinting (Live Scan) process on job applicants applying for positions within any school.

**Policy and Procedure:**

All applicants and newly hired teachers will be responsible for a negative expanded pre-employment criminal history background check inclusive of the electronic fingerprinting (Live Scan) process in compliance with HEA 1462 prior to beginning a teaching position within the Diocese of Gary Catholic Schools.

The Diocese of Gary Office of Catholic Schools, in accordance with the Diocese of Gary Safe Environment Policy, conducts Indiana and national (according to policy) background checks on all clergy, staff, faculty, volunteers, substitutes, and teacher applicants. This is in addition to the Indiana Dept. of Education's implementation of a requirement for an expanded criminal history check on all applicants and new hires, certified and non-certified (teacher and lunch room aides, maintenance staff, etc.), for school employment, Indiana Code 20-26-5-10, effective

July 1, 2009. The definition of “expanded criminal history check” found at IC 20-26-2-1.5, includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.

Applicants will assume the combined cost of the L-1 enrollment, fingerprint service, and the ISP/FBI background check, which is approximately \$43.00. Applicants will be required to obtain a background check once during a five-year period. During the five year validity period of the expanded criminal check, each school employer will annually check all employees against the public sex offender and violent offender registries at no cost to employees.

The Dept. of Education is working with the Indiana State Police (ISP) and its live-scan fingerprint vendor, L-1 Identity Solutions. L-1 Enrollment Services provide an electronic fingerprint processing service. Enrollment centers are being established throughout the state to capture applicants’ fingerprints and identifying information, submitting them electronically to the Indiana State Police (ISP) for processing. Special automation has been implemented as a part of this contract to speed the processing and result issuance process. These enhancements will provide the results to transactions in a matter of hours, instead of days and weeks.

Applicants for employment can register online through L-1 to schedule a fingerprint appointment at one of 63 fingerprinting locations around the state. There are 6 locations in the Northwest Region at this time.

Applicants can register online at [www.l1enrollment.com](http://www.l1enrollment.com) or by calling the toll free number 1-877-472-6917.

At the top right of the home page is a box: “Need Fingerprinting or Background Checks for Employment?”

Click on: “Click here to schedule an appointment online”

Follow the prompts:

Choose “Indiana” as the state for which you are being fingerprinted

Click on “Online Scheduling”

Enter your First and Last Name

Agency Name: Schools – Public and Private

Applicant Type – Application Category: Certified Employee

School Corporation County: Lake

School Corporation: Diocese of Gary (from the drop down menu)

Choose the region you will be in for your identification appointment: Northwestern Region

The available schedule will appear for the various locations for the current week and the following week.

Be sure to complete the process by clicking on the button: "Pay for Ink Card Submission"

Fingerprints are run through both the Indiana State Police Automated Fingerprint Identification System (AFIS) and the FBI's Integrated Automated Fingerprint Identification System (IAFIS).

**Reporting:**

The Catholic Diocese of Gary will comply with all regulations of reporting teachers and other school employees who are convicted of one or more of the 19 felonies listed at IC 20-28-5-8.

Once the results of the fingerprint scan are received by the Schools Office, and if negative, you will be notified by your principal when you can sign your contract of employment.

**L-1 Identity Solutions Locations for Northwestern Region**

**Appointments are required at all locations.**

Call toll-free 877-472-6917

or schedule online at

[www.l1enrollment.com](http://www.l1enrollment.com)

1. **Gary, IN**  
661 Broadway, Gary  
M-F 8:30am - 4:00pm
  
2. **LaPorte, IN**  
100 East Shore Court, LaPorte  
M & W 2:00pm - 4:00pm
  
3. **Merrillville, IN**  
25 W. 80<sup>th</sup> Place, Merrillville  
M & W 10:00am - 2:00pm  
T & TH 11:00am - 3:00pm  
SAT 10:00AM - 12 Noon

**4. Portage, IN**

6353 Melton Road, Portage

**Every other M** 9:00am-4:00pm

**Every T, TH, F** 9:00am - 4:00pm

**Every W** 12:00pm-7:00pm

**Every other SAT** 9:00am-4:00pm

**5. Rensselaer, IN**

4788 Nesbit Drive, Rensselaer

**T** 11:30pm - 2:30pm

**TH** 2:00pm-5:00pm

**6. Valparaiso, IN**

19 E. Lincolnway, Valparaiso

**M-F** 9:00am - 3:00pm