



ARCHDIOCESE
OF PORTLAND IN
OREGON

*Office of Child Protection
And Victim Assistance*

MEMORANDUM

TO: Clergy, Parish and School Staff
FROM: Cathy Shannon, Director of Child Protection/Victim Assistance
REGARDING: Child Protection Training for New Employees and Volunteers
DATE: September 25, 2020

As you know initial training is in flux due to the governor's guidelines for Covid. Some parishes and schools are still able to offer CASE trainings and staying within the requirements of social distancing. For those who are not able to offer CASE trainings (in person training) right now the following steps should be taken.

1. Setup an Armatus record for new employees and volunteers (if they do not have one in another location).
2. Armatus will send the new employee or volunteer and email to complete a background check. The individual will complete the background check online.
3. The new employee or volunteer will login to Armatus and complete the Meet Sam and Standards of Conduct policy. See attached instruction to login to Armatus. See the attached instructions for the Armatus training attached. This information is also available on the Child Protection webpage.
4. Once all locations can return to having CASE trainings, new employees and new volunteers will be instructed to attend the in-person training.
5. CASE and/or Meet Sam training is to be completed by December 1.

PLEASE NOTE: When the Covid-19 restrictions enable all counties to again offer CASE training safely, our office will send out further instructions to resume the CASE training as the initial training for new employees and volunteers including those who completed Meet Sam.

If you have any questions about this information or need assistance setting up new Armatus records, please contact Paty Contreras pcontreras@archdpdx.org or me cshannon@archdpdx.org.

Thank you for your continued efforts to keep children safe during these special circumstances.

May God continue to bless your ministries.