

# **Catholic Diocese of Phoenix**



## **Policy and Procedures for the Protection of Minors**

**Revised July 2015**

The Diocese of Phoenix is committed to providing a safe environment where we value and honor every individual as created in the image and likeness of God. The role of the Safe Environment Training Office is to cultivate a culture of prevention and safety within the Diocese of Phoenix; to educate and inform about safety protocols and practices, and be a resource to parishes and schools on safe environment issues.

**Safe Environment Training Office**

602-354-2418 or [safeenvironment@diocesephoenix.org](mailto:safeenvironment@diocesephoenix.org)

[www.safeenvironmenttraining.org](http://www.safeenvironmenttraining.org)

400 E Monroe

Phoenix, AZ 85004

The Diocese of Phoenix encourages anyone who has been a victim of sexual, physical, or emotional abuse by any member of the clergy, a consecrated man or woman, an employee or a volunteer of the Roman Catholic Church to contact law enforcement and the Department of Child Safety.

In addition, the Diocese of Phoenix provides support services through its Office of Child and Youth Protection.

**Office of Child and Youth Protection**

602-354-2396 or [ocyp@diocesephoenix.org](mailto:ocyp@diocesephoenix.org)

[www.diocesephoenix.org/ocyp](http://www.diocesephoenix.org/ocyp)

400 E Monroe

Phoenix, AZ 85004

**Please continue to pray for the end of all abuse and a greater respect for the dignity of the human person.**



*The Roman Catholic*

# *Diocese of Phoenix*

400 EAST MONROE, PHOENIX, ARIZONA 85004-2336 TELEPHONE (602)  
257-0030

OFFICE OF THE BISHOP

July 1, 2015

Dear Brothers and Sisters in Christ,

Since the implementation of the "*Charter for the Protection of Children and Young People*" by the Bishops of the United States, the Church has made great strides in developing policy and procedures that assist in providing safe environments for our young people.

We, in the Diocese of Phoenix, are committed to the implementation of the Charter and the accompanying Essential Norms. Through the efforts of many, we have educated tens of thousands of Catholics through various programs for adults, teens and children. We continue ongoing training programs in providing safe environments for children and young people in all our parishes, schools and institutions. All safe environment training programs, for adults and minors, adhere to Catholic moral teaching. All diocesan personnel and volunteers are required to be trained in our Roman Catholic Diocese of Phoenix *Policy and Procedures for the Protection of Minors* in order to fully live out the Christian dignity of human relationships.

The Diocese of Phoenix has a long history of working to provide safe environments for children and young people. This current policy is a revision and enhancement of diocesan policy begun in 1990 by a committee composed largely of lay people and it is revised as needed. Our policy is scheduled for annual review in order to make it even more effective.

I have complete confidence in all the priests, deacons, consecrated men and women, lay ministers and volunteers to implement this policy. I am grateful to the numerous members of the laity who have assisted in developing and implementing our policies over the past years. In order to underline the seriousness of the policy, I declare that this *Policy and Procedures for the Protection of Minors* has the force of diocesan law and is binding on the whole Diocese of Phoenix.

Sincerely yours in Christ,

+ Thomas J. Olmsted  
Bishop of Phoenix

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*Encountering the Living Christ*

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# Catholic Diocese of Phoenix

## *Policy and Procedures for the Protection of Minors*

### Policy

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical or emotional abuse of minors is not acceptable and will not be tolerated.

### Procedures

#### **Article 1. Policy Requirements**

##### A. Application

This policy applies to all diocesan personnel and volunteers. For the purpose of this policy "diocesan personnel" and "volunteers" shall include the following:

1. Priests and Deacons (Clerics):
  - a. Clerics incardinated in the Diocese of Phoenix.
  - b. Clerics who are members of religious institutes or other forms of consecrated life and who are assigned to pastoral work in the Diocese or who are otherwise engaged in the public exercise of divine worship, and other works of the apostolate.
  - c. Clerics from other jurisdictions who are assigned to pastoral work in this Diocese, whether seeking incardination within the Diocese or not.
  - d. Retired clerics who legitimately reside within the territory of the Diocese, and are engaged in part-time or supply ministry.
  - e. Visiting clerics providing ministry in the Diocese of Phoenix.
2. Seminarians, Consecrated men and women and Deacon Candidates:
  - a. All seminarians legitimately enrolled in the seminary program of the Diocese of Phoenix.
  - b. Members of institutes of consecrated life or societies of apostolic life who are working for the Diocese of Phoenix in the Diocesan Pastoral Center, parishes, Catholic schools, missions, Catholic Cemeteries, retreat centers, Newman Centers, or other diocesan locations.
  - c. Those who are accepted in the permanent diaconate formation program.

3. The Lay Faithful:
  - a. All paid personnel whether employed in areas of ministry or other kinds of services by the Diocese of Phoenix in a diocesan location.
  - b. All volunteers. This includes any person who enters into or offers himself/herself for service to the Diocese of his/her own free will while performing that service in a diocesan location. Parish registration may be required.
4. Diocesan Locations: For the purposes of this policy the term “diocesan locations” shall mean and include the Diocesan Pastoral Center, parishes, Catholic schools, missions, Catholic Cemeteries, retreat centers, Newman Centers, or other designated alternate locations.

B. Availability of *Policy and Procedures for the Protection of Minors*

The Diocese of Phoenix is committed to maintaining open and transparent standards of ministerial and appropriate boundaries for members of the clergy, consecrated men and women, diocesan personnel and volunteers. To communicate these standards, the *Policy and Procedures for the Protection of Minors* shall be made available as follows:

1. Diocese of Phoenix website
2. Safe Environment Training Office website
3. Copy shall be maintained in the office of each diocesan location

Availability of the *Policy and Procedures for the Protection of Minors* shall be communicated at least annually via parish/school communication (e.g., bulletin, newsletter, website, announcements, etc.).

## Prevention & Education

### Article 2. Value of a Safe Environment

The Diocese of Phoenix is dedicated to upholding a culture of safety and the protection of all of God’s children from abuse. Ideally no minor will ever be abused; these policies are intended to achieve this ideal.

Relationships among people are the foundation of ministry and evangelization within the Catholic Church. Defining healthy boundaries and policies to maintain safe environments are meant to assist all diocesan personnel and volunteers within the Diocese of Phoenix to minister safely with consistent written standards to safeguard all minors, the well being of the community, and the integrity of the Catholic Church.

In addition to providing prevention and safety, it is the responsibility of the Safe Environment Training Office to coordinate abuse prevention programs for adults and children in accordance with the requirements set forth within the *Charter for the Protection of Children and Young People*.

### **Article 3. Safe Environment Requirements:**

All adults serving within the Diocese of Phoenix shall:

1. Be aware of signs of child abuse.
2. Follow policies and take steps to prevent abuse and protect minors.
3. Abide by Arizona Statutes and written diocesan procedures if abuse is suspected or observed. (See Appendix II - Directory of Terms).

#### **A. Training**

**The safe environment training year is July 1<sup>st</sup>-June 30<sup>th</sup>.**

1. The following individuals shall attend Safe Environment Training ("SET") **annually**.

- a. For purposes of this section, the term "Clergy, Seminarians, Consecrated men and women and Employees" shall include the following:
  - i. All priests and deacons (Clerics)
  - ii. All deacon candidates and seminarians
  - iii. All consecrated men and women
  - iv. All paid personnel employed by the Diocese of Phoenix, parishes, schools, missions, Catholic Cemeteries, retreat centers or Newman Centers, or other diocesan locations

Those on the above list who directly serve minors should complete their initial foundation SET training prior to service. All others should complete their initial SET training within one month of beginning service within the Diocese.

Each year thereafter, clergy, seminarians, consecrated men and women and employees are to complete their renewal SET training by December 31<sup>st</sup> of that year.

- b. Volunteers serving in a position that supervises/chaperones minors should complete their initial foundation SET training prior to service. All others should complete their initial SET training within one month of beginning volunteer activities within the Diocese of Phoenix.

Each year thereafter, volunteers are to complete their renewal SET training by December 31<sup>st</sup> of that year.

For purposes of this section, the term "volunteers" shall include:

- i. Every adult volunteer serving in any capacity that focuses on minors.
- ii. Every adult volunteer serving in a Catholic school.
- iii. Every adult volunteer serving in food pantries or providing meal service.
- iv. Every adult volunteer providing ministerial service in private homes or other facilities (e.g., residential community, hospice, hospital, etc.).
- v. Every adult administering service in an after school program.

