



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

LOCAL DSE RESPONSIBILITIES

Each Local Director of Safe Environment (DSE) is appointed by and accountable to the pastor, the principal, or administrator of their community AND the Diocese of Salt Lake City through the Diocesan Office of Safe Environment.

The duties of the position are normally part-time in nature and may be filled by a volunteer or assigned to a current employee. The DSE should be someone who can be trusted with information of a confidential nature and with whom members of the community would feel comfortable discussing Safe Environment concerns. The DSE is expected to use a secure website to monitor SE compliance; therefore, basic computer proficiency is required.

Responsibilities for the local DSE include:

1. Monitoring adherence to the Diocesan Safe Environment Program.
2. Informing all new and non-compliant volunteers, employees and educators, including youth volunteers (<18), Safe Environment compliance is required to volunteer or work in a ministry or position.
3. Directing all volunteers, employees and educators to the Diocesan Safe Environment webpage for Safe Environment Training and Screening. **ALL REQUIRED COMPLIANCE FORMS ARE COMPUTER-GENERATED** (*no paper hardcopies required*).
4. Ensuring completion of the Safe Environment Training and Screening program for all new and compliance-expired employees and volunteers, including youth volunteers (<18) or as otherwise required by the Diocesan Office of Safe Environment.
5. Communicating with the Diocesan Office of Safe Environment as required on local parish, school, and/or organization compliance. Contact the priest, principal or Diocesan Office of Safe Environment for assistance if compliance of an employee or volunteer is not being met.
6. Facilitating the work of the local Safe Environment Committee (only if applicable).