

## Local Director of Safe Environment

Each Local Director of Safe Environment (DSE) is appointed by and accountable to the pastor, the principal, or administrator of their community AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment. The duties of the position are normally part-time in nature and may be filled by a volunteer or assigned to a current employee. The DSE should be someone who can be trusted with information of a confidential nature and with whom members of the community would feel comfortable discussing Safe Environment concerns. The DSE is expected to use a secure website to order background evaluations and to monitor the On-Line Training Program; therefore, basic computer proficiency is required.

Responsibilities for the local DSE include:

- 1) Monitoring local program implementation and adherence to the Diocesan Safe Environment Program.
- 2) Communicating with the Diocesan Office of Safe Environment as required, but at least annually, on local parish, school, and/or organization compliance.
- 3) Facilitating the work of the local Safe Environment Committee.
- 4) Coordinating annual Safe Environment training/discussion for local employees and volunteers.
- 5) Managing background evaluations for all new employees/volunteers or as otherwise required by the Diocesan Office of Safe Environment.
- 6) Maintaining Safe Environment personnel files at the parish, school, or organization for all employees and volunteers in accordance with Safe Environment Program guidelines and Diocesan “retention of records” policy. In addition to others locally prescribed, Safe Environment personnel files are to include the following documents for each employee/volunteer who regularly works with children:
  - a. Employee/Volunteer Disclosure and Information Form.
  - b. Certification of Completion of On-line Training Course.
  - c. Background Evaluation Report Results