

## **Diocesan Safe Environment Requirements & Compliance** **-Parish Employees-**

Because your job requires that you work with minors you must be fingerprinted for a background check, you must be registered in the Diocesan database and you must be trained periodically. Failure to follow through with these requirements and to pass the background check will disqualify you from working with minors.

### **Fingerprinting/Background Checks**

1. Complete the Applicant information on the Live Scan Request form.
2. Make an appointment with a law enforcement agency for live-scan fingerprinting. A list is provided.
3. Have the fingerprinting completed. Parish employees only need to check DOJ report. Clergy are required to check DOJ *and* FBI reports.
4. The law enforcement office will send the paperwork to the Department of Justice (and FBI) for a background check. The report is sent directly to the Diocese and is held confidential in their office. Should there be a problem with your prints or background check, you will be advised.

### **Complete the Online Training Course**

1. Access [www.steugenes.com](http://www.steugenes.com) and click on Parish Life > Child Protection. Click on Online Training. This takes you to a separate website (*Shield the Vulnerable*).
2. Click on Adults Sign Up.
3. Pick Organization: *Catholic Dioceses & Select Santa Rosa Diocese*.
4. Complete the sign up information for log in and personal information. Remember your user name and password because you will need it again.
5. Show your affiliation as Employee of St. Eugene.
6. Complete the training. This may take approximately 1 – 2 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.
7. Once the training is complete, print out the certificate of completion. Give the certificate to Jan Blanchard.
8. 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.