

# SAFE ENVIRONMENT PROCEDURES

**Roman Catholic Diocese of Springfield-Cape Girardeau**



*The Diocese will reach out to victims and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation.*

# **Safe Environment Procedures of the Diocese of Springfield-Cape Girardeau**

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# **Safe Environment Procedures of the Diocese of Springfield-Cape Girardeau**

## **Introduction**

The Church proclaims God's revelation as an essential guide to understanding human sexuality which concerns the inmost being of the human person and is part of God's design for love. Saint Pope John Paul II teaches that human sexuality "is realized in a truly human way only if it is an integral part of the love by which a man and woman commit themselves totally to one another until death" (*On the Family*, #11).

Such a view of human sexuality is not shared by everyone in our society. And some who accept that vision may sin against it. God's revelation and the teachings of the Church help form a proper understanding of, and respect for, human sexuality.

In 1993, the Diocese of Springfield-Cape Girardeau adopted a Sexual Misconduct Policy for all personnel of the Diocese. The document was revised subsequent to the adoption in 2002 of the *Charter for the Protection of Children and Young People* (hereafter *Charter*) and the 2006 *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* (hereafter *Norms*) In 2013, this document was revised subsequent to the adoption of the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*, and the 2011 revision of the *Charter*. In 2015 this document was revised to include appropriate references to Canon Law.

These updated procedures are based on Catholic beliefs. They provide clarity for diocesan personnel on behaviors which fail against prudence and the practice of chastity. This is at the service of one's own, and others', healthy human sexuality.

### **I. Definitions.** For purposes of this document:

- A. "Diocese" or "diocesan"** means the Diocese of Springfield-Cape Girardeau as a corporate entity, including its parishes, schools and other institutions.
- B. "Diocesan personnel"** means clergy, parish life coordinators, religious, seminarians, all diocesan employees and volunteers, who work or volunteer on a regular basis within any organization designated as a diocesan entity.
- C. "Sexual Misconduct"** means any sexual conduct of diocesan personnel which is: contrary to the moral instructions, doctrines and canon law of the Catholic Church; and/or unlawful as described by the laws of the State of Missouri (see subsection F below). (Note that "sexual misconduct" includes "sexual abuse" as defined in subsection D below, but is broader in that it includes conduct involving adults and minors.)

- D. “Sexual Abuse \*\*”** refers to any sexual conduct of diocesan personnel with a minor which is:
1. contrary to the moral instructions, doctrines and canon law of the Catholic Church. (See Note below); or
  2. unlawful as described by the laws of the State of Missouri (see subsection F below).
- E. “Minors”** refers to anyone under the age of 18. For the purposes of this document, the term “minors” also includes high school students age 18 or older. Sexual abuse of a minor will be understood according to the *Charter\**.

*\*Note*

For purposes of this Charter, the offense of sexual abuse of a minor will be understood in accord with the provisions of *Sacramentorum sanctitatis tutela(SST)*, Article 6, which reads:

§1. The more grave delicts against morals which are reserved to the Congregation for the Doctrine of the Faith are:

- 1o the delict against the sixth commandment of the Decalogue committed by a cleric with a minor below the age of eighteen years; in this case, a person who habitually lacks the use of reason is to be considered equivalent to a minor.
- 2o the acquisition, possession, or distribution by a cleric of pornographic images of minors under the age of fourteen, for purposes of sexual gratification, by whatever means or using whatever technology;

§2. A cleric who commits the delicts mentioned above in §1 is to be punished according to the gravity of his crime, not excluding dismissal or deposition.

In view of the Circular Letter from the Congregation for the Doctrine of the Faith, dated May 3, 2011, which calls for “mak[ing] allowance for the legislation of the country where the Conference is located,” Section III(g), we will apply the federal legal age for defining child pornography, which includes pornographic images of minors under the age of eighteen, for assessing a cleric’s suitability for ministry and for complying with civil reporting statutes.

If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act. (*Charter Note*)

- F. Definitions of Sexual Misconduct under State Law.** This document is intended to include, but not be limited to, incidents of sexual misconduct that are violations of civil or criminal law. A violation of criminal law can subject the perpetrator to a prison sentence and/or a monetary fine. It can also be the basis for a civil suit for monetary damages.

The law changes from time to time by enactment of amendments to statutes and judicial interpretations. It is not possible to set out all of the laws in this document,

but assistance will be given to all personnel having questions or seeking knowledge concerning the law.

The Missouri Criminal Code defines various types of violations. Primary areas of concern are:

1. **Child Abuse.** Section 210.110, RSMo. 2000, defines "abuse" as any physical injury, sexual abuse or emotional abuse inflicted on any person under the age of 18 years of age (other than by accidental means) by those responsible for his care, custody and control.
2. **Other Sexual Offenses.** Chapter 566 RSMo. covers, among other criminal acts, the following:

"Deviant Sexual Intercourse," which includes any act involving the genitals of one person and the mouth, tongue, hand or anus of another person. A person who has Deviant Sexual Intercourse with a person who is 16 years old or less is guilty of a crime; the degree of the crime depends upon the age of the other person.

