

Safe Environment Policy and Process

Policy: It is the policy of the Knights of Columbus to require its members to comply with the safe environment policies, procedures, and requirements established by the diocese in which they serve. The Sacramento Diocese requires **all** Knights of Columbus members who wish to volunteer in their parish to complete diocesan safe environment requirements. Members who wish to volunteer in parish activities and/or Knights of Columbus activities on parish property must comply with all such diocesan requirements. This includes the Fourth Degree Color Corps. The Sacramento Diocese's safe environment requirements are twofold: **Safe Haven** training and the **Live Scan** background check and fingerprinting.

Exception: Members who only attend council meetings and choose to forgo any volunteer opportunities in parish and/or Knights of Columbus activities or conduct meetings in the parish are not required to take Safe Haven training nor the Live Scan process.

Compliance: Here are the steps need to comply:

- 1- SAFE HAVEN: Go online with a computer to:
 - a. <https://www.scd.org/sites/default/files/2018-06/Safe%20Haven%20Flyer%20-%20English.pdf> for instructions.
 - b. <https://sacramento.cmgconnect.org/> to get started.
 - c. Once you get onto that website you will need to create an account
 - d. Logon to this website with your newly established account and complete the online training for Safe Haven
 - e. Once completed please don't forget to obtain the **Certificate of Completion**.
- 2- LIVE SCAN: Print a copy of the "[KofC Live Scan Application](#)" from this link.
- 3- Go to your local police department and make an appointment to get your Live Scan complete.
 - a. Bring a copy of the "KofC Live Scan Application" with you and present it to the officer that will process you. (You will be fingerprinted)
 - b. Obtain a copy of your "DOJ" # that will be assigned to your application.
 - c. Make a copy of your Certificate of Completions and your application that shows your DOJ # assigned and send it to your Grand Knight.

Supreme requires certain Council Officers (Grand Knight, Program Director, Community Director, Family Director) to complete the Knight of Columbus safe environment program in addition to the Diocesan requirements (Safe Haven and Live Scan). Officers in these positions will be notified to take the required training within thirty days of the email notice.

<http://www.kofc.org/en/members/programs/youth-activities/safe-environment-program.html>

Officer Training from Supreme:

<https://armatus2.praesidiuminc.com/armatusUser/login>