



# SAFE ENVIRONMENT PROGRAM LOCAL COORDINATOR DESIGNATION FORM

**Pastor and Principal Instructions:** Review and complete this form with your intended local coordinator, then send to the Safe Environment Office.

## Local Safe Environment Coordinator Policy

Each parish, school, and diocesan organization will have Local Safe Environment Coordinator (SEC) to coordinate the site's safe environment program and serve as the diocese's main point of contact for business related to safe environment. The local coordinator will be officially designated by the pastor or administrator of the parish, school, and diocesan organization. If the pastor or administrator does not designate a local coordinator, the pastor or administrator will serve as the local coordinator. Larger sites may have a maximum of three local coordinators.

## Position Description

The local safe environment program coordinator reports to the pastor or administrator of the parish, school, and diocesan organization and the diocesan coordinator. Duties and responsibilities of the local coordinator include:

- Serving as the main point of contact for safe environment at their site(s) which includes working with pastors and administrators about processes to implement and manage the safe environment program, including process for reporting suspected abuse;
- Providing program feedback to the diocese in regards to programming, resources, or for assistance;
- Completing and maintaining compliance with own safe environment program requirements;
- Work with pastors and/or administrators to ensure and maintain safe environment program compliance at their site;
- Coordinating the minors safe environment program: notifying parents of the lessons; preparing lessons and materials to give to teachers; be available the day/night lessons are presented; and submitting audit documentation to the diocesan coordinator by the deadline; and,
- Coordinating the adult safe environment program: notifying adults of the safe environment requirements; monitoring completion of the safe environment requirements; assisting adults with the completion of the safe environment program requirements; providing Live Trainings; assisting with CMG Connect account creation; retrieving usernames or resetting passwords for CMG Accounts; maintain their site's user list and certification statuses in CMG Connect; and submitting audit documentation to the diocesan coordinator by the deadline

### In addition, all local coordinators must:

- \* Maintain strict confidentiality;
- \* Comply with all diocesan policies, state laws, and federal laws;
- \* Have the time available to perform all duties and responsibilities;
- \* Be able to use a computer, printer, copier, telephone, and fax machine;
- \* Have experience using Microsoft Excel, the internet, and email;
- \* Be able to effectively communicate with others verbally and in writing; and
- \* Remain current with their own safe environment program requirements.

## Coordinator Orientation

**New local coordinators** must complete an orientation session with the diocesan coordinator. The duration of orientation is approximately 30-60 minutes and may be conducted over the phone, on-site, or at the diocesan office. Topics covered include the safe environment program and site admin permissions/functions in *CMG Connect*. The diocesan coordinator will contact the new coordinator to schedule a session upon receipt of this form.

**Current local coordinators** who would like a refresher on *CMG Connect* or have other questions should email the diocesan coordinator.

## Local Coordinator Designation Form

**NOTE:** The person named below is designated as the local safe environment coordinator until the Pastor or Principal informs the Safe Environment Office of any changes. All correspondence from the Safe Environment Office will be conducted through the email and phone listed. **Only one coordinator per form; make additional copies if needed.**

### 1. Designate a Local Coordinator (SEC)

Printed Name (*first and last*) \_\_\_\_\_ Role:  Employee  Volunteer

Email Address\* \_\_\_\_\_ Phone Number \_\_\_\_\_

- \* **Note:** For reasons of professionalism and safety, use of personal social media accounts, personal email accounts (e.g. gmail, hotmail, yahoo, etc.), and/or email accounts shared with someone else when carrying out the functions of a Local Coordinator is prohibited. If an email account is not available through the parish/school for the appointed coordinator, an approved diocesan/parish domain for correspondences related to this designation. This same email will be required in order to access the SEP Handbook posted on the Diocese's website.

Parish, School, and/or Agency Name (*list all if multiple*): \_\_\_\_\_

### 2. Safe Environment Confidentiality Acknowledgment

Local coordinators, pastors, and administrators will encounter and handle personal identifiable information (PII) for adults and minors. PII is protected by law, therefore it is important for all local coordinators, pastors, and administrators to maintain confidentiality and take the steps necessary to avoid data breach. Efforts to protect PII and reduce data breach include limiting the number of individuals with access to PII and using secure methods of communicating information.

- *Personal Identifiable Information (PII)* is defined as information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, such as an individual's full name, phone number, email address, mailing address, date of birth, social security number, and/or criminal background check results.
- *Data Breach* is defined as the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access, or any similar term referring to situations where persons other than authorized users with an authorized purpose have access or potential access to PII, whether physical or electronic.

#### Reduce your risk of data breach by taking the following precautions:

1. Use an email with a professional/diocesan domain to communicate with employees, volunteers, and the diocese.
2. Mail criminal background check authorizations, and DCI Cover Sheets and rap sheets (if applicable) through US Mail.
3. Do not share your username and/or password for CMG Connect, other diocesan software, email account, and computer.
4. Maintain confidentiality; do not share PII with unauthorized individuals.
5. Do not leave computer screens and/or documents unattended where unauthorized individuals can view, steal, copy, or photograph the information.
6. File printed documents and copies in a secured location.

### 3. Acknowledgement Signatures (REQUIRED)

**Local Coordinator:** By signing below, you confirm that you have reviewed this document your pastor/administrator and understand your responsibilities, duties, and expectations as the local coordinator.

New Local Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pastor or Principal:** By signing below, you confirm that you have reviewed this document your local safe environment coordinator and understand your assistance and support will be needed to implement the safe environment program at your site(s). **Please check here  if you would like "Read-Only" access in CMG Connect to monitor adult compliance at your site.**

Pastor or Principal Printed Name \_\_\_\_\_

Pastor or Principal Signature \_\_\_\_\_ Date \_\_\_\_\_