- c. Minors enrolled in Catholic Schools and/or Diocesan Religious Education Programs should complete their age appropriate SET training by November 30<sup>th</sup> of each year. For a list of diocesan approved safe environment curriculum for minors, refer to the safe environment training website <http://www.safeenvironmenttraining.org/index.php>.
2. The following individuals shall attend Safe Environment Training ("SET") **every other year** unless annual training is required by the Pastor:
    - a. All other volunteers who do not meet the above requirements set forth in section 1b above. All such volunteers should complete their initial SET training within one month of beginning service within the Diocese, and are to complete their renewal training by December 31<sup>st</sup> every other year.
  3. Each diocesan location has the ability to establish an earlier deadline for those serving at their location; however, the diocesan requirement for completing renewal trainings is December 31<sup>st</sup> of that year.
  4. Initial training may be required to be retaken, as often as needed, at the discretion of the diocesan location.
- B. Visiting Priests, Deacons, and Consecrated men and women
1. Those who intend to serve in the Diocese for more than six (6) weeks must comply with the Diocese of Phoenix Safe Environment Training requirements:
    - a. All priests must notify the Vicar of Priests' Office of the Diocese and must be in compliance with the Diocese of Phoenix Safe Environment Training requirements. This includes, newly arrived extern or religious priests (whether assigned to a parish or diocesan institution or not), and all priests who have been granted provisional faculties or permanent faculties to serve in the Diocese.
    - b. All deacons must notify the Diaconate Office of the Diocese and must be in compliance with the Diocese of Phoenix Safe Environment Training requirements. This includes, newly arrived extern or religious deacons (whether assigned to a parish or diocesan institution or not), and all deacons who have been granted provisional faculties or permanent faculties to serve in the Diocese.
    - c. All consecrated men and women must notify the Chancellor's Office of the Diocese and must be in compliance with the Diocese of Phoenix Safe Environment Training requirements.
  2. Those who intend to serve in the Diocese for a limited time regarding a specific purpose (e.g., to celebrate Sacraments, or participate in a retreat/speaking engagement) must meet the following requirements:
    - a. Priests must notify the Vicar of Priests' Office of the Diocese and must provide verification that they are in compliance with the Safe Environment Training requirements of their own Diocese or Religious Community. In



- addition, if they intend to celebrate the Sacraments they must obtain provisional faculties.
- b. Deacons must notify the Diaconate Office of the Diocese and must provide verification that they are in compliance with the Safe Environment Training requirements of their own Diocese or Religious Community. In addition, if they intend to celebrate the Sacraments they must obtain provisional faculties.
  - c. Consecrated men and women must notify the Chancellor's Office of the Diocese and must provide verification to the Chancellor's Office that they are in compliance with the Safe Environment Training requirements of their own Diocese or Religious community.

### C. Vendors

All vendors who come into contact or interact in any way with minors on the premises of a diocesan location or who conduct business or who provide services on the property of a parish, school or institution of the Diocese of Phoenix (hereinafter "a diocesan location") weekly or at least 5 times a month, (hereinafter "Vendor") must complete a Vendor Safe Environment Compliance form (see Appendix X) prior to entering upon said property and prior to conducting business or providing services. For purposes of this policy, the term "Vendor" shall mean anyone who provides goods or services to or otherwise conducts business with a diocesan location. The failure of a vendor to complete such form, or to provide complete, accurate and updated information as applicable on that form, shall constitute grounds for termination of any contract with such vendor, and may give rise to legal action against such vendor. (Content extracted from Arizona Revised Statutes §15-512.)

This policy applies only to vendors who:

1. Come into contact or interact in any way with minors at a diocesan location;
- OR**
2. Are on the property of a diocesan location weekly or at least 5 times per month.

The Vendor Safe Environment Compliance Form must be completed, signed and dated by an authorized officer, director or agent of the vendor and must be returned to the diocesan location before the vendor can conduct business or provide services at a diocesan location.

In completing the Vendor Safe Environment Compliance Form, the authorized officer, director or agent of vendor must certify:

1. All of vendor's employees, agents, contractors or subcontractors who come into contact or interact in any way with minors or who come on the property of a diocesan location weekly or at least 5 times per month have completed a fingerprint clearance check, and have furnished vendor with proof of DPS fingerprint clearance or a front and back copy of FBI Fingerprint Clearance Card for the employee;

2. None of vendor's employees, agents, contractors or subcontractors who come into contact or interact in any way with minors or who come on the property of a diocesan location weekly or at least 5 times per month are awaiting trial or have ever been convicted or have ever admitted in open court or pursuant to a plea agreement to having committed any of the criminal offenses enumerated on the Vendor Safe Environment Compliance Form, either in Arizona or in any other state; and
3. That if any of vendor's employees, agents, contractors or subcontractors have been adjudicated to be or is a registered sex offender, that said person will never come on to the property of a diocesan location or perform work on that property at any time.

Examples of vendors who must complete the Vendor Safe Environment Compliance Form prior to performing any work at a diocesan location:

- Vending machine company with employees who are regularly on property near minors to service/fill machines
- Caterers or food service companies who serve meals on property on a regular basis
- Contracted gardeners or landscape maintenance employees
- Contracted maintenance personnel (e.g., custodial, mechanical or security personnel who have access to the diocesan location daily or weekly)
- Contracted providers of after-school programs (including those paid directly by the parents)

Exceptions to this vendor policy:

- U.S. Postal Service Employees
- Parcel Delivery (FedEx, UPS, other local vendors)
- Contractors for repair calls which last four consecutive days or less (e.g., plumbing, heating/air conditioning, technology, etc.)
- Garbage/trash/recyclable collectors
- Delivery person for items such as: food, beverages, or supplies
- Vendors that come into contact or interact with minors on a diocesan property for four consecutive days or less **and** are directly supervised by diocesan personnel during entire visit (e.g., school photographers, health screening, events such as educational presentations, etc.)

#### D. Outside Organizations:

Outside organizations who come into contact or interact in any way with minors or who host events/meetings weekly or at least 5 times per month at a diocesan location must meet the following guidelines:

1. Each leader(s) (permanent/temporary/replacement), who will be on the premises during hosted events/meetings must be in compliance with volunteer safe environment training requirements. This includes each leader(s) completing the following:
  - a. Annual safe environment training

- b. Complete the Outside Organization Compliance Form (see Appendix XIII); updated as applicable
- c. Sign the *Code of Ethics* (Appendix IV)
- d. Face-to-face interview conducted by diocesan contact
- e. Reference check conducted by diocesan contact
2. Organization must submit name(s) and contact information of all leaders who will be on the premises during hosted events/meetings to diocesan location office
3. Organization leader(s) must agree to comply with the *Policy and Procedures for the Protection of Minors*

#### **Article 4. Screening Employees and Volunteers**

##### **A. Records/Applications:**

1. All employees must have an Employee Application, Code of Ethics and proof of fingerprint clearance. Both shall be maintained in a secured locked facility in the church, school and/or ministry office.
2. All volunteers must submit a Volunteer Application Form (see Appendix VIII) providing access to his/her personal information to assess their suitability to serve and a Code of Ethics. These applications will be maintained in a secured locked facility in the church, school and/or ministry office.
3. The following volunteers must be fingerprinted:
  - a. School coaches
  - b. Pastor, or his delegate, appointed volunteer leaders responsible for youth programs (e.g., coordinator of youth ministry, director of religious education, nursery/childcare leader)

State level fingerprint clearance records will be valid for a period of three years from the date the cards are reviewed by the Arizona Department of Public Safety. At the end of the three year state clearance period, all abovementioned volunteers' fingerprints must be reprocessed.

##### **B. Face to Face Interviews:**

1. Are to be completed on all new volunteers required to take annual safe environment training as listed in Article 3.
2. Are to be completed on a random selection of all volunteers who have not previously had a face to face interview.

##### **C. Reference Checks:**

1. Are to be completed on all new volunteers required to take annual safe environment training as listed in Article 3.
2. Are to be completed on a random selection of all volunteers who have not previously had their references checked.

Rescreening (e.g., new records/application, additional interview, additional reference checks) may be performed as often as needed at the discretion of the diocesan location.

##### **D. Identifying Registered Sex Offenders:**

An important part of abuse prevention includes identifying registered sex offenders who may frequent the Diocesan Pastoral Center, parishes, Catholic schools, Catholic Cemeteries, Mount Claret Center and all Newman Centers. Therefore the following steps will be taken:

1. All names of diocesan personnel and volunteers in parish, school, or ministry programs must be maintained in the Safe Environment Training database and will be compared to the Arizona Sex Offender website on a regular basis by the Safe Environment Training Office.

## **Article 5. Promoting a Safe Environment in Programs that Serve Minors**

In order to provide a safe environment for minors, all programs sponsored by parishes, schools, Catholic Cemeteries, retreat centers, or Newman Centers shall be supervised/administered **by at least two adults in full compliance with the *Policy and Procedures for the Protection of Minors***.

### A. Diocesan personnel and volunteers shall:

1. Abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.
2. Maintain healthy boundaries by adhering to the chart of interactions and behaviors found in Appendix III of the *Policy and Procedures for the Protection of Minors*.
3. Exhibit the highest Christian ethical standards and personal integrity.
4. Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church.
5. Provide a professional environment that is free from all forms of abuse including intimidation and harassment.
6. Accept personal responsibility to protect all minors from all forms of abuse.
7. Report concerns about boundary violations or other questionable behaviors and circumstances to the program supervisor, pastor or principal.
8. Immediately report any suspected abuse or neglect of a minor in accordance with the Arizona state law and policies of the Diocese of Phoenix.

