

# Diocese of Winona-Rochester

## NEW HIRE **EMPLOYEE** SAFE ENVIRONMENT CHECKLIST

**EMPLOYEE'S NAME:** \_\_\_\_\_

Date of hire: \_\_\_\_\_

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### BACKGROUND CHECK

- S2Verify Consent Form (must be signed before the check can be run).
  - Run background check through S2Verify. Should be run before job offer extended.
    1. Date run: \_\_\_\_\_
    2. Re-run date: \_\_\_\_\_ Re-run every five-years; must sign a new consent form.
    3. Record date on individuals VIRTUS® profile. (S2Verify – Manual: National Criminal Background Check)
  - **SCHOOLS ONLY** Run background check through Minnesota Bureau of Criminal Apprehension (BCA). This is a state law. Only run once at time of hiring. (There are two forms to complete.)
    1. MN BCA Background Check Consent Form fee to run \$8, payable to MN BCA
    2. Informed Consent Release of Predatory Offender Registration (POR) Data, no fee and can only be sent with form in #1.
      - Date forms mailed: \_\_\_\_\_
      - Completed data receive back from MN BCA: \_\_\_\_\_
      - Record complete date on individuals VIRTUS® profile. (State of Minnesota: Criminal Background Check)
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### VIRTUS® LIVE TRAINING & RECERTIFICATON

- Complete VIRTUS Online training “**Protecting God’s Children® Online Awareness Session 3.0**” offered in English and Spanish (recertify every 5-years).
    1. Training date: \_\_\_\_\_
    2. Recertification date: \_\_\_\_\_ (five years online recertification training will be assigned).
  - Assign VIRTUS® Monthly training bulletins.
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### DIOCESE OF WINONA-ROCHESTER CODE OF CONDUCT

- Give to Employee the Diocese of Winona-Rochester Employee Code of Conduct. Have them sign the last page and file in employee personnel file.