"Sexual Contact," which means any touching of the genitals or anus of any person or the breast of any female person for the purpose of arousing or gratifying sexual desire of any person. Any person who subjects another person to Sexual Contact by forcible compulsion is guilty of a crime, as is anyone who subjects a person to Sexual Contact who is incapacitated or 13 years of age or less. "Incapacitated" means that physical or mental condition, temporary or permanent, in which a person is unconscious, unable to appraise the nature of his conduct, or unable to communicate unwillingness to an act. A person is not "incapacitated" with respect to an act committed upon him if he became unconscious, unable to appraise the nature of his conduct or unable to communicate unwillingness to an act, after consenting to the act.

Chapter 566 RSMo. also covers other commonly understood crimes such as rape and sodomy; obviously, these also are considered sexual misconduct.

## **II. Background Screening.** (*Charter*, Article 13)

- A. **Background Screening.** A background disclosure and authorization form, a copy of which is attached to this policy as Appendix B1, is to be completed by all diocesan personnel online through their Virtus accounts, and by paper form. All paper forms are to be sent to the diocesan office, and a copy retained at the diocesan institution. The diocese will conduct a local and national criminal screening of all personnel. Random rescreening will be conducted on all personnel approximately every three years. Thorough reference checks should also be conducted for potential diocesan personnel.

With regard to priests from other dioceses, religious priests, deacons, sisters and brothers working in the Diocese, the major superior shall inform the Bishop, in accordance with canon and civil law, of all information concerning any allegation of sexual abuse of a minor or adult who habitually lacks the use of reason. This will be done with due recognition of the legitimate authority of the Bishop; of the provisions of CIC, canon 678 (CCE), canons 415.1 and 554.2) and of CIC, canon 679; and of the autonomy of the religious life (CIC, canon 586). On its part the Diocese of Springfield-Cape Girardeau shall, in writing, inform the superior of any allegation of physical or sexual misconduct of such personnel. (*Norms 12*)

- B. Candidates for Ordination.** In addition, the Diocese will employ adequate screening and evaluative techniques in deciding the fitness of candidates for ordination.

### **III. Making a Complaint or an Allegation of Sexual Misconduct to the Diocese.**

The Diocese supports and encourages the reporting of all incidents of sexual misconduct, regardless of the identity of the alleged offender.

The Diocese recognizes that bringing an allegation of sexual misconduct to the attention of church officials can be a difficult decision. To make this process as safe and comfortable as possible, the Diocese has provided a variety of methods for bringing such a complaint.

Any person who alleges sexual misconduct on the part of diocesan personnel may bring a complaint by contacting any one of the following individuals in writing, or by telephone, in person, or online. Please mark all correspondence “Personal and Confidential.”

- A.** The Bishop of the Diocese of Springfield - Cape Girardeau, 601 S. Jefferson Avenue, Springfield, MO 65806, (417) 866-0841;
- B.** The Chancellor of the Diocese of Springfield - Cape Girardeau, 601 S. Jefferson Avenue, Springfield, MO 65806, (417) 866-0841;
- C.** Any pastor or parish life coordinator of a parish within the Diocese; (Upon receipt of a complaint, the Chancellor must be notified.)
- D.** The Victim Assistance Coordinators who are laypersons not in the employ of the Diocese. (The names of the Victim Assistance Coordinators are available through the Catholic Center, (417) 866-0841, and are also listed on the diocesan web site, [www.dioscrg.org](http://www.dioscrg.org), and in the Official Catholic Directory and the diocesan directory.)
- E.** TIPS reporting system, [www.dioscrg.org](http://www.dioscrg.org).

The Diocese shall make its procedures for reporting allegations of sexual misconduct available in printed form and through periodic public announcements so that those affected can readily make complaints.

Nothing within this section shall be interpreted to preclude or prohibit the reporting of any incidents of sexual abuse to appropriate civil authorities and the reporting to civil authorities is encouraged and may also be required as set forth in Section X.C of this document.

#### **IV. To Promote Healing and Reconciliation.**

The Diocese will reach out to victims and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation (*Charter*, Article 1)

