

## Safe Environment Project Diocese of Oakland Policy for Background Screening and Training

### Screening:

#### A. Volunteers

- The Diocese of Oakland requires that all volunteers over the age of 18 who work with minors or vulnerable adults be live scan **fingerprinted and cleared** through the DOJ **PRIOR** to beginning service. Ministry cannot begin until clearance is verified by the SE office.
- Live Scan is done one time only; sites will be notified by the Safe Environment Coordinator if subsequent arrest issues arise that would affect the volunteer or employee.
- Fingerprinting is done at the chancery by appointment; we can schedule fingerprinting at your site for more than 5. In addition, any live scan provider can fingerprint a volunteer or employee, but our form must be used.
- While we keep all information in our main database; it is the site's responsibility to notify us if they are missing a clearance for someone they know has fingerprinted. Sometimes site information is not included, or the DOJ delays results, which may result in a longer time frame for clearance.

All Volunteers **MUST** also be screened through the Megan's Law website **PRIOR** to beginning service, and annually thereafter.

#### B. Employees and Clergy

- All employees must be live scan fingerprinted and cleared through the DOJ and the FBI **PRIOR** to the first day of work. We recognize that issues arise in the case of immediate hires; any exception to this policy must be cleared through the Diocesan HR director or the Chancellor.
- Clearance dates must be kept in the parish's or chancery's employee's personnel file. The Chancellor keeps all clergy records – these are not retained at the parish. Any subsequent arrests that would affect the employee will be reported to the appropriate personnel at the site.

### Training:

#### A. Volunteers and Employees

- **All** volunteers and employees over age 18 in any parish, school or other Diocesan Site, regardless of ministry, must be trained to recognize and respond to the signs of abuse, to be informed of the reporting procedures and to learn how to safeguard the children and vulnerable adults in their care.
- Training must be done **PRIOR** to beginning service.
- Any volunteers or employees under the age of 18 must be trained on the minors working with minors policy and have the minor's contract signed by both employee/volunteer and their parent/guardian.

**NOTE: any requests for exceptions to the above referenced training policy must be sent in writing to the Safe Environment office by the site. Exceptions to the policy are cleared only by the HR Director or the Chancellor; the determination will be sent in writing to the site. No exceptions to the policy can be made at the Parish or School level.**

RETRAINING IS REQUIRED EVERY THREE YEARS FOR EACH SITE, FOR ALL VOLUNTEERS AND EMPLOYEES ACCORDING TO THE SAFE ENVIRONMENT TRAINING CYCLE CALENDAR. All forms and calendars are available on our website:

<http://www.oakdiocese.org/offices/safe-environment>