



**ROMAN CATHOLIC
DIOCESE of ORANGE**

PASTORAL CENTER: OFFICE OF CHILD AND YOUTH PROTECTION
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Diocese of Orange

Requirements to work or volunteer with minors or dependent adults

Policy

All diocesan employees and volunteers at schools, parishes and centers, age 18 and above, working in any capacity with minors, (children under the age of 18), or dependent adults, must meet the following requirements:

1. Obtain and clear criminal background screening, via LiveScan fingerprinting
2. Complete safe environment training through <https://orange.cmgconnect.org/> and re-train every three years
3. Sign the diocesan *Policy Against Sexual Misconduct*, Code of Conduct.

*These requirements must be met before the start of employment or volunteer work.

Fingerprinting: Applicant should obtain LiveScan fingerprinting forms from their Diocesan parish, school or center's Record Custodian. The site Record Custodian will issue the necessary forms required for fingerprinting as well as a list of available fingerprinting locations. Fingerprinting is to be completed ONLY at one of the Diocesan Certifix locations on the list.

Safe Environment Training: Applicant can log on to <https://orange.cmgconnect.org/> to complete their safe environment training course. When creating a profile, individual is to choose the name of their parish from the drop down list. User end instructions can be found by clicking on this link <https://www.rcbo.org/wp-content/uploads/CMG-Connect-Instruction-Sheet.docx.pdf> , or by copy and pasting this address to your browser.

A hard copy can be obtained through the diocesan office of Human Resources.

Code of Conduct: The *Policy Against Sexual Misconduct* for lay employees and volunteers can be found uploaded to the safe environment training course. The applicant will need to electronically sign by clicking on appropriate box acknowledging he/she has read the PASM.

Certificate of Completion: Upon completing the safe environment training course, the individual will print a certificate of completion and turn it in to the Record Custodian at their parish, school or center. This is to be repeated every three years.

For more information, please contact the Department of Child and Youth Protection