#### **V. Diocesan Review Board.**

- A. Authorization of Board.** The Charter calls for a Review Board in every diocese to function “as a confidential consultative body to the bishop” (*Charter*, Article 2) In this Diocese, the Review Board will advise the bishop and diocesan administrators regarding alleged offenses against the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*, and other matters brought to the board by the Bishop. (*Norms*, 4, *Diocesan Review Board By-Laws*)
- B. Composition of Board.** The Diocesan Review Board shall be composed of at least five persons appointed by the Bishop (*Norms*, 5) the majority of whom shall be lay persons not in the employ of the Diocese. The Promoter of Justice is a member of the Board. At least one member shall be a priest, and at least one member shall have particular expertise in the treatment of the sexual abuse of minors. The members shall be appointed for a term of five years, which term can be renewed. (*Norms*, 5)
- C. Responsibilities of Board.** The functions of the Review Board shall include, but is not limited to:
1. Advise the Bishop in assessing allegations of sexual misconduct concerning minors and appropriate disciplining action (*Norms* 4; *Charter*, Article 2);
  2. Advise the Bishop, when an allegation of sexual misconduct by a member of the clergy against a minor is made, regarding the appropriateness of forwarding the allegation to the Congregation for the Doctrine of the Faith. Such an action automatically places the allegation in an ecclesial tribunal for adjudication of innocence or guilt (*Norms* 4; *Charter*, Article 2);
  3. Advise the Bishop, when an allegation of sexual misconduct has been made against diocesan personnel regarding innocence or guilt and appropriate disciplinary action in accord with the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*.
  4. Review periodically the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors* and Safe Environment Procedures of the Diocese (*Norms* 4; *Charter*, Article 2).
  5. Promoter of Justice is responsible to see that the safeguards and requirements of the law are applied equitably and that the rights of the complainant and the accused are protected. The Promoter must have an unimpaired reputation, be proven in prudence and in zeal for justice, and possess a degree in canon law (CIC, c. 1453). For cases involving a priest, the Promoter of Justice must be a priest, unless the Congregation for the Doctrine of Faith grants a special

dispensation (John Paul II, *Sacramentorum Sanctitatis Tutela*, Article 12). In accord with these policies and procedures, the Promoter will:

- a. Be present, to the extent possible, at all meetings of the Review Board to help ensure and safeguard the integrity of the process followed by the review board in fulfilling its duties; especially, with regard to matters related to Canon Law (*Norms 5; Charter, Article 2*);
  - b. Be consulted prior to imposing administrative leave during the penal process;
  - c. Act on behalf of the complainant in all judicial penal trials.
- D. Confidentiality.** In assisting the Bishop in arriving at the appropriate action following allegations of sexual misconduct by diocesan personnel, the work of the Review Board is confidential. When an allegation of sexual misconduct against a minor is judged to have the semblance of truth that allegation will be made public consistent with the diocese's commitment to transparency and openness with respect always for the privacy and the reputation of the individuals involved (*Norms Preamble*)

## **VI. Investigation of Reported Incidents.**

Each reported incident will be immediately investigated, with care taken not to interfere with any civil or criminal investigation, and with a high level of Christian care, concern and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the accused.

- A. No investigation should commence until local authorities have been notified and it is certain that the Bishop's Review Board's action would not interfere with law enforcement's investigation (*Charter, Article 4*)
- B. When there is sufficient evidence that sexual abuse of a minor by clergy has occurred, the Congregation for the Doctrine of the Faith will be notified and the Bishop will relieve the alleged offender promptly of any ecclesiastical ministry or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Eucharist pending the outcome of the process (*Norms 6*). The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation, so long as this does not interfere with the investigation by the appropriate ecclesial tribunal or civil authorities (*Norms 7*).
- C. During the investigation the accused enjoys the presumption of innocence; all appropriate steps shall be taken to protect his reputation (*Norms 6*).
- D. When there is sufficient evidence that sexual abuse of a minor by non-clergy personnel of the Diocese has occurred, the alleged offender will be relieved of all responsibilities in the Diocese, parish, office, or institution and placed on administrative leave pending the outcome of the internal and any outside investigation.

- E. The alleged victim and the accused shall be encouraged to retain the assistance of civil and canonical counsel. When an accusation is made, the person accused should be interviewed. The accused should be informed that anything he or she says may be used against him or her in a criminal proceeding or in a civil lawsuit. The accused should be presented with a specific listing of allegations and be permitted to ask clarifying questions and respond to the allegations.
- F. When investigations are appropriate, they should include interviews (which may be recorded or handwritten) with the alleged victim, the accused and any witnesses. Both the alleged victim and the accused shall be allowed to see and respond in writing to all evidence in the case.
- G. Appropriate records will be kept by the Bishop's Review Board and appropriate Diocesan supervisor of each incident reported, any investigation and the results thereof.
- H. Notification of the incident shall be given to insurers in accordance with the terms of applicable insurance policies.
- I. Any media contact or inquiries regarding an incident of sexual misconduct should be directed to the diocesan Director of Communications.

## **VII. Confidentiality Agreements.**

The Diocese will not enter into confidentiality agreements except for grave and substantial reasons brought forward by the victim and noted in the text of the agreement (*Charter*, Article 3).

## **VIII. False Accusations and Unsubstantiated Claims.**

There is always the possibility of false accusations or unsubstantiated claims made for whatever reason. It is important for all diocesan personnel to know that both civil law and canon law provide penalties for the crime of falsehood in which individuals become victims of false denunciation, defamation or slander.

