

Diocese of Fort Wayne - South Bend

Safe Environment Program Background Evaluations – Responsibility Chart

Background evaluation for:	Initiated by:	Completed by:	Documentation located:	Rescreening:
Priests – diocesan	Vicar General & SEC	Safe Environment Coordinator (SEC)	Safe Environment Program files	Every five years by SEC
Priests – CSC religious order	CSC Religious order	CSC Religious order	<ul style="list-style-type: none"> • <i>Affidavit of Suitability</i> in VG Office • CSC Provincial office • Letter of confirmation in SEP files 	Every five years by CSC provincial
Priests – all other religious orders and international	Vicar General & SEC	SEC	<ul style="list-style-type: none"> • <i>Affidavit of Suitability</i> on file in VG Office • Safe Environment Program files 	Every five years by SEC
Deacons - permanent	SEC	SEC	<ul style="list-style-type: none"> • Safe Environment Program files 	Every five years by SEC
Seminarians	Vocations Office	SEC	<ul style="list-style-type: none"> • Copy in Vocations Office 	Every five years by SEC
Candidates for diaconate	Vocations Office	SEC	<ul style="list-style-type: none"> • Copy in Vocations Office 	Every five years by SEC
Diocesan employees (Chancery, Noll Center, etc.)	Department head	SEC	Safe Environment Program files Some Dept heads may keep copy	Every five years by SEC
Head principals and all substitute teachers	Catholic Schools Office Personnel Manager	Catholic Schools Office (CSO) Personnel Manager	Catholic Schools Office	Head Principals & Substitutes – Rescreened every five years by the CSO with documentation kept at CSO.
School employees – all asst. principals, teachers, secretaries, classroom aides, cafeteria workers, etc.	Principal or designate	School background screener	School	Rescreening every five years by school with documentation kept at school in employee's SE file

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<p>School student teachers, student observers, and nursing students</p>	<p>Principal or designate</p>	<p>School background screener (SEC may complete for some schools)</p> <p>Note: background check may be waived with permission of SEC if university already completed</p> <p>Student teachers must have background check and SE education complete. Student observers and nursing students must have background check only.</p>	<p>School or SEC files</p>	
<p>Parish employees (employed by the diocese but working in parishes)</p>	<p>Pastor or designate</p>	<p>Parish background screener</p>	<p>Parish</p>	<p>Rescreening every five years by parish with documentation kept at parish in employee’s SE file</p>
<p>Volunteers—parish or school, including young people age 14-17</p>	<p>Pastor/principal or designate</p>	<p>Parish/school background screener</p>	<p>Parish/school</p>	<p>Rescreening every five years by parish/school with documentation kept at parish/school in volunteer’s SE file</p>

Notes:

1. Diocesan standard requires rescreening at least every five years.
2. Records of background evaluations are maintained for 20 years after termination of service.
3. Safe environment education requirements (video & manual) must be completed also. The same person responsible for completing the criminal background evaluation will ensure this requirement is met.