### B. Program Leadership shall:

1. Annually review and approve all programs for minors in schools, parishes, and other diocesan locations. A list of these programs shall be maintained and shall include activities, purpose, sponsors or coordinators of the programs, meeting times and locations.
2. Monitor the supervision of all volunteers and minors.
3. Oversee that all volunteers are following the Safe Environment Requirements including training, application, fingerprinting, reference check, and face to face interview (as applicable).
4. Maintain records of attendance and/or sign in sheets for each class/session.
5. Know the location of emergency equipment, first aid kit, fire extinguisher and be aware of building layout and location of emergency exits.
6. Establish a plan for contacting parents/guardians in case of an emergency.
7. Communicate the designated meeting place in case of an evacuation/emergency.

### C. Social Media

1. Diocesan personnel and volunteers may communicate with minors through parish, school and/or diocesan communications such as diocesan location

websites, blogs, group social networking (e.g., Facebook, Twitter, Flocknote, etc.), office phones, and email for the purpose of parish, school and/or diocesan programs.

- a. Parish, school and/or diocesan communications must be transparent, which may include public availability, parental access, or monitoring by supervisor(s).
2. Diocesan personnel and volunteers may not communicate with minors through personal or private means including, but not limited to, websites, blogs, social networking, texting, phone calls, instant messaging, emails, etc.

D. Parent's rights include:

Parents have a right to observe programs and activities in which their children are involved with permission of the administration. Parents who participate in or have continuous, ongoing contact with their child's program shall fulfill the Safe Environment requirements for diocesan personnel and volunteers.

E. Requirements for Overnight Accommodations for Programs Serving Minors

1. Male and female minors shall room separately.
2. Monitor that adults stay in separate rooms from minors unless the two are related.
3. Make rooming lists available to the chaperones and the hotel security officer.
4. Create a safe environment for showering, bathing and dressing. Adults and minors shall do these activities at different times and, when possible, in different locations.
5. Obtain signed parent permission form which outlines the exact nature of the activity and location prior to leaving on a trip. This includes day and overnight trips.
6. Obtain Drivers Information Sheet (See Appendix XII) and verify insurance coverage from diocesan personnel and volunteers.

Dorm and Large Room Facility Settings

In dorms or other large room facility settings where multiple participants are lodging overnight, a minimum of two adults are permitted to lodge in the same room as same-sex minors. (e.g. two male adults with male minors; two female adults with female minors). They are encouraged to use the beds closest to the door and farthest away from minors.

F. Recommendations

1. Seek rooms at a retreat center or hotel/motel that empty into interior halls which are lighted and secure.
2. Seek hotels/motels with security officers on staff.
3. For travel outside the country, it is highly recommended that world-wide travel insurance coverage is purchased 30 days prior to travel.

G. Minors Serving in Diocesan, Parish or School Programs

Minors serving in programs (e.g., altar servers, aides in classrooms/religious education, childcare, ushers, lectors, choir, etc.) are an important part of service within the Diocese.

Following are standards for their service:

1. Minors age 12 and up, serving in programs must attend an age/grade appropriate Safe Environment Educational session annually. If a minor serving is not enrolled in a Catholic School or religious education program, their training may consist of a review of the Interactions & Behaviors Chart (Appendix III), and the importance of telling an adult if they have reasonable belief another minor may have been abused.
2. Minors serving in programs are to adhere to the *Policy and Procedures for the Protection of Minors* and submit a completed Youth Volunteer Acknowledgement Form. (See Appendix IX)
3. Minors serving in programs must adhere to the appropriate interactions and behaviors as referenced in Appendix III.
4. Minors must always serve with at least two Safe Environment trained adults.
5. Minors under the age of 12 are not to be placed in a position of responsibility and/or leadership.

## Transportation

Guidelines for transporting minors are defined in the *Diocesan Transportation Policy* which is located in Appendix IX. For Catholic School transportation guidelines refer to the *Diocesan Handbook of Policies, Procedures and Norms for Catholic Schools*.

## Reporting

### **Article 6. Applicable Laws**

This policy will be implemented in accordance with Arizona Revised Statute 13-3620, (See Appendix II - Directory of Terms) and all other state statutes; canon law; federal law; as well as additional local laws and ordinances. All diocesan personnel and volunteers must comply with all applicable laws regarding reporting of incidents of actual, alleged or suspected abuse and with procedures outlined in this policy. Federal statutes may contain reporting requirements applicable to Indian Reservations.

### **Article 7. Obligation to Report**

All diocesan personnel and volunteers, while acting within the scope of their service in a parish, school, or ministry, are mandated to report any incidents of actual, alleged or suspected abuse of minors to law enforcement and the Department of Child Safety, as specified by law (See Appendix II – Directory of Terms).

The failure of diocesan personnel and volunteers to report incidents of actual, alleged or suspected abuse as required by law and in this policy, will be subject to disciplinary

action up to and including dismissal and could be subject to criminal penalties under state or federal law.

If a person of any age reveals abuse to a priest during confession, priest-penitent confidentiality cannot be breached (Canon 983). If a person reveals abuse to a priest outside of a confessional context, the priest shall report the allegation immediately to the appropriate civil authorities as required by law.

## **Article 8. Procedures to Report Suspected and Alleged Abuse**

(See Appendix V – Minor Abuse Reporting Form)

- A. When diocesan personnel or a volunteer has **reasonable belief** that sexual, physical, emotional abuse or neglect has occurred, they are mandated to make a report to civil authorities. In the case of reasonable belief, diocesan personnel or a volunteer must:
1. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety, (DCS). Non-emergency reports can be made to DCS online by going to <https://www.azdes.gov/dcyf/cps>.
  2. Keep documentation of making a report (at diocesan location if applicable) either by completing the Minor Abuse Reporting Form (found in Appendix V) or by printing out a copy of the report made online to DCS.
  3. School personnel shall contact the Catholic Schools Office (602) 354-2344 and report the call made to law enforcement/DCS. Information provided should only include date, time of call, and who placed the call. The Catholic School's office shall maintain this information in a log book.
  4. If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396.
  5. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.
- B. When a minor discloses sexual abuse to diocesan personnel or a volunteer that person should:
1. Listen attentively to the minor.
  2. Stay calm and keep the minor in a safe environment.
  3. Leave questioning of the child for the trained interviewer.
  4. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
  5. When the minor is stable and secure with another adult, **immediately report** the allegations by phone or in person, to law enforcement and the Department of Child Safety (DCS). Non-emergency reports can be made to DCS online by going to <https://www.azdes.gov/dcyf/cps>.
  6. Keep documentation of making a report (at diocesan location if applicable) either by completing the Minor Abuse Reporting Form (found in Appendix V) or by printing out a copy of the report made online to DCS.
  7. School personnel shall contact the Catholic Schools Office (602) 354-2344 and report the call made to law enforcement/DCS. Information provided should

only include date, time of call, and who placed the call. Catholic School's office shall maintain this information in a log book.

8. If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396.
  9. After reporting do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.
- C. When diocesan personnel or a volunteer receives a report of *physical or emotional abuse* from a minor, he/she should follow the steps listed above in letter B with the exception of step three. At that point they may ask what happened, who did it, when did it happen, and where did it happen.
- D. The diocese is committed to working in good faith with law enforcement and the Department of Child Safety. So as not to compromise an investigation, those who make the report shall not discuss the incident with anyone unless required to do so in conjunction with the investigation.

### **Article 9. Immunity for Reporters of Abuse Made in Good Faith**

According to Arizona State Law, persons who make a report of abuse in good faith and without malice are entitled to immunity from any civil and criminal liability.

### **Article 10. Adults Reporting Past Abuse**

An adult who alleges abuse as a child, by a member of the clergy, a consecrated man or woman, an employee, or a volunteer of the Church, is encouraged to contact the Office of Child and Youth Protection (OCYP) to make a report. The Arizona reporting law (ARS 13-3620) does not apply. The individual has the right to make a report to law enforcement. A report to law enforcement is highly encouraged and support will be offered to assist the individual in making the report.

If the reported abuse took place in another diocese, the Director of the OCYP may contact the OCYP personnel in that diocese to report and request assistance for the individual. The decision to report to law enforcement in the city/state in which the abuse occurred is encouraged and supported.

### **Article 11. Anonymous or Unspecified Reports of Abuse**

An anonymous report is a report that is made without the reporter providing his or her identity. An unspecified report is a report that may not provide complete information regarding the identity of the victim, of the accused, or of the reporter.. A person who is the subject of an anonymous or unspecified report of sexual misconduct as set forth in this section may be notified of the report. Complete reports are strongly encouraged because anonymous and unspecified reports may inhibit a thorough investigation.



# Pastoral Response

## **Article 12. Community Response Team (CRT)**

### A. Purpose

The Church must minister to affected communities and the community at large and respond with Christian love and concern in times of transition, trauma and crisis. This can be accomplished through the optional services of the Community Response Team (CRT).

Established by the Bishop, the CRT works under the direction of the Office of Child and Youth Protection. Upon invitation of leadership from a parish, school, or an affected community the CRT will work in conjunction with that leadership to develop a response that will appropriately assist their community.

### B. Membership

A chairperson and members of the CRT will be appointed by the Bishop and drawn from individuals in the following fields: mental health, health care, clergy, consecrated life involved in pastoral ministry, and at least one person who either has been a victim of sexual abuse, a parent of a victim of sexual abuse, or some other person who is determined to have a unique understanding of and empathy for the needs and requirements of persons who have been the victim of sexual abuse.

