

Diocesan Safe Environment Requirements & Compliance PARISH VOLUNTEERS

BE SURE TO REGISTER ONLINE BEFORE GETTING FINGERPRINTED

Because you will be volunteering in a capacity where you have direct contact with minors, you are required to be registered in the Diocesan database, to be fingerprinted for a background check and to be trained periodically. Compliance with these requirements **MUST** be met BEFORE working with minors. Failure to follow through with these requirements and to pass the background check will disqualify you from working with minors.

DO THIS FIRST BEFORE FINGERPRINTING:

Complete the Registration & Online Training Courses

1. Access www.steugenes.com and click on Parish Life > Child Protection. Click on Online Training. This takes you to a separate website (<http://cmgconnect.org>).
 - a. You may also go directly to this site by clicking on this hyper-link and pressing the Enter button or typing it into the URL field in your browser and pressing Enter.
 - b. (Do NOT click Search or it may take you to the incorrect page.)
2. Find Your Diocese: select *Santa Rosa* and click *GO*. Complete the Set-Up Account information for log in and personal information.
 - a. Remember your user name and password because you will need it again. You may use your email address as your user name.
3. Show your affiliation as Volunteer of St. Eugene's Cathedral (not the school).
 - a. However, if you also volunteer or work for other Diocese' locations, make sure you register with your **primary** volunteer location—where you work the most hours.
 - b. If St. Eugene's parish is a *secondary* location, do not select it as your site.
4. Complete the Safe Environment Curriculum training module shown. Choose **2020 Safe Environment-Santa Rosa**. This may take approximately 1 – 3 hours. It can be done in increments. If you log off and log back in, you should be taken back to where you left off. (*There is an option for a Spanish version of the training.*)
 - a. Be sure to click through the entire training module to the end so that the system detects that you have completed it.
 - b. If you are volunteering as a driver on a field trip, you should also complete the Defensive Driving Curriculum course. And you must provide the parish office with a copy of your insurance card and a copy of your driver's license.
5. Expect to be retrained in approximately one/two years. No need to register again. Just use the user name and password to access the site when you are asked to do so again.

Fingerprinting/Background Checks

1. Complete the Applicant information on the Request for Live Scan form.
2. Make an appointment with a fingerprinting agency for live-scan fingerprinting. A list of fingerprinting agencies is provided on the website. We recommend TruScan in Santa Rosa for the fastest service & turnaround time—no appointment is necessary there. Fees are your responsibility.
3. Have the fingerprinting completed. Volunteers are only required to have a Department of Justice (DOJ) report. The law enforcement office will send the paperwork to the DOJ for a background check. The report is sent directly to the Diocese and is held confidential in their office.
4. Should there be a problem with your prints or background check, you will be advised.