



PARISHES / OTHER DIOCESAN SITES:

Safe Environment – Diocese of Oakland –
Parish Audit Document

Due in the SE office NO LATER THAN November 1st - dbitz@oakdiocese.org or fax: 510-419-0774

Signature of Pastor/Parochial Administrator Required

All new employees and volunteers must train on Virtus prior to beginning work. Everyone must retrain in Safe Environment every 3 years. Other than new volunteers or employees who come after October 31; current volunteers/employees must train on Virtus by October 31.

Parish: _____ City: _____

Safe Environment Coordinator: _____

OF LAY EMPLOYEES: _____ ARE ALL EMPLOYEES LIVE SCANNED & TRAINED _____

OF CATECHISTS AND THOSE WITH DIRECT, ONGOING CONTACT WITH CHILDREN OR VULNERABLE ADULTS: _____ (these are the fingerprinted volunteers) e.g. Catechists,

These must ALL be live scanned, CLEARED and the CLEARANCE DATE RETAINED in the Virtus database. When someone is live scanned AND cleared, they do not have to be run annually through the Megan's Law Database. All must be trained on Virtus.

VOLUNTEERS RUN THROUGH MEGANS LAW RSO DATABASE _____
THIS IS THE NUMBER OF VOLUNTEERS WHO ARE NOT LIVE SCANNED AND HAVE NO ONGOING, DIRECT CONTACT WITH MINORS OR VULNERABLE ADULTS. E.G. Liturgical ministers, Knights of Columbus, special events). These must train on Virtus.

OF CHILDREN ENROLLED IN FAITH FORMATION AND YOUTH MINISTRY (total) _____

ALL STUDENTS MUST BE TRAINED ANNUALLY IN SAFE ENVIRONMENT: PLEASE NOTE THE FOLLOWING CHANGE: **COMPLETETION OF CHILDREN'S TRAINING REQUIRED NO LATER THAN DECEMBER 1. CURRICULUM IS REPORTED ON THE VIRTUS PLATFORM.

Pastor Signature
Required: _____ Date: _____