1. The members shall serve a three-year term and may be reappointed.
2. At least two of the members shall be lay persons not employed by the Diocese.
3. Alternate members may be appointed by the Bishop to ensure adequate representation when the CRT is called to meet.
4. The Chairperson of the CRT will add one or more persons from an affected parish and/or community as adjunct members of the CRT.
5. Members of the CRT may also serve on the Ethics in Ministry Board.

### C. The Role

1. To respond to an invitation for assistance from the leadership of a parish or school or an affected community. To assist the leadership in developing and carrying out an action plan to provide information, facilitate healing and restore trust.
2. To assist the place of ministry/employment in assessing the need to plan special liturgies such as a prayer service or a Mass for healing and reconciliation.
3. To make recommendations to the parish or affected communities for dissemination of information and pastoral outreach.
4. To develop a recommendation for the Bishop concerning the involvement of Church leadership in ministering to the affected community.
5. To meet annually or more often as needed.

## **Article 13. Reintegrating Offenders Into The Catholic Community (ROCC)**

Persons who are registered as sex offenders and desire to attend a parish are encouraged to contact the Office of Child and Youth Protection (602) 354-2396 to determine eligibility to participate in the ROCC program. This voluntary program results in a written agreement that is signed by the pastor, the offender, his /her probation officer, and the director of the Office of Child and Youth Protection.

## Consultative Boards

The Review Board and the Ethics in Ministry Board are two consultative boards that serve the Bishop. Members may serve on only one board at a time.

### Article 14. Review Board

#### A. Purpose

The Review Board serves as a confidential consultative body to the Bishop regarding allegations of sexual abuse by a cleric (an ordained priest or deacon). The Review Board is not investigatory in nature, but advisory in its capacity to assist the Bishop in assessing the allegations on the basis of the facts and proofs gathered by the Auditor (the person who investigates the allegation). The Review Board must also examine any exculpatory evidence brought to its attention that might exonerate the accused cleric. It is ultimately the decision of the Bishop as to what extent and at what point in time he wishes to involve the Review Board during the preliminary investigation.

The Review Board is to meet on at least a quarterly basis. After receiving the advice of the Review Board and the conclusion by decree of the preliminary investigation, the Bishop determines whether it is probable that a delict (crime) has been committed as alleged (Canon 1718, §1).

#### B. Membership

Members are appointed by the Bishop and serve for a term of 5 years. The appointment may be renewed, and shall continue until a successor is appointed (*Essential Norms* 5). The members shall consist of:

1. At least five persons of outstanding integrity and good judgment, who are in full communion with the Catholic Church, the majority of whom are lay persons *and are not diocesan employees*.
2. At least one experienced and respected pastor
3. At least one member with particular knowledge and expertise regarding the sexual abuse of minors
4. The Promoter of Justice, *ex officio* (non-voting member)
5. Moderator of the Curia, *ex-officio* (non-voting member)
6. Consultant, the Director of OCYP (non-voting member)

#### C. The Role

1. To advise the Bishop in assessing allegations of the sexual abuse of minors by priests and deacons
2. To assist the Bishop in determining suitability for ministry of priests and deacons

3. To advise the Bishop regarding all aspects of these cases of sexual abuse of minors, whether past or present
4. To offer advice to the Bishop about the preliminary investigation of an allegation
5. To review diocesan policies regarding the sexual abuse of minors

The Bishop, in accord with the norms of canon law, will determine the future of a cleric accused of sexually abusing a minor. The sexual abuse of a minor is a crime in canon law.

### **Article 15. Ethics in Ministry Board**

#### **A. Purpose**

The Ethics in Ministry Board serves as a confidential, consultative body to the leadership of a parish, school, or other diocesan entity. Upon invitation of this leadership, the Ethics in Ministry Board addresses violations by diocesan personnel and volunteers of the *Policy and Procedures for the Protection of Minors* and of the *Code of Ethics*. The Ethics in Ministry Board is not investigatory in nature; an investigator chosen by appropriate diocesan leadership examines the accusation and submits a report to the board for review and recommendation. When requested, the Board will also assist officials in determining ones suitability for ministry.

#### **B. Membership**

Members are appointed by the Bishop and serve for a term of 3 years. The appointment may be renewed, and shall continue until a successor is appointed.

The members shall consist of:

1. At least five persons of outstanding integrity and good judgment, who are in full communion with the Catholic Church, the majority of whom are lay persons and are not diocesan employees.
2. At least one experienced and respected pastor
3. At least one member with particular knowledge and expertise in mental health
4. At least one member with expertise in human resources issues
5. Diocesan officials on an *ad hoc* basis as determined by the Bishop or his delegate
6. Members of the Ethics in Ministry Board may also serve on the Community Response Team

#### **C. The Role**

1. To advise the leadership of a parish, school or other diocesan entity regarding all aspects of violations of the *Policy and Procedures for the Protection of Minors* by diocesan personnel and volunteers
2. To assist officials in determining whether or not diocesan personnel or volunteers are suitable for ministry, when requested
3. To review diocesan policies regarding the sexual abuse of minors and the *Code of Ethics* (Appendix IV) for diocesan personnel and volunteers
4. To meet annually or more often as needed

### **Article 16. Canonical Procedures Regarding Alleged Sexual Misconduct by a Cleric with a Minor**

- A. An allegation of sexual misconduct by a cleric with a minor is brought to the Office of Child and Youth Protection (OCYP); the Director of the OCYP reports a credible

allegation of a minor to the civil authorities, and to the Bishop and the Moderator of the Curia. The Bishop may decide to initiate an inquiry in accord with canon law, in a manner that does not interfere with any investigation conducted by civil authorities.

- B. If the Bishop determines the accusation is credible, a decree is issued to begin a preliminary investigation (Canon 1717).
  - 1. The Bishop may take one or more of the following precautionary measures to protect the rights of all involved, and to avoid scandal to the faithful (Canon 381, §1; 129ff)(Essential Norms 9). He may require the cleric:
    - a. To refrain from contact with persons under the age of 18.
    - b. To refrain from contact with persons having lodged the complaint, with members of their families, and to refrain in any way from obstructing the preliminary investigation itself.
    - c. To reside in a place specified by the Bishop.
    - d. To refrain from public celebration of the sacraments and public exercise of ecclesiastical office.
  - 2. After the decree opening the preliminary investigation, the Bishop appoints an Auditor (investigator) to conduct the investigation (Canon 1428).
  - 3. The Auditor makes a preliminary progress report to the Bishop. The Bishop decides the disposition of the case; either
    - a. The Auditor's report is sent to the Review Board, or
    - b. The Bishop issues a decree concluding the preliminary investigation due to lack of evidence. The accused then works with the Vicar of Priests or the Director of Deacons regarding future planning.
- C. The Review Board studies the reports sent to it by the Bishop and makes a recommendation to him regarding:
  - 1. The credibility of the accusation
  - 2. The credibility of the accuser
  - 3. The credibility of the witnesses
  - 4. The next steps regarding the accused
- D. The Bishop receives the recommendation of the Review Board and determines whether or not it is probable that a delict has been committed as alleged (Canon 1718, §1).
- E. The Bishop issues a decree that the investigation has been concluded; the same decree states that one of the following 3 steps will be taken:
  - 1. A decree with a referral to the Congregation for the Doctrine of the Faith (CDF)
    - a. The Bishop issues a decree placing the cleric on "administrative leave" by decree after consultation with the Promoter of Justice.
    - b. The Bishop issues a mandate to the Promoter of Justice to prepare acts, or evidence, of the case.
    - c. The Bishop writes his own opinion on the case for the CDF to determine if a delict was committed.
      - i. If the Bishop has made the determination that there is sufficient evidence that the sexual abuse of a minor has occurred, the provisions of Canon 1722, or "administrative leave," are to be put in place. The provisions of Canon 1722 may be applied only *after* the preliminary investigation is

- completed and the matter is ready to be referred to the Congregation for the Doctrine of the Faith.
- ii. The Promoter of Justice is to be consulted, and the accused is to be cited in writing. The citation is to inform the cleric of the accusation and the proofs which have been gathered, and to provide the cleric the opportunity to respond. Placing the accused on “administrative leave” is not a statement of presumed guilt, but is intended to protect all parties involved.
  - d. After reviewing the case, the CDF directs the Bishop on how to proceed.
2. A decree with no referral to the CDF, stating that the allegations lodged against the cleric have been found to be manifestly false, e.g. there is not enough evidence to show that sexual abuse took place.
  3. A decree from the Bishop stating that administrative remedies will be issued for inappropriate conduct.
    - a. When inappropriate conduct has taken place, it may not be possible to establish the probability that a crime was committed; therefore, a criminal trial may not be warranted. The Bishop can make use of an administrative act, a “remedy,” to best protect the community, yet protect the rights of the cleric (Canon 88; *Essential Norms* 9). The *Code of Canon Law* allows for the following actions:
      - i. The Bishop may request that the cleric freely resign from office (Canons 187- 189).
      - ii. If the accused is truly not suitable for an office, the Bishop may remove the cleric from office observing the required canonical procedures (Canons 192-195; 1740-1747).
      - iii. Delegated faculties may be administratively removed (Canons 391, §1; 142, §1); faculties granted by the law may be removed or restricted by the competent authority.
      - iv. Circumstances in a particular case may constitute the just and reasonable cause for a priest to celebrate the Eucharist with no member of the faithful present, and may also forbid the priest to celebrate the Eucharist publicly and to administer the sacraments (Canon 906).
      - v. The Bishop may dispense the cleric from wearing clerical attire (Canons 85-88; 284).
    - b. Such administrative actions are to be issued through written decrees. Any such actions are for the good of the Church and for the cleric. A cleric may also take recourse against such administrative acts in accord with canon law (Canon 1734).