False allegations victimize the accused. When an accusation has proved to be unfounded, compassionate support should be extended to the accused acknowledging the suffering and humiliation the accused has endured due to this injustice. Assistance should be given to the falsely accused person, both by the Diocese and by that person's local faith community. Every step possible shall be taken to restore the good name of the person falsely accused and every effort will be made to return the individual to employment or service in the Diocese (*Norms* 13).

## **IX. Notifications.**

- A. **To the Public.** The procedures for reporting allegations of sexual misconduct will be posted on the diocesan web site. Information regarding the procedures for reporting allegations will be periodically published in the diocesan newspaper, in the bulletins of all parishes of the Diocese, and in the publications of all schools of the Diocese. A

poster, provided by the Diocese, with procedures for reporting, is to be displayed in the public gathering spaces of each Church, parish hall and school. (*Charter*, Article 6)

- B. To Diocesan Personnel.** All diocesan personnel shall sign annually Appendix A1, the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*. If not signed electronically, a copy is to be forwarded to the diocesan Office of Child and Youth Protection. (*Charter*, Article 6).

## **X. Procedures that relate to Sexual Abuse of Minors.**

- A. Education.** The Diocese will establish “safe environment” programs that address issues of sexual misconduct, reporting obligations and appropriate boundaries. The Diocese will cooperate with parents, civil authorities, educators and community organizations to provide education and training for children, youth, parents, ministers, educators and others about ways to make and maintain a safe environment for children. The Diocese will make clear to all members of the community the standards of conduct for all diocesan personnel in positions of trust with regard to sexual abuse. (See Appendix A, *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*.) All Diocesan personnel are required to attend a Diocesan Safe Environment Training program. (*Charter*, Article 12).

Any adult is encouraged and welcome to attend the safe environment programs held in the Diocese.

- B. Background and Reference Checks for those who have Contact with Minors.** Section II. of this policy concerns background and reference checks for all paid employees of the Diocese whether or not such employees have regular contact with minors. Similar background and reference checks are required for all diocesan personnel (see definition, Section I.B. of this policy), including volunteers who have regular contact with minors. See appendix B1.
- C. Reporting to Civil Authorities.** The Diocese will report allegations of sexual abuse of a person who is a minor to the civil authorities and will fully cooperate in their investigation in accord with the laws of the State of Missouri (*Charter*, Article 4).
  - 1. Who Must Report.** In general, every person with responsibility for the care of minors is required to make a report. This includes but is not limited to teachers, principals, other school officials, youth ministers, day care center workers, childcare workers or social workers (in addition to health care personnel, mental health professionals and others). In addition, members of the clergy are required to report unless to do so would violate a privileged communication made to them in their professional capacity as spiritual advisors, confessors or comforters. In the interest of protecting our children, the Diocese also strongly encourages those individuals who are not mandated reporters under Missouri law to report instances of suspected child abuse as well.

2. **What Requires a Report.** A person is required to report when he/she has reasonable cause to suspect that a minor has been or may be subjected to abuse or neglect or observes a minor being subjected to conditions or circumstances which would reasonably result in abuse or neglect. (Note that the obligation to report child abuse and neglect is broader than issues of sexual misconduct.)
3. **To Whom the Report Must Be Made.**
  - a. **To Public Authorities.** A staff member, such as a teacher, day care worker, or social worker must report to the person immediately in charge (e.g., the principal, pastor or agency director) when such staff member learns of abuse or neglect in his/her staff or professional position. The person in charge then becomes responsible for further internal reporting in accordance with these procedures with a report ultimately being required to be made to the Missouri Child Abuse Hotline. Anyone else required to report (including a teacher, social worker, etc., learning of abuse or neglect outside of his/her staff or professional position) must report to the Missouri Child Abuse Hotline at 1-800-392-3738.
  - b. **To the Diocese.** Any violation of this policy must also be reported by diocesan personnel to the Diocese for internal action and follow-up. A verbal report to the appropriate diocesan supervisor (e.g., the Diocesan Superintendent of Schools) shall be followed immediately by a written report with a copy to the Chancellor or his designate. The diocesan reporting form to be used is Appendix E or TIPS.
4. **When Report Must Be Made.** The report must be made to the Division of Family Services by the person legally responsible for making the report immediately upon receiving a report of child abuse or other information regarding child abuse which gives him/her reasonable cause to suspect that a child has been or may be subjected to abuse or neglect. Reports of sexual abuse must be made within twenty-four hours.
5. **Failure to Report.** Failure to report suspected child abuse by a person legally required to do so may subject the person to probation, a fine, and/or imprisonment.

