



OFFICE OF SAFE ENVIRONMENT
Compliance Officer Position Description

To assist with each location's safe environment efforts, the Bishop has requested that the pastor, principal, or agency director establish a contact person with the responsibilities of the Compliance Officer. The Compliance Officer serves as the pastor's/principal's/director's representative to the Office of Safe Environment. The Compliance Officer allows each location to have a uniform response and a single voice responding to concerns that address the day to day operations of the safe environment programs. To assist the Compliance Officer at each location, the Safe Environment Coordinator will provide an initial training and continuing support.

The Compliance Officer is responsible for:

1. Acting as the point of contact for the location and the Office of Safe Environment:
 - a) Key contact concerning safe environment information
 - b) First responder to common inquiries
 - c) Ensuring ongoing communication with the Office of Safe Environment

2. Ensuring that the *Safe Environment Policy* has been implemented for all personnel before the commencement of ministry, in that *all applicable individuals are in full compliance* with the safe environment policies and procedures. *Applicable individuals include:*
 - a) All Clergy/Religious/Seminarian/Persons in Formation
 - b) All Employees (regardless of their contact with children/vulnerable adults)
 - c) Volunteers who work with, or are alone with children/vulnerable adults, or who are responsible for children/vulnerable adults

3. Maintaining in a confidential and secure location proper documentation and records for each applicable individual, including:
 - a) Signed Authorization and Verification and Acknowledgment Forms
 - b) BCI and FBI Background Checks
 - c) Certification of attendance of VIRTUS training
 - d) Any other pertinent safe environment documentation concerning the individual
 - e) Serve as the locations administrator in the VIRTUS program database

4. Communicating with the Office of Safe Environment:
 - a) Review the biennial compliance status report; it must be verified, corrected, and updated upon request and returned on the requested due date
 - b) Updating the VIRTUS database as new individuals are accepted for ministry or are no longer in ministry
 - c) Reporting to the office immediately any safe environment concerns or reports