### **Article 17. Communication/Notification Regarding Allegations Against a Cleric**

Officials of the Diocese of Phoenix will notify parish leadership and parish communities as soon as reasonably possible when a cleric serving there has been withdrawn from ministry because of credible allegation(s) of sexual misconduct with a minor(s). In addition, parishes and the Diocese at large will be notified when a cleric who once served in the Diocese has had a credible allegation and/or has been arrested, indicted or convicted of sexual misconduct with a minor anywhere. Parishes will also be notified

when the Bishop returns a cleric to ministry due to a finding that such an allegation is unfounded; appropriate steps will be taken to restore the cleric's good name.

- A. The Moderator of the Curia and the Director of the Office of Child and Youth Protection will inform the Director of Communications as soon as possible when the Bishop has approved the withdrawal from or return to ministry of any cleric.
- B. The Moderator of the Curia, the Chancellor, Vicar for Priests, Director of Deacons, Tribunal officials, Director of the Office of Child and Youth Protection, the Diocesan General Counsel and the Director of Communications will develop the communication materials.
- C. The communication materials will then be submitted to the Moderator of the Curia, Chancellor, and the Bishop for final review and approval.
- D. After final approval, plans will be made with the Bishop, Moderator of the Curia, or the local Dean and/or his representatives, to be present at any parish affected by a cleric's withdrawal from or return to ministry to convey the current status and oversee the distribution of the communication materials announcing the withdrawal from or return to ministry.
- E. After final approval, communication materials will be shared with the affected parish and *The Catholic Sun*. The same material will be posted on the Official Web Site of the Diocese of Phoenix for thirty (30) days if the communication involves a withdrawal or return to ministry and for seven (7) days if the communication involves an announcement of an arrest, indictment or conviction of clergy anywhere who once served in the Diocese.
- F. Upon request from the public media, the Director of Communications or a designated representative will disseminate information regarding the cleric's withdrawal from ministry.

#### **Article 18. Discipline for Violation of the Diocese of Phoenix *Policy and Procedures for the Protection of Minors***

Employees, volunteers, and clerics are bound to abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*. A proven violation of the *Policy and Procedures for the Protection of Minors* by diocesan personnel or a volunteer of the Diocese of Phoenix is subject to consequences, which may include termination from one's position and/or restrictions on future service to the Diocese.

Laypersons holding an ecclesiastical office are subject to the rights and obligations provided by canon law, and can only be removed from a position through legitimate means. A person aggrieved by the reasons for removal from ecclesiastical office may make hierarchical recourse to the one who issues the decree (Canons 145; 184; 1732-1739).

#### **Article 19. Compliance to the *Charter for the Protection of Children and Young People***

The Diocese of Phoenix will be in full compliance with the *Charter for the Protection of Children and Young People*.

# Appendix I

## Historical Background

### CATHOLIC DIOCESE OF PHOENIX: *Policy on Sexual Misconduct*

Approved and Promulgated by  
Most Reverend Thomas J. O'Brien  
Bishop of Phoenix  
November 1995

### CATHOLIC DIOCESE OF PHOENIX: *Policy and Procedures for the Protection of Minors*

Approved and Promulgated by  
Most Reverend Thomas J. Olmsted  
Bishop of Phoenix  
Revised July 2015

In 1990, the Catholic Diocese of Phoenix implemented written policies entitled, "Allegations of Abuse of Minors..." with respect to clergy, employees and volunteers. Phoenix was one of the first dioceses in the country to have such a policy for priests, deacons, school personnel, employees and volunteers.

In December 1993, The Most Reverend Thomas J. O'Brien, Bishop of the Catholic Diocese of Phoenix, announced publicly that he was forming a special Commission to review all of the diocesan policies which related to sexual abuse of minors and to frame one policy which addressed sexual misconduct by all personnel of the Church. The Commission adopted the following as its mission "formulate a policy addressing the role of the Church of Phoenix in: espousing the moral values of the Church; preventing sexual abuse and other forms of sexual misconduct, through a program of education and advocacy; and responding effectively to allegations or instances of sexual misconduct by clergy, consecrated life and other ministers, employees and volunteers of the Church. In this effort, the Commission is to balance the rights of the victim and those of the accused while taking into account the interests of the public, state and the Church.

The twenty-two member Commission met on a regular basis over a fourteen month period and on February 21, 1995 recommended the policy to the Bishop. The Commission was made up of laity, consecrated life and clergy from throughout the Diocese representing various professionals, including law enforcement, behavioral sciences, clergy, business and victim representatives. A revision of this policy was completed in 1998.

In 2003, the most recent revision was completed in order to implement the "Essential Norms" and "The Charter for the Protection of Children and Young People" which was approved by the United States Conference of Catholic Bishops. The Office of Child & Youth Protection (OCYP) was created to assist in the implementation of the Essential Norms and the Charter. The *Policy and Procedures for the Protection of Minors* was implemented in 2006 to replace the *Policy on Sexual Misconduct*. This policy has been reviewed on a yearly basis and revised as needed.

# Appendix II

## Directory of Terms

**Administrative Act:** The Bishop may act in the best interest of the Church, while remaining within the confines of canon law; certain actions, most especially those that may negatively impact ones position within the Diocese, require that action be taken in writing, and transmitted to the effected party. A party has a right to recourse consistent with canon law regarding the act of the Bishop

**Arizona Statute 13-3620:** Duty to report abuse, physical injury, neglect...Full text can be located at the following website: <http://www.azleg.state.az.us/ars/13/03620.htm>

**Arizona Statute 15-512:** (Vendors) Establishes fingerprinting requirements for contractors, subcontractors, vendors, or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis on school property. Defines "regular basis on school property" and authorizes school district to charge the costs of the fingerprint check to the contractor, subcontractor or vendor or to the employee of the contractor, subcontractor or vendor... Full text can be located at the following website: <http://www.azleg.state.az.us/ars/15/00512.htm>

**Auditor:** The person appointed by the Bishop or a judge to gather evidence in a case concerning the public good, e.g. criminal or marriage cases

**Chancellor:** A person stably appointed to oversee the care and organization of diocesan records, as well as notarize documents when necessary. Other duties may be assigned such as serving in an oversight position in various administrative processes (cc 483-4)

***Charter for the Protection of Children and Young People and Essential Norms:*** In June 2002, the United States Conference of Catholic Bishops created a document stating their commitment to ensure that the sexual abuse of minors would not happen again. The *Charter* provides a framework for the *Essential Norms*, a set of guidelines created for dioceses in the United States to complement canon law regarding any sexual abuse of minors by a cleric

**Cleric:** A man who has been ordained to the transitional diaconate, permanent diaconate, or priestly office

**Code of Canon Law:** Body of universal laws that govern the Latin Rite of the Catholic Church

**Congregation for the Doctrine of the Faith (CDF):** Dicastery (office) of the Holy Catholic Church that addresses matters of the faith, also directs a Bishop on how to proceed with grave delicts, including cases of sexual abuse of a minor



**Consecrated Life/Consecrated men and women:** Members of the Christian faithful, whether cleric or lay, who, are consecrated to God and contribute to the salvific mission of the Church. Some examples of consecrated persons in the Church include sisters or nuns, brothers, priests who are members of institutes of consecrated life, consecrated virgins, and hermits.