**D. Action Where Guilt Determined**

6. Any non-clergy personnel of the Diocese who admits to, does not contest, or is found guilty of an incident of sexual abuse shall be immediately terminated from employment and any position of responsibility within the Diocese.
7. Where sexual abuse by clergy is admitted or is established after an appropriate investigation in accord with Canon Law (see *Norms* 6), the following will pertain:

- a. Through an administrative act, the offending priest or deacon will be permanently removed from ministry for even a single act of sexual abuse of a minor (*Norms 8*). An offending priest or deacon will be offered professional assistance for his own healing and well-being, as well as for the purpose of prevention.
  - b. In every case, the processes provided for in canon law must be observed, and the various provisions of canon law must be considered (*cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995; cf. Letter from the Congregation for the Doctrine of the Faith, May 18, 2001*). These provisions may include a request by the priest or deacon for dispensation from the obligation of holy orders and the loss of the clerical state, or a request by the Bishop for dismissal from the clerical state *ex officio* even without the consent of the priest or deacon (*Norms 10*). For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel (*Norms 6*). When necessary, the Diocese will supply canonical counsel to a priest or deacon.
  - c. If the penalty of dismissal from the clerical state has not been applied (e.g., for reasons of advanced age or infirmity), the offender is to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly, to administer the sacraments, to wear clerical garb, or to present himself publicly as a priest (*Norms 8b*).
8. No priest or deacon who has had a credible allegation of sexual abuse made against him will be transferred to another diocese for residence (*Norms 12*).

#### **E. To Promote Healing and Reconciliation**

The Diocese will reach out to every person who has been the victim of sexual abuse as a minor by anyone acting in the name of the Church, whether the abuse was recent or occurred many years in the past. This outreach will include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the Diocese. In cooperation with social service agencies and other churches, support groups for victims/survivors and others affected by abuse will be fostered and encouraged by the Diocese and local parish communities.

The Diocese will respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred. The Assistance Coordinator will aid in the immediate pastoral care of persons who claim to have been sexually abused as minors by clergy or other diocesan personnel.

Through pastoral outreach to victims and their families, the bishop will offer to meet with them. This pastoral outreach by the bishop will also be directed to faith communities in which the sexual abuse occurred.

**Policy adopted 1993; revised 2003, 2005, 2007, 2008, 2013, 2015**

83.11

December 2015



## DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU CODE OF CONDUCT FOR CLERGY, EMPLOYEES AND ADULT VOLUNTEERS WORKING WITH MINORS

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To foster and maintain an atmosphere of trust and safety in its ministry to minors, the Diocese of Springfield-Cape Girardeau has established a *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors*. The Diocese expects all Church personnel to maintain high standards of professional, ministerial and moral behavior.

### A. Definitions

1. A minor is defined as anyone under the age of 18. For the purposes of this document, the term “minors” also includes adults who would be considered uniquely vulnerable to abuse because of physical or mental disabilities, and high school students age 18 or older.
2. Physical abuse is non-accidental injury intentionally inflicted on a minor.
3. Sexual abuse is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of the adult. Abuse of minors is contrary to the teachings of the Church and is never permissible. Church personnel have a responsibility to actively protect minors from all forms of abuse.
4. Church personnel are defined as any persons, lay, religious or clergy, who are employed by or who volunteer for a diocesan institution, school or parish.

### B. General Guidelines

The following guidelines are intended to assist Church personnel in making decisions about interactions with minors in Church sponsored and affiliated programs. They are not designed or intended to address the interactions within families. For clarification of any guideline or any inquiry about behaviors not addressed here, one’s immediate supervisor should be contacted, or in the case of clergy, the Diocesan Office. These guidelines do not supersede state law.

1. Ministry to minors within the Church is at the service of the parents who have the first responsibility to care for and educate their children. Therefore, activities with minors are to be conducted with the explicit knowledge and consent of parents or legal guardians.
2. Church personnel are responsible for releasing minors in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities. In the event that Church personnel are uncertain of the propriety of releasing a minor, they are to immediately locate or contact their immediate supervisor before releasing the child.
3. While working with minors, Church personnel are prohibited from the use, or being under the influence of alcohol or any illegal drugs, or impaired by other drugs. They are also prohibited from furnishing alcohol or illegal drugs to minors or permitting minors to use such in their presence. The use of tobacco products while working with minors is prohibited, as well as furnishing tobacco products to minors. Church personnel are prohibited from possessing weapons of any type at any time while working with minors. While working with minors, church personnel are prohibited from possessing pornography as well allowing minors to view pornography.

### C. Physical Contact

The Diocese of Springfield-Cape Girardeau has implemented a physical contact policy that will promote a positive, nurturing, safe environment for children and youth ministries while protecting both children and Church personnel from misunderstandings. The following guidelines are to be carefully followed by all Church personnel working with children and in youth programs.

- 83.12** Church personnel are prohibited from using physical discipline in any way for behavior management of minors. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behavior by minors.

