

SAFE ENVIRONMENT PROCEDURE

(REQUIRED FOR ALL EMPLOYEES & VOLUNTEERS)

The Diocese of Santa Rosa has a very strict policy regarding all employees and volunteers who have regular contact with the students. These employees and volunteers must be fingerprinted by Live Scan under the Diocese and complete the safe environment training developed by the Diocese. All employees have met these criteria.

To be eligible to volunteer at St. Rose School & Preschool:

- ❖ Complete the online registration and training. To do the online training go to: www.shieldthevulnerable.org and follow the prompts. The course is called “Recognize, Report & Prevent Child Abuse”. If you have completed that online course within the last two years, you may choose to complete the course titled Investigation vs. Inquiry. At the end of the course, please print the certificate and return it to the school office with \$7.00.
- ❖ If you went to one of the live presentations in October 2010 you will need to go online to register with the Diocese of Santa Rosa. You can go online to register at www.shieldthevulnerable.org. If you completed the live training in October you will just need to register – not complete the online training.
- ❖ Complete the Live Scan fingerprinting process (*The Live Scan form is attached. Upon completion of Live Scan please send copy of completed form to school office.*)

When you have completed the requirements and have been cleared by the Diocese of Santa Rosa you will be able to volunteer.

Please call Maggie in the school office with any questions regarding the requirements.



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A5748

ORI (Code assigned by DOJ)

VOLUNTEER

Authorized Applicant Type

SCHOOL VOLUNTEER

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

ROMAN CATHOLIC BISHOP OF SANTA ROSA

Agency Authorized to Receive Criminal Record Information

00758

Mail Code (five-digit code assigned by DOJ)

P. O. BOX 1297

Street Address or P.O. Box

JULIE SPARACIO

Contact Name (mandatory for all school submissions)

SANTA ROSA

City

CA

State

95402

ZIP Code

(707) 566-3308

Contact Telephone Number

Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex

Male

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing

Number

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number: ST. ROSE SCHOOL

OCA Number (Agency Identifying Number)

Level of Service:

DOJ

FBI

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed