



DIOCESE OF SACRAMENTO

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Safe Environment

December 13, 2023

To: Pastors
Pastoral Administrators
Agency Directors
Office Managers
School Principals
Human Resources Representatives

Fr: Katita Schloemann
Safe Environment Coordinator

Re: 1. Termination of Employee Live Scans
2. New Employee Live Scan forms

1. Upon separation from employment, a “No Longer Interested” will be submitted with the Department of Justice and FBI. Should the employee return to employment or want to volunteer, they will need to be reprinted either for employment or volunteering using the applicable parish or school Live Scan form. We cannot keep those prints active for future employment or move them to a volunteer role.

Please note that the following separation forms have been updated to reflect this change and have been updated on the diocesan website:

- PT 690 Separation Checklist
 - PT 700 Termination of Live Scan
2. Beginning February 2024, the state of California is updating Employee Live Scan forms. We will be sending these forms out, as soon as they are available, to each of the parish and school’s Safe Environment Contacts.