2. Appropriate affection between Church personnel and minors is important for a child's development and a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for most Church sponsored and affiliated programs:
  - Side hugs
  - Shoulder to shoulder hugs
  - Pats on the shoulder or back
  - Handshakes
  - "High-fives" and hand slapping
  - Verbal praise
  - Touching hands, faces, shoulders or arms of minors.
  - Arms around shoulders
  - Holding hands while walking with small children
  - Pats on the head when culturally appropriate
  
3. Some forms of physical affection have been used to initiate inappropriate contact with minors. The following are examples of affection that are not to be used in Church sponsored and affiliated programs:
  - Inappropriate or lengthy embraces
  - Kisses on the mouth
  - Holding minors over five years old on the lap should be avoided
  - Touching buttocks, chests or genital areas or the clothing surrounding these areas (except when assisting with toileting)
  - Showing affection while in isolated areas of a building such as bedrooms, closets, staff only areas or other private rooms
  - Sleeping with a minor or sharing a bed
  - Touching the knees or legs of minors (except when assisting with health or hygiene)
  - Tickling minors
  - Wrestling and/or roughhousing
  - Piggyback rides
  - Any type of massage given by a minor to an adult
  - Any type of massage given by an adult to a minor
  - Comments that relate to physique or body development
  
4. No form of affection, even if generally regarded as appropriate, is to be used when a minor expresses either verbally or non-verbally, discomfort with the form of affection.

**D. Undue Attention**

Certain conduct has been used by adults to develop inappropriate relationships with minors. Activities include singling out minors or showing them unusual attention. Some examples of this behavior prohibited for Church personnel are:

- Presenting gifts to a particular child (relatives excluded)
- Allowing a minor to drive automobiles of Church personnel even though another adult may be present
- Singling out a particular child for special dinners, events, trips or outings.

**E. Screening**

1. Without exception, all applicants for Church positions working with minors will be required to complete the following:

**83.13**

- a. An authorization and disclosure to conduct a criminal background check.
- b. Applicants will also be required to read and sign the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors*.

#### F. Education and Training

1. Church personnel are required to review and agree to comply with the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors*.
2. Members of the clergy, religious, employees and all volunteers who work with minors will be required to attend the VIRTUS Program, *Protecting God's Children*®. Clergy, employees and volunteer catechetical leaders are required to read monthly Virtus training bulletins. Volunteers are required to read at least three bulletins per year provided by their supervisor.
3. Minors who work as employees or volunteers will be informed that they have a right to a safe working environment and a right to disclose behavior not in accord with these standards. They are required to read and sign *the Code of Conduct for Minors Volunteering or Working with Younger Children*.

#### G. Program Supervision

1. Parents are encouraged to be a part of any and all services and programs in which their children are involved in the Diocese of Springfield-Cape Girardeau. Parents are always welcome to observe programs and activities in which their children are involved. However, parents who desire to participate in or have ongoing contact with their child's programs in the Church will be required to complete the volunteer application process.
2. Programs for minors are to be sponsored by two or more adults.
3. Church personnel under the age of 21 must work under the direction of an adult supervisor age 25 or older.
4. Church personnel responsible for supervision of parish and school activities must be aware of all programs for minors that are sponsored by a parish or school or institution. A list of these programs is to be maintained and include purpose, activities, sponsors or coordinators, meeting times and locations. Leaders are to examine these programs and decide whether there is adequate supervision. A list of employees and volunteers is to be kept and updated annually.

#### H. Reporting Violations

**Abuse** of a minor must first be immediately reported to the Missouri Child Abuse Hotline at 1-800-392-3738 or to the police. All Church personnel are required to report **violations** of the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* to the Chancellor at 417-866-0841 or treidy@dioscg.org or the Victim Assistance Coordinators: Judy St. John, LPC, NCC at 573-587-3139 or jastjohn44@gmail.com; William J. Holtmeyer, Jr., MS, NCC, LPC, CEAP, Q-SAP at 417-860-3858 or wmholtmeyerncc@aol.com. **Concerns** may be discussed with your supervisor, a Victim Assistance Coordinator, the Office of Child and Youth Protection or the Chancellor. **Violations** and **Concerns** may also be reported using the TIPS reporting system.

#### I. Dissemination

The *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* will be given to all diocesan school and parish employees as well as all clergy and religious. This code of conduct will also be given to adult volunteers working with minors.

##### I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving a gift to a particular child without prior written approval from the parents or guardian and the pastor or administrator.
- Refrain from using electronic communication for personal use (cell phone, smart phone, tablet, laptop, computer) while working with minors, except in an emergency.

**I will not:**

- Use tobacco products in the presence of minors.
- Use, possess, and be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Possess a weapon of any type while working with minors.
- Possess or show pornography to minors.
- Strike, spank, shake, or slap minors.
- Touch a minor in a sexual or other inappropriate manner.
- Use profanity in the presence of minors.
- Be alone with a minor at Church activities.
- Share a bed with a minor.

**Background Questionnaire Concerning Sexual Misconduct**

1. Have you ever sexually abused a minor?  Yes  No
  
2. Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment, exploitation or endangering the welfare of a child?  
 Yes  No
  
3. Has any allegation or civil or criminal complaint ever been made against you relating to sexual misconduct, sexual abuse, sexual harassment, exploitation, physical abuse, or endangering the welfare of a child?  
 Yes  No
  
4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual misconduct, sexual abuse or physical abuse by you, or relating to civil or criminal complaints for sexual misconduct or sexual or physical abuse or endangering the welfare of a child against you?  Yes  No
  
5. Have you ever received any medical treatment, physical or psychological, for reasons involving your physical or sexual abuse of others?  Yes  No

**ACKNOWLEDGEMENT**

I certify that the facts contained in this Questionnaire are true and complete to the best of my knowledge and understand that falsified statements shall be grounds for dismissal. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you.

