



**CHECKLIST FOR
SCREENING, EVALUATION AND MONITORING GUIDELINES
FOR DIOCESAN ADMINISTRATORS,
EMPLOYEES AND VOLUNTEERS**



- I. Candidates for Ordination of the Priesthood or Permanent Diaconate
Supervisor: Vicar for Clergy, Safe Environment Coordinator
 - A. Psychological screening and evaluation (pre-admission)
 - B. Social and religious background check (pre-admission)
 - C. Medical evaluation (pre-admission)
 - D. Comprehensive (fingerprint) criminal background check
 - (1) Pre-admission
 - (2) Immediately prior to ordination
 - (3) To the Diaconate
 - (4) The priesthood
 - E. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
 - F. Complete Verification for Safe Environment Training – updated annually
 - G. Basic criminal background check every three years

- II. Diocesan Priests and Deacons (current)
Supervisor: Vicar for Clergy
 - A. Basic criminal background check every three years
 - B. Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
 - C. Complete Verification for Safe Environment Training – updated annually

- III. Non-Diocesan Priests or Deacons
Supervisor: Vicar for Clergy
 - A. Unconditional letter of recommendation and disclosure of credible history of past sexual accusations from current Bishop and/or religious superior
 - B. Three letters of reference
 - C. Comprehensive (fingerprint) criminal background check
 - D. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - annually updated
 - E. Complete Verification for Safe Environment Training – updated annually
 - F. Basic criminal background check every three years

- IV. Non-Diocesan Religious Communities and Schools

- V. Diocesan Consecrated Persons
Supervisor: Director of the Office of Consecrated Life

VI. Diocese of La Crosse Parish/School Employees

A. School Employees

Supervisor: Diocesan Director of Catholic Schools

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
- (2) Complete Verification for Safe Environment Training – updated annually
- (3) Comprehensive (fingerprint) criminal background check (before the start of service)
- (4) Department of Public Instruction record certification
- (5) Basic criminal background check every three years

B. Youth Ministers (paid)

Supervisor: Director of Youth and Young Adult Ministry

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
- (2) Complete Verification for Safe Environment Training – updated annually
- (3) Comprehensive (fingerprint) criminal background check (before the start of service)
- (4) Basic criminal background check every three years

C. Directors or Coordinators of Religious Education

Supervisor: Director of Catechesis and Evangelization

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
- (2) Complete Verification for Safe Environment Training – updated annually
- (3) Comprehensive (fingerprint) criminal background check (before hire)
- (4) Basic criminal background check every three years

D. Non-School Parish Employees (paid)

Supervisor: Pastor or Administrator

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
- (2) Complete Verification for Safe Environment Training – updated annually
- (3) Comprehensive (fingerprint) criminal background check (before start of service)
- (4) Basic criminal background check every three years

E. Diocesan Curia Employees (paid)

Supervisor: Vicar General/Moderator of the Curia/Chief of Staff

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually

- (2) Complete Verification for Safe Environment Training – updated annually
- (3) Comprehensive (fingerprint) criminal background check (before start of service)
- (4) Basic criminal background check every three years

VII. Diocesan Parish or School Volunteers

A. School Volunteers

Supervisor: Director of Catholic Schools

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually (before start of service)
- (2) Complete Verification for Safe Environment Training – updated annually (before start of service)
- (3) Basic criminal background check every three years (before start of service)

B. Youth Ministry Volunteers

Supervisor: Director of Youth and Young Adult Ministry

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually (before start of service)
- (2) Complete Verification for Safe Environment Training – updated annually (before start of service)
- (3) Basic criminal background check every three years (before start of service)

C. Religious Education Volunteers

Supervisor: Director of Catechesis and Evangelization

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually
- (2) Complete Verification for Safe Environment Training – updated annually (before start of service)
- (3) Basic criminal background check every three years (before start of service)

D. Other Church Volunteers

Supervisor: Pastor or Administrator

- (1) Complete Diocese of La Crosse Confidential Safe Environment Questionnaire - updated annually (before start of service)
- (2) Complete Verification for Safe Environment Training – updated annually (before start of service)
- (3) Basic criminal background check every three years (before start of service)

