



ROMAN CATHOLIC  
**DIOCESE OF ROCHESTER**

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**Safe Environment (SE) Employee Policy**  
All Employees including Clergy

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Issued by: The Most Reverend Salvatore R. Matano  
Revised by: The Most Reverend Salvatore R. Matano

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**KEY POLICY STATEMENTS:**

- In accordance with the *Charter for the Protection of Children and Young People* promulgated by the United States Conference of Catholic Bishops (USCCB) in 2002, all employees within the Diocese of Rochester and its affiliated entities (DORAE) must complete Safe Environment (SE) training, acknowledge the Employee Handbook Receipt and Conflict of Interest Disclosure (which includes the Code of Conduct), and complete a Background Check.
- A background check must be completed **before** each employee is hired and renewed every three (3) years or upon request of employer.
- Successful completion of Safe Environment training within the first 30 days on the job is mandatory and renewed every three (3) years.
- Employees who have completed SE Training and had a background check one time and who have attained the age of 70 will be exempt from renewal of SE Training; they will be required to complete an updated background check.
- (DORAE) prohibits the viewing, acquisition, possession, and distribution of child pornography.

**APPLIES TO:** **All employees including Clergy** in the Diocese of Rochester and its affiliated entities.

**DETAILS:**

Parish and School leadership (Pastor/Parochial/Pastoral Administrator, Director of Campus Ministry, Principal, etc.) are responsible for ensuring that all employees have completed the on-line SE Training and have completed a Background Check.

Leadership **must** assign a SE Coordinator or other employee who will coordinate, track, and ensure compliance with this process.

### **Records Retention**

Parishes/Schools and affiliated entities must retain the following records for each employee.

- Authorization/Notification and release hard copy forms for Background Check (unless the on-line 'QuickApp' is used, then the vendor will maintain the authorization/notification and release forms electronically)
- Acknowledgement from RBA of completion of Background Check
- Signed Employee Handbook Receipt and Conflict of Interest Disclosure which includes the Code of Conduct)
- Verification that SE training has been completed