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 (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)

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)