**COMMITMENT TO ETHICAL CONDUCT**

I promise to follow faithfully the rules and guidelines in the *Diocese of Springfield-Cape Girardeau Code of Conduct for Clergy, Employees and Adult Volunteers working with Minors* as a condition of my employment or volunteer work. I understand that any action inconsistent with the *Code* or any failure to take action mandated by the *Code* may result in dismissal. I further understand that I may, as a condition of employment or volunteering, be required to participate in continuing education.

Please print name: \_\_\_\_\_ Position: \_\_\_\_\_

Name of parish, school or institution: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU CODE OF CONDUCT FOR MINORS IN GRADES SEVEN THROUGH TWELVE

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You are about to begin what could be a lifelong commitment to working or volunteering for the Catholic Church. It is a privilege to help carry on the mission of Jesus Christ, one that no one takes lightly. Moreover, as a minor yourself, it is important you follow certain rules and guidelines, both for your protection and for the protection of those with whom you work. The church takes the issue of misconduct very seriously. Certainly any instance of your misconduct will be evaluated carefully, and you are urged to report any instances of misconduct that you see to the adult in charge of your area of service.

### GENERAL CONDUCT FOR VOLUNTEERS OR WORKERS WHO ARE MINORS

1. You must always be aware of your own personal safety and well-being and the safety and well-being of those with whom you are working.
2. You may not be alone with a younger child in your care.
3. You must never transport a younger child in your care in a motor vehicle.
4. When you are on an outing with younger children in your care there must be two adults present at all times.
5. You are not to access locker rooms, shower rooms and dressing rooms where younger children in your care are present unless an adult is present.
6. You are not to accompany a younger child in your care into a restroom without an adult present, unless it is an emergency.
7. You must never have physical contact with younger children in your care, except as appropriate in connection with your duties, such as changing a diaper.
8. You must never use inappropriate language when working with younger children.
9. You must never be involved with the illegal possession and/or illegal use of drugs and/or alcohol in the presence of younger children in your care. All tobacco products are prohibited while working with younger children in your care.
10. You must never use physical force or demeaning language in disciplining younger children in your care.
11. You must be aware that diocesan safe environment guidelines are to be followed without exception whenever someone works or volunteers with a younger child to protect rights of all involved. We also want you to work in a safe environment. Report any concerns or questions immediately to your parent, guardian or supervisor.
12. Electronic devices (including a cell phone, smart phone, tablet, laptop, or computer) may not be used for personal use while working with younger children, except in a health or life threatening emergency. This includes taking a photo or showing a photo to other minors.
13. You must not access or possess pornography, nor show pornography to others.
14. You have a responsible position and you should live up to the expectations of trust that have been placed in you.

The Diocese of Springfield-Cape Girardeau is grateful for the service you provide. Whenever you have questions or whenever you are uncertain about what is required, ask the adults with whom you work.

**Please complete the form on the back of this page. After your parent or guardian has discussed this information with you, and has signed the form, please return to your supervisor.**

**The supervisor is to give you a copy of this Code of Conduct to keep for future reference.**





AmericanChecked INC.  
Background Screening Solutions

# Diocese of Springfield-Cape Girardeau Background Disclosure and Authorization For Employees and Volunteers

Primary Location: \_\_\_\_\_

Location City: \_\_\_\_\_

Check boxes that apply to you:

Employee: Yes  No

Volunteer: Yes  No

In connection with my employment/volunteerism or application for employment with the Roman Catholic Diocese of Springfield-Cape Girardeau (Diocese), I understand that a background check is required and certain records may be requested by AMERICANCHECKED, Inc. and a report of the investigation prepared. This report may include information gathered from an investigation of a nationwide criminal database that includes criminal court records, probation, prison, parole and release files, multi-state sex and violent offenders report, social security number trace, wanted person security screen, a local county court and arrest check and other screening reports.

I authorize AMERICANCHECKED, Inc. to conduct such investigation and prepare such a report about me and to disclose same to the Diocese for its use in determining my suitability as an employee/volunteer. If accepted as an employee/volunteer, this authorization shall remain on file and shall serve as an ongoing authorization for the procurement of such reports as may be deemed necessary. You may view AmericanChecked's policy at [www.americanchecked.com](http://www.americanchecked.com).

This release is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

By signing below, I certify that I have read and fully understand this disclosure and authorization, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this disclosure and authorization voluntarily and with the knowledge that the information being furnished could affect my suitability as an employee/volunteer.

