

**Safe Environment Diocese of Oakland**  
**Policy for Background Screening and Training**  
**All data for volunteers and employees should be maintained in the VIRTUS database.**

**Screening:**

**A. Volunteers**

- The Diocese of Oakland requires that all volunteers over the age of 18 who have **direct, ongoing contact 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. **This includes any school parent or volunteer**, no matter the time commitment.
- Live Scan is done one time only; sites are notified with the clearance date and 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. Preferred vendor list available on request.
- All unprinted Volunteers **MUST** be screened through the Megan's Law website **PRIOR** to beginning service, and annually thereafter.

**B. Employees and Clergy**

- All employees and Clergy must be live scan fingerprinted and cleared through the DOJ and the FBI **PRIOR** to the first day of work.

**Training:**

- **All** volunteers and employees over age 18 in any parish, school or other Diocesan Site, regardless of ministry, must be trained every three years in safe environment. All SE training is accomplished through **Virtus**, available online and live.
- Training must be done **PRIOR** to beginning service, and every 3 years thereafter.
- 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.

All children in Catholic Schools or Parish faith formation programs must be trained annually in safe environment.

**NOTE: Any requests for exceptions to the above referenced training policy must be sent in writing to the Safe Environment office by the site. No exceptions to the policy can be made at the Parish or School level.**