Diocese of Winona-Rochester

**NEW HIRE EMPLOYEE SAFE ENVIRONMENT CHECKLIST**

**EMPLOYEE’S NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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. Run only one time, at hiring.
  1. MN BCA Background Check Consent Form fee to run $8, payable to MN BCA
  2. Send Informed Consent Release of Predatory Offender Registration (POR) Data, no fee and can only with form in #1.
  3. Date forms mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  4. Completed data receive back from MN BCA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  5. Record complete date on individuals VIRTUS profile. (State of Minnesota: Criminal Background Check)

**VIRTUS® LIVE TRAINING & RECERTIFICATON**

* Must attend a live 2 hour VIRTUS training before being with children.
  1. Training date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. Print and file VIRTUS certificate in employee personnel file.
  3. Recertification date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (five years online recertification training will be assigned).
* Assign VIRTUS® Monthly training bulletins.

**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.