**Decree:** Decision of a Bishop made in writing in virtue of his executive, judicial or legislative power

**Delict:** A criminal act in the Church, subject to canonical action

**Ecclesiastical office:** Stable positions in the Church exercised for a spiritual purpose. At the diocesan level, these offices include the diocesan bishop, vicar general, judicial vicar, episcopal vicar, chancellor, finance officer, promoter of justice, judge, auditor, notary, and dean. At the parish level, these offices include the pastor and the parochial vicar

**Emotional abuse:** When a parent, guardian or custodian demonstrates behavior which is likely to have the effect of terror, rejection, isolation, humiliation or debasement of a child. Child is exhibiting severe anxiety, depression, withdrawal or untoward aggressive behavior which could be due to serious emotional damage by a parent, guardian, or custodian which can only be diagnosed by a medical doctor or psychologist

**Essential Norms:** A document created by the United States Conference of Catholic Bishops. This document ensures that each diocese and eparchy will have policies and procedures in place to respond promptly to all allegations of sexual abuse of minors by diocesan and religious priests or deacons

**Faculties:** Permissions granted to a cleric to serve the People of God, such as permission to witness a marriage, act as confessor, or to administer confirmation

**Minor:** A person who has not reached full legal age (18 years old.) For the purpose of training requirements and youth volunteer status, the term "minor" also includes a person who is of full legal age, enrolled in High School and is declared as a dependent on the parents most recent federal income tax form. As noted in *Sacramentorum sanctitatis tutela* (SST), article 6, a minor also includes a person who habitually lacks the use of reason

**Moderator of the Curia:** Vicar General/Moderator of the Curia is an appointed priest who, under the authority of the Bishop, is to coordinate those things which pertain to the treatment of administrative affairs and to take care that the other members of the curia properly fulfill the office entrusted to them (cc. 473 §2). In cases concerning the sexual abuse of minors, the Vicar General/Moderator of the Curia works in conjunction with diocesan officials to conduct a fair investigation, to disseminate the information through various officials to the community, and to ensure that all policies and procedures are in accord with canon law, civil law and various Church norms

**Neglect:** The inability or unwillingness of a parent, guardian or custodian of a child to provide that child with supervision, food, clothing, shelter or medical care if that

inability or unwillingness causes unreasonable risk of harm to the child's health or welfare (Extracted from Arizona Revised Statute §8-201)

**Office of Child & Youth Protection (OCYP):** Created to assist the Diocese of Phoenix with the implementation of the *Policy and Procedures for the Protection of Minors* in accord with the *Charter for the Protection of Children and Young People* and *The Essential Norms*. The Director of the OCYP receives allegations of sexual misconduct with minors, coordinates pastoral outreach to affected individuals and communities, assists in the continued development and training of all diocesan personnel and volunteers, and maintains responsibility for the ongoing administration of the OCYP

**Physical Abuse:** Impairment of a minor's physical condition and includes any of the following: skin bruising, pressure sores, bleeding, failure to thrive, malnutrition, dehydration, burns, fracture of a bone, subdural hematoma, soft tissue swelling, injury to any organ, and any physical condition which imperils health or welfare

**Preliminary investigation:** The investigation required by canon law. Once initiated through a decree, this process is used to gather evidence and to make the determination as to whether initiating a trial is necessary. The preliminary investigation must be brought to a conclusion through a decree, and either lead to exoneration, administrative action, or a trial

**Promoter of Justice:** The promoter of justice functions as the prosecutor of a penal case (Canon 1430). Like a plaintiff in a contentious case, the promoter brings the action, educes evidence, argues the case, and appeals if necessary. The promoter's duty is to seek justice, and his/her concern is the public good. The promoter is not to prosecute if he/she decides there is no basis for the prosecution. The Promoter of Justice is to be consulted prior to the citation of the accused regarding the placing of the accused on "administrative leave." The Promoter of Justice attends Review Board meetings and offers canonical advice; however has no vote in the Review Board's determinations and recommendations

**Reasonable Belief:** When a person has any facts from which one could reasonably conclude that a minor may have been neglected and/or abused

**Sexual Abuse:** Intentionally or knowingly engaging in sexual contact or conduct with a minor. Abuse can include inflicting or allowing sexual abuse, sexual conduct with a minor, sexual assault, molestation of a child, commercial sexual exploitation of a minor, sexual exploitation of a minor, incest, or child prostitution as detailed in the Arizona Revised Statutes. Sexual abuse also includes the acquisition, possession, or distribution of pornographic images of minors for purposes of sexual gratification, by whatever means or using whatever technology

**Social Media:** Forms of electronic communication (e.g., web sites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g., videos)

# Appendix III

## Interactions & Behaviors Chart

**The lists provided below are not intended to be exhaustive.  
If you identify inappropriate behaviors/interactions you must report them to the  
program supervisor. If you suspect abuse call law enforcement and the  
Department of Child Safety.**

<p><b><i>Appropriate Interactions &amp; Behaviors</i></b></p> <p>Appropriate affection between diocesan personnel/volunteers and minors constitutes a positive part of Church life, ministry, and healthy child development.</p> <p>Depending on the circumstances, the following forms of interactions and behaviors are customarily (but not always) regarded as appropriate ways to maintain healthy boundaries:</p>	<p><b><i>Inappropriate Interactions &amp; Behaviors</i></b></p> <p>Some forms of behavior and physical interactions have been used by adults to initiate inappropriate contact with minors. To maintain the safest possible environment for minors and to respect everyone’s dignity, the following are examples of interactions and behaviors that are <b>not</b> appropriate and <b>not</b> to be used :</p>
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### *Interactions – Physical & Verbal*

<p><b><i>Appropriate Physical Interactions</i></b></p> <ul style="list-style-type: none"> <li>• Side hugs Shoulder-to-shoulder hugs</li> <li>• “Temple” hugs</li> <li>• “A-Frame” hugs</li> <li>• Handshakes</li> <li>• “High-fives”</li> <li>• Pats on the head or back when culturally appropriate</li> <li>• Touching hands, shoulders, or arm around shoulders</li> <li>• Holding hands (with smaller children in escorting situations)</li> <li>• Holding hands during prayer</li> </ul>	<p><b><i>Inappropriate Physical Interactions</i></b></p> <ul style="list-style-type: none"> <li>• Any form of affection that is unwanted by the minor</li> <li>• Showing affection in isolated areas</li> <li>• Physical contact insisted on or requested by the adult</li> <li>• Inappropriate or lengthy embraces</li> <li>• Full frontal hugs</li> <li>• Kisses on the mouth</li> <li>• Touching knees, legs, buttocks, chest or genital areas</li> <li>• Wrestling, “rough housing”, tackle football or tickling</li> <li>• Piggyback rides</li> <li>• Touch, pull, push or strike a minor in anger</li> <li>• Allowing a minor to cling to an adult’s leg</li> <li>• Any type of massage between adults and minors</li> </ul>
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***Appropriate Verbal Interactions***

- Positive affirmation
- Appropriate jokes
- Encouragement
- Verbal praise

***Inappropriate Verbal Interactions***

- Name calling
  - Cursing
  - Telling off-color or sexual jokes
  - Racial insults or ethnic slurs
  - Shaming or belittling
  - Compliments that relate to physique or body development
  - Telling secrets, asking minors to keep secrets
  - Using harsh language that may frighten, threaten, intimidate or humiliate a minor
  - Making derogatory remarks about the minor or his/her family
  - Discussing sexual encounters with minor
  - Involving minors in the personal problems or issues of adults
- 

***Behaviors***

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***Appropriate Behavior***

- Communicating with minors through **PARISH, SCHOOL and/or DIOCESAN** communications such as: websites, blogs, group social networking profiles (e.g., Facebook, Twitter, etc.), office phones, or email for the purpose of parish, school and/or diocesan programs.
- Consistently abiding by the *Code of Ethics* and the *Policy and Procedures for the Protection of Minors*
- Providing a safe environment where the dignity of every individual is ensured
- Knowing how and where to report inappropriate behavior
- Knowing how and where to report alleged/suspected abuse
- Maintaining a professional relationship when interacting with minors, avoiding emotional attachment and/or vulnerable situations
- Maintaining an awareness of the powerful attraction of minors to adults in positions of authority and trust. If a personal or physical dependency begins to develop, the minor is to be referred to another qualified adult.
- Notifying parents when on-going pastoral care of a minor is necessary.
- Giving a modest gift to a group of minors

***Inappropriate Behavior***

- Communicating with minors through **PERSONAL/PRIVATE** means including but not limited to: websites, blogs, social networking profiles, text messaging, home/cell phones, instant messaging, or e-mail.
  - Participating in online gaming with a minor.
  - Being alone with a minor(s), without another responsible adult present, in any closed area that is inappropriate while working in the scope of ministry program. Including but not limited to: a vehicle, restaurant, residence, sleeping facility, locker room, rest room, hot-tub or pool.
  - Allowing minors to have, or assist minors in gaining, access to alcohol, drugs, pornographic material, or any illegal substance.
  - Allowing minors to have, or assist minors in gaining, access to inappropriate media such as: websites, movies, videos, music, audiotapes, DVDs, or CDs, etc.
  - Photographing minors while at school or in catechetical programs without the proper parental/guardian consent.
  - Singling out a minor with a personal gift.
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# Appendix V

## Minor Abuse Reporting Form

After a report is made to law enforcement and the Department of Child Safety (DCS), this form should be completed to serve as documentation that a report was made. If a report is made online to DCS, the online report may be printed out to serve as documentation instead of this form. A copy of all documentation should be kept at the diocesan location, if applicable.

