

DIOCESE OF SANTA ROSA

August 28, 2007

Dear Employee or Volunteer,

The recent allegation against a volunteer coach in Sonoma County serves to emphasize the need for vigilance in order to provide a safe environment for the children of the Diocese of Santa Rosa. We have implemented a structure that must be followed to ensure the continued safety of our children. This is a reminder of the requirements we have implemented for all employees, and those volunteers who have regular contact with children.

- **All must fill out the Employee/Volunteer profile through the link on our Diocesan website.**
  
- **All must be fingerprinted:**
  - **School employees under the ORI number A3005, both FBI and DOJ.**
  - **Parish employees under the ORI number A5748, DOJ only**
  - **Volunteers under the ORI number A5748, DOJ only**  
(Any employees or volunteers fingerprinted elsewhere, but NOT on file with the Diocese MUST be re-fingerprinted under the ORI numbers given above.)
  
- **All must receive our Safe Environment Training. Our online training is now available through the Safe Environment page of our Diocesan website: [www.santarosacatholic.org](http://www.santarosacatholic.org) for those that were unable to attend a live training.**

Bishop Walsh requires that all employees must comply with these requirements, and at no time should a volunteer be accessing children until these requirements are met. The deadline for completion of the above is November 1, 2007.

Please let me know if there is something I can do to assist you in implementing these requirements.

Sincerely,

Julie Sparacio  
Safe Environment Coordinator  
(707) 566-3308  
[Sparacio@sonic.net](mailto:Sparacio@sonic.net)

Cc: Bishop Walsh