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_

Print your full name \_\_\_\_\_

For purposes of gathering this information, I agree to supply the following information, which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Print other last names you have used within the last 7 years \_\_\_\_\_

Current Address \_\_\_\_\_ How long? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Print all cities and states where you have lived during the last 7 years \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State Issuing License \_\_\_\_\_

California, Minnesota and Oklahoma Applicants Only: I request a free copy of any consumer report ordered on me.

### Notice To All Applicants

You have the right to receive, upon your written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of the investigation requested. You have the right to make a request to AMERICANCHECKED, INC., upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information, and the recipients of any reports on you that AMERICANCHECKED, INC. has previously furnished within the two-year period preceding your request. AMERICANCHECKED, INC. may be contacted by mail at 4870 S. Lewis Ave., Ste. 120, Tulsa, Oklahoma, 74105, or by phone at (800) 975-9876 **83b. xviii**

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division</p>

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
	Department of Transportation 1200 New Jersey Avenue S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357

**DIOCESE OF SPRINGFIELD-CAPE GIRARDEAU  
REPORT OF SUSPECTED SEXUAL MISCONDUCT  
BY DIOCESAN PERSONNEL**

Reported by:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Telephone)

Date of Report: \_\_\_\_\_

Person suspected of misconduct:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Parish/School/Diocesan Institution)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Telephone)

Other person(s) involved:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Age)

\_\_\_\_\_  
(Gender)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Telephone)

Describe incident of suspected sexual misconduct, including date, time, and location:

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Identify eyewitnesses to the incident, including names, addresses, telephone numbers, where available:

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Other information which may be helpful to the investigation:

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## ADMINISTRATIVE CHECKLIST FOR EMPLOYEES

### SAFE ENVIRONMENT PROCEDURES

WHEN NEW EMPLOYEES ARE HIRED:

- **Employee** logs on to [www.virtus.org](http://www.virtus.org) to create VIRTUS account, reads and electronically signs the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*, completes background questionnaire, and submits background check information.
- **Employee** completes a copy of Appendix B1 (Background Disclosure and Authorization).
- **Employer** faxes Appendix B1 to the diocesan Office of Child and Youth Protection at 888-820-6032 and places Appendix B1 in a file to be kept permanently.
- **Employer** informs employee that she/he must attend the next VIRTUS training in their area.
- **Employer** gives the employee a copy of the *Summary of Rights* and a blank copy of the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors* for his/her records.

Checklist for employee: \_\_\_\_\_

## ADMINISTRATIVE CHECKLIST FOR VOLUNTEERS

## SAFE ENVIRONMENT PROCEDURES

FOR NEW VOLUNTEERS WHO REGULARLY WORK WITH CHILDREN:

- **Volunteer** logs on to [www.virtus.org](http://www.virtus.org) to create VIRTUS account, reads the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors*, completes background questionnaire, and submits background check information.
- **Volunteer** completes a copy of Appendix B1 (Background Disclosure and Authorization).
- **Institution** faxes Appendix B1 to the diocesan Office of Child and Youth Protection at 888-820-6032 and places Appendix B1 in a file to be kept permanently.
- **Institution** informs volunteer that she/he must attend the next VIRTUS training in their area.
- **Institution** gives the volunteer a copy of the *Summary of Rights* and a blank copy of the *Code of Conduct for Clergy, Employees, and Adult Volunteers Working with Minors* for his/her records.

Checklist for volunteer: \_\_\_\_\_

**Sexual Misconduct Allegation Complaint Receipt Form**

Diocese of Springfield-Cape Girardeau

Date: \_\_\_\_\_

Beginning time: \_\_\_\_\_ Ending time (if applicable): \_\_\_\_\_

Who received complaint: \_\_\_\_\_

How was complaint received (circle one): Telephone U.S. Mail E-Mail Other \_\_\_\_\_

Complainant: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Maiden name or other names used (if applicable): \_\_\_\_\_

Is complainant the victim (circle one): Yes No

If no, whom is complainant representing: \_\_\_\_\_

Name of victim: \_\_\_\_\_ Date of birth or current age: \_\_\_\_\_

Address of victim: \_\_\_\_\_

Is victim willing to be contacted (circle one): Yes No

Where and when did complainant become aware of the alleged sexual misconduct:

\_\_\_\_\_  
\_\_\_\_\_

Was the complaint previously made known to someone else (circle one): Yes No

If yes, to whom and when: \_\_\_\_\_

Nature of the alleged sexual misconduct – any helpful details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Against whom is allegation directed (circle one): Clergy Employee Regular Volunteer Other

Name of accused: \_\_\_\_\_

Position held: \_\_\_\_\_

When did allegation allegedly take place (date or timeframe): \_\_\_\_\_

Where did allegation allegedly take place: \_\_\_\_\_

Relationship between victim and accused at time of alleged sexual misconduct: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was complainant advised of right to call law enforcement (circle one): Yes No

Was complainant advised of name of Victim Assistance Coordinator (circle one): Yes No

Was complainant advised of the church social services available to them (circle one): Yes No

What are the expectations of the complainant: \_\_\_\_\_