Diocese *of* La Crosse

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 2026-27 Safe Environment Training – annually
F. Complete Verification of Safe Environment Training (Form 644-B) – annually
G. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
H. Basic criminal background check (Form 644-A) – updated every 5 years

II. Diocesan Priests and Deacons (current)

Supervisor: Vicar for Clergy

A. Basic criminal background check (Form 644-A) – updated every 5 years
B. Complete Diocese of La Crosse 2026-27 Safe Environment Training – annually
C. Complete Verification of Safe Environment Training (Form 644-B) – annually
D. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – 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 supervisor
B. Three letters of reference
C. Comprehensive (fingerprint) criminal background check
D. Complete Diocese of La Crosse 2026-27 Safe Environment Training – annually

E. Complete Verification of Safe Environment Training (Form 644-B) – annually
F. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
G. Basic criminal background check (Form 644-A) – updated every 5 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

1) School Employees

Supervisor: Superintendent of Catholic Schools

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Comprehensive (fingerprint) criminal background check (before the start of service)
E. Department of Public Instruction record certification
F. Basic criminal background check (Form 644-A) – updated every 5 years

2) Youth Ministers (paid)

Supervisor: Director of Youth and Young Adult Ministry

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Comprehensive (fingerprint) criminal background check (before the start of service)
E. Basic criminal background check (Form 644-A) – updated every 5 years

3) Directors or Coordinators of Religious Education

Supervisor: Director of Catechesis & Evangelization

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Comprehensive (fingerprint) criminal background check (before hire)

E. Basic criminal background check (Form 644-A) – updated every 5 years

4) **Non-School Parish Employees (paid)**

Supervisor: Pastor or Administrator

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Comprehensive (fingerprint) criminal background check (before hire)
E. Basic criminal background check (Form 644-A) – updated every 5 years

5) **Diocesan Curia Employees (paid)**

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

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Comprehensive (fingerprint) criminal background check (before hire)
E. Basic criminal background check (Form 644-A) – updated every 5 years

VII. Diocesan Parish or School Volunteers

1) **School Volunteers**

Supervisor: Director of Catholic Schools

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Basic criminal background check (Form 644-A) – updated every 5 years

2) **Youth Ministry Volunteers**

Supervisor: Director of Youth & Young Adult Ministry

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Basic criminal background check (Form 644-A) – updated every 5 years

3) **Religious Education Volunteers**

Supervisor: Director of Catechesis & Evangelization

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Basic criminal background check (Form 644-A) – updated every 5 years

4) Other Church Volunteers

Supervisor: Pastor or Administrator

A. Complete Diocese of La Crosse 2026-27 Safe Environment Training
B. Complete Verification of Safe Environment Training (Form 644-B) – annually
C. Complete Diocese of La Crosse Confidential Safe Environment Questionnaire (Form 644-C) – annually
D. Basic criminal background check (Form 644-A) – updated every 5 years