<b>General Information</b>			
Date/Time reported to Law Enforcement:	Location or fax # of where to send this form:	Name of Person report was given to. Badge number if available:	Law Enforcement Phone Number used to make report:
Date/Time reported to DCS:	Location or fax # of where to send this form:	Name of Person report was given to:	DCS Phone Number used to make report:
<b>Person Making Report</b>			
First Name of Person Making Report:	Last Name of Person Making Report:	Contact Number(s): Home - Cell -	
<b>Parent / Person(s) Having Custody of Minor</b>			
(1) Parent, Guardian or Custodian First Name	Parent, Guardian or Custodian Last Name	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian	
Home Street Address	City	State	Zip
Home Phone Number	Work Phone Number	Cell Phone Number	
(2) Parent, Guardian or Custodian First Name	Parent, Guardian or Custodian Last Name	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian	
Home Street Address	City	State	Zip
Home Phone Number	Work Phone Number	Cell Phone Number	
<b>Minor(s) Information</b>			
(1) Minor's First Name	Minor's Last Name	Minor's Date of Birth	
Home Street Address	City	State	Zip
(2) Minor's First Name	Minor's Last Name	Minor's Date of Birth	
Home Street Address	City	State	Zip



# Appendix VI

## Phone Numbers to Report Abuse

### LOCAL LAW ENFORCEMENT

ANTHEM	602-876-1011
APACHE JUNCTION	480-982-8260
AVONDALE	623-333-7000
BAGDAD	928-771-3260
BAPCHULE /SACATON	520-562-4511 / 520-562-3361
BUCKEYE	623-386-4421
BULLHEAD CITY	928-763-1999
CAMP VERDE	928-567-6621
CAREFREE	602-876-1011
CASHION	623-333-7001
CAVE CREEK	602-876-1011
CHANDLER	480-782-4130
COCONINO COUNTY	928-774-4523
COTTONWOOD	928-649-1397
EL MIRAGE	623-500-3000
FLAGSTAFF	928-774-1414
FOUNTAIN HILLS	602-252-7840
GILA BEND	602-876-1011
GILBERT	480-503-6500
GLENDALE	623-930-3000
GOODYEAR	623-932-1220
GRAND CANYON	<b>Inside</b> the Park: 928-638-7805 <b>Outside</b> the Park: 928-774-4523
GUADALUPE	602-876-1011
KINGMAN	928-753-1911
LAKE HAVASU CITY	928-855-4111
LAVEEN	602-876-1011
LITCHFIELD	602-876-1011
MARICOPA COUNTY	602-876-1011
MESA	480-644-2211
MOHAVE COUNTY	928-753-0753
PARADISE VALLEY	480-948-7410
PEORIA	623-773-7061
PHOENIX	602-262-6151
PRESCOTT	928-445-3131
PRESCOTT VALLEY	928-772-9267
QUEEN CREEK	602-876-1011
SCOTTSDALE	480-312-5000
SEDONA	928-282-3100
SELIGMAN	928-771-3266
SUN CITY	602-876-1011
SUN CITY WEST	602-876-1011
SUN LAKES	602-876-1011
SURPRISE	623-222-4000
TEMPE	480-350-8311
TOLLESON	623-936-7186
YAVAPAI COUNTY	928-771-3260
YOUNGTOWN	602-876-1011
WICKENBURG	928-684-5411
WILLIAMS	928-635-4461

**The Department of Child Safety (DCS)** Statewide 1-888-767-2445 Toll Free / TTD 1-800-530-1831  
**Ak-Chin Indian Community:** 520-568-1200 **Fort McDowell Yavapai Nation:** 480-837-1091  
**Gila River Indian Community:** 520-562-7106 **Tohono O'odaham Nation:** 520-383-3275  
**Salt River Pima-Maricopa Indian Community:** 480-850-9230



## Appendix VII

### Procedures to Report Abuse

**If Physical/Emotional Abuse, of a child has been revealed to you or you have reasonable belief or have observed that there is abuse:**

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Ask these questions: What happened?, Who did it?, When did it happen?, and Where did it happen?
4. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS). Non-emergency reports can be made to DCS online by going to <https://www.azdes.gov/dcyf/cps>.
6. Keep documentation of making a report (at diocesan location if applicable) either by completing the Minor Abuse Reporting Form (found in Appendix V) or by printing out a copy of the report made online to DCS.
7. School personnel shall contact the Catholic Schools Office (602) 354-2344 and report the call made to law enforcement/DCS. Information provided should only include date, time of call, and who placed the call. Catholic School's office shall maintain this information in a log book.
8. If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396.
9. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.

**If Sexual Abuse, of a child has been revealed to you or you have reasonable belief or have observed that there is abuse:**

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Leave questioning of the child for the trained interviewer.
4. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting.
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS). Non-emergency reports can be made to DCS online by going to <https://www.azdes.gov/dcyf/cps>.
6. Keep documentation of making a report (at diocesan location if applicable) either by completing the Minor Abuse Reporting Form (found in Appendix V) or by printing out a copy of the report made online to DCS.
7. School personnel shall contact the Catholic Schools Office (602) 354-2344 and report the call made to law enforcement/DCS. Information provided should only include date, time of call, and who placed the call. Catholic School's office shall maintain this information in a log book.
8. If the accused is a member of the clergy, a consecrated man or woman, an employee or a volunteer of the Church, after reporting to law enforcement and DCS, immediately contact the Office of Child and Youth Protection (602) 354-2396.
9. After reporting, do not attempt to investigate and do not discuss the incident with anyone unless required to do so in conjunction with the investigation.

**\*If you have any questions on reporting or you need assistance contact OCYP (602) 354-2396**

# Appendix VIII

## Volunteer Application

The **Catholic Diocese of Phoenix** appreciates your willingness to share your faith, time and talents. Providing safe and secure programs for our members is of the utmost importance to us. The information gathered in this application is designed to help us secure a safe environment for the people of our community. For your privacy, this form will be stored in a secured locked facility.

<b>PERSONAL INFORMATION</b>				
Legal First Name	Legal Last Name, Suffix (e.g., Jr/Sr.)	Middle Initial	Date of Birth	
Street Address	City	State	Zip	<input type="checkbox"/> Male <input type="checkbox"/> Female
Length at current address _____ Years _____ Months      If you have resided at this location less than 3 years list previous address(es) below.				
Most Recent Previous Address		City	State	Zip
Additional Previous Address		City	State	Zip
Home Phone Number	Cell Phone Number	Email Address		
<b>PRIMARY VOLUNTEER INFORMATION</b>				
Primary Volunteer Location Parish <input type="checkbox"/> School <input type="checkbox"/> Both <input type="checkbox"/>				
Primary Parish Name  Are you a registered Parishioner Yes <input type="checkbox"/> No <input type="checkbox"/>		Primary School Name  List the name of child(ren) attending Catholic School _____ _____		
Type of Volunteer  <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (e.g., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above		List the name of all titles/ministries in which you desire to participate (e.g., Catechist, Coach, Choir, Eucharistic Minister, Knights of Columbus, Ladies Auxiliary, Lector, Money Counter, Pastoral Care, SVDP, Youth Ministry, etc.) _____ _____		
What interests you about serving in the above listed ministry(ies)?				
What has prepared you to serve in the above listed ministry(ies)?				
<b>ADDITIONAL VOLUNTEER LOCATIONS WITHIN THE DIOCESE OF PHOENIX</b>				
<b>1) Parish/School Name &amp; City:</b>		<b>2) Parish/School Name &amp; City:</b>		
<input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (e.g., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above		<input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (e.g., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above		

<b>3) Parish/School Name &amp; City:</b> <hr/> <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (e.g., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above	<b>4) Parish/School Name &amp; City:</b> <hr/> <input type="checkbox"/> Work in food pantry, meal service, provide ministerial service in private homes (e.g., St Vincent De Paul (SVDP)/Pastoral Care) <input type="checkbox"/> Serves minors <input type="checkbox"/> None of the above
--	--

**VOLUNTEER HISTORY**  Check here if you do not have volunteer history

Volunteer Organization	Position	Start Date	End Date	Duties
Street Address	City	State	Zip	
Contact Name	Title			
Phone Number	E-mail Address			

Volunteer Organization	Position	Start Date	End Date	Duties
Street Address	City	State	Zip	
Contact Name	Title			
Phone Number	E-mail Address			

**EMPLOYMENT**  Check here if you are not currently employed

Current Employer:	Position	Years Employed
Street Address	City	State Zip

**REFERENCES** (A minimum of three required. If residing in Diocese of Phoenix less than three years two of the references must be from previous location)

Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal / Non-Family Member</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference Name ( <b>Personal / Family Member</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal / Family Member</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

**BACKGROUND CHECK INFORMATION**

Have you changed your last name in the past 5 years?  Yes  No  
 If yes, was name change due to a marriage/divorce?  Yes  No  
 If yes, what was your previous last name? \_\_\_\_\_

Have you ever been arrested for, charged with, convicted of or admitted to physically, sexually, or emotionally abusing or assaulting a child or an adult?  
 Yes  No If yes, explain \_\_\_\_\_

Have you ever been arrested for, charged with, convicted of or admitted to a misdemeanor or felony?  Yes  No  
 If yes, please list the offense, date, jurisdiction and outcome. \_\_\_\_\_

Do you have any outstanding warrants, either in Arizona or in any other state?  Yes  No  
 If yes, list reason for warrant. \_\_\_\_\_

Is there anyone living in your home that is a registered sex offender, been accused of or is awaiting trial for a criminal offense against a child?  Yes  No  
 If yes, explain. \_\_\_\_\_

**FOUNDATION SAFE ENVIRONMENT TRAINING CLASS INFORMATION**

Class Name \_\_\_\_\_ Date \_\_\_\_\_  
 Location of Class \_\_\_\_\_

**DECLARATION – Please read each statement and sign below**

- I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.
- I understand that a background check may be conducted prior to and during my service. I authorize investigations of all statements contained in the application.
- I agree to observe all Catholic Diocese of Phoenix guidelines and policies for the program in which I am applying.

