# 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. 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)

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☐     **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.

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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.