**\*\*\*\*\*Please sign below indicating you have read and agree to the above statements\*\*\*\*\***

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parish/School Review**

I verify the applicant completed initial foundation training and their application is complete.

Name (Please Print) : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Office Use Only</b></p> <p>Interview Complete <input type="checkbox"/> Yes <input type="checkbox"/> No          Reference Checks Complete (Minimum of Three) <input type="checkbox"/> Yes <input type="checkbox"/> No          Approved to Volunteer <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes With Listed Restriction(s) _____</p>
---



# Appendix X

## Safe Environment Compliance Form

### (Vendors, Contractors and Subcontractors)

The Roman Catholic Diocese of Phoenix appreciates your willingness to share your gifts and skills with us. As part of our mission to provide a safe and secure environment for our parishioners, employees, students, teachers, and any others who may be on our premises or property, we require that all vendors, contractors and subcontractors who come into contact or interact in any way with minors on the premises of a diocesan location or who conduct business or who provide services on the property of a parish, school or institution of the Diocese of Phoenix (hereinafter "a diocesan location") weekly or at least 5 times a month, provide certain information regarding their organization and employees, and certify that such information is correct.

<b>VENDOR INFORMATION</b>				
Name of Company:				
Type of Organization (corporation, partnership, limited liability company) and Place of Domicile				
First Name of Owner	Last Name of Owner	Middle Initial	Email Address	
Home Street Address		City, State, Zip		Phone Number  Owner: <input type="checkbox"/> Male <input type="checkbox"/> Female
First Name of Person Completing this Form (if different than Owner)	Last Name of Person Completing this Form (if different than Owner)	Position/Title of Person Completing this Form (if different than Owner)		
Home Street Address (if different than above)	City, State, Zip (if different than above)	Phone Number (if different than above)	Email Address (if different than above)	
What parish(es), school(s) or other diocesan institution(s) will the company be serving? List Name(s) & Location(s)				
What services will the company be performing at said parish(es), school(s) or other diocesan institution(s)?				
What will be the length of the project or work to be performed at said institution(s)? (Dates)				
How many times per week will the Company's employees be on the property of said institution(s)?				
By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the Company and to execute and deliver this Compliance Form on behalf of the Company, and that this Compliance Form is and shall be binding upon the Company.				
_____	_____	_____	_____	
Print Name		Signature	Date	

**EMPLOYEE INFORMATION**

Names and positions of all employees, agents, contractors or subcontractors of the Company (hereinafter "Employees") who may come into contact or interact in any way with minors on the property of a diocesan location or who will be on the property of a diocesan location weekly or at least 5 times per month.:

<b>Employee Name</b> (First and Last)	<b>Position</b>	<b>Diocesan Location</b>	<b>Supervisor Name</b>

**CERTIFICATIONS –** Please read each statement and ***initial*** on the line to the left (***do not make check marks***).

**(initials only)**

\_\_\_\_\_ I certify that all of the Employees listed above have completed a fingerprint clearance check, and have furnished the Company with proof of DPS fingerprint clearance or front and back of FBI Fingerprint Clearance Card.

**(initials only)**

\_\_\_\_\_ I certify that DPS or FBI fingerprint clearances have been furnished by all of the Employees listed above, and by any other Employees who may come into contact or interact in any way with minors on the premises of a diocesan location or who may be on the property of a diocesan location weekly or at least 5 times per month, and I certify that the clearance cards indicate that all of the Employees listed above have "No Record."

**(initials only)**

\_\_\_\_\_ I certify that none of the Employees listed above, and that none of the other Employees who may come into contact or interact in any way with minors at a diocesan location or who may be on the property of a diocesan location weekly or at least 5 times per month, are either awaiting trial or have ever been convicted or have ever admitted in open court or pursuant to a plea agreement to having committed any of the criminal offenses set forth below, either in Arizona or in any other state:

1. Sexual abuse of a minor.
2. Incest.
3. First or second degree murder.
4. Kidnapping.
5. Arson.

6. Sexual assault.
7. Sexual exploitation of a minor.
8. Felony offenses involving contributing to the delinquency of a minor.
9. Commercial sexual exploitation of a minor.
10. Felony offenses involving sale, distribution or transportation of, offer to sell, transport, or distribute or conspiracy to sell, transport or distribute marijuana or dangerous or narcotic drugs.
11. Felony offenses involving the possession or use of marijuana, dangerous drugs or narcotic drugs.
12. Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs.
13. Burglary in the first degree.
14. Burglary in the second or third degree.
15. Aggravated or armed robbery.
16. Robbery.
17. A dangerous crime against children as defined in Arizona Revised Statute 13-705.
18. Child abuse.
19. Sexual conduct with a minor.
20. Molestation of a child.
21. Manslaughter.
22. Aggravated assault.
23. Assault.
24. Exploitation of minors involving drug offenses.

**(initials only)**

\_\_\_\_\_ I certify that no Employee of the Company or of any of its contractors or subcontractors has been adjudicated to be or is a registered sex offender.

**-OR-**

**(initials only)**

\_\_\_\_\_ I certify that any Employee of the Company or of any of its contractors or subcontractors who has been adjudicated to be or is a registered sex offender, will never come on to the property of a diocesan location or perform work on that property at any time.

**(initials only)**

\_\_\_\_\_ I understand that the Diocese of Phoenix *Policy and Procedures for the Protection of Minors* is available at [www.safeenvironmenttraining.org](http://www.safeenvironmenttraining.org) and the Company will ensure that all employees that will be on a diocesan location will abide by said policy, and will be responsible for any violations of such policy by employees. Employees will conduct themselves in an appropriate manner by exhibiting respect and professional behavior that is required in the presence of minors and in sacred places.

**(initials only)**

\_\_\_\_\_ I certify that I will update this form as any new employees are hired who may come into contact or interact in any way with minors at a diocesan location or who may be on the property of a diocesan location weekly or at least 5 times per month. I further certify that all statements and information contained in this Compliance Form are true and that any misrepresentation or omission is cause for rejection of the Company's permission to be on the property of a Diocese of Phoenix location. Furthermore, notwithstanding anything in any contract, lease or other agreement to the contrary, Company agrees that any violation of the *Policy and Procedures for the Protection of Minors* is cause for the termination and/or cancellation of any contract with said location.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# Appendix XI

## Norms for Driving and Transporting Passengers

### Diocesan Norms:

1. One individual in an administrative position at each location will view the on line training "Church Transportation – Is it Necessary and Ministry-based?" once every two years. This video is located on the Catholic Mutual Group web-site: [www.catholicmutual.org](http://www.catholicmutual.org).
2. The following specific norms apply to those **VEHICLES OWNED OR LEASED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
  - a. Drivers must be 21 years of age or older.
  - b. If minors are transported, driver must be 25 years of age or older.
  - c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle.
  - d. Each driver must complete a "Driver Information Sheet." The sheets are retained on file for the duration of each individual's service as a driver.
  - e. Each driver must take the "Be Smart – Drive Safe" defensive driving course located on Catholic Mutual's website; [www.catholicmutual.org](http://www.catholicmutual.org).
  - f. Annual driving records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from [www.azdot.gov](http://www.azdot.gov). The form is titled "Motor Vehicle Record Request".
  - g. The use of 11 to 15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
  - h. All buses must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers. A copy of the FMVSS regulations can be obtained from Catholic Mutual Group.
  - i. Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §1.g.
  - j. Vehicles owned by our parishes, schools and other insured entities may **ONLY** be driven outside of the United States if adequate insurance is purchased for the particular occasion. If such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.
3. The following specific norms apply to **PRIVATELY OWNED VEHICLES** used for the business and apostolic activities of our parishes, schools and other insured entities (and to the drivers of those vehicles):
  - a. Drivers must be 21 years of age or older.
  - b. If minors are transported, driver must be 25 years of age or older.
  - c. Drivers must have a valid driver's license and no physical disability that could in any way impair their ability to drive the vehicle.
  - d. Each driver must complete a "Driver Information Sheet." The sheets are retained on file for the duration of each individual's service as a driver.
  - e. Each employee of an insured entity must take the "Be Smart – Drive Safe" defensive driving course located on Catholic Mutual's website; [www.catholicmutual.org](http://www.catholicmutual.org).
  - f. The use of 11 to 15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.

- g. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
  - h. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.
4. The following specific norms apply to those **VEHICLES RENTED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
- a. Drivers must be 21 years of age or older.
  - b. The rental or lease of 11 to 15 passenger vans to transport children or adults is prohibited.
  - c. When a vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) individuals who are not employees of one of our insured entities will be transported in the vehicle.
  - d. If vehicle will be driven to Mexico, purchase Mexican Insurance. Make two copies and keep one in the vehicle and one with the group leader.
5. The following specific norm applies to those **VEHICLES CHARTERED** by our parishes, schools and other insured entities:
- a. Obtain a Certificate of Auto Liability naming the Diocese and location as an additional insured. Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

**Related Canons:**

- Canon 1284 §1. All administrators are bound to fulfill their function with the diligence of a good householder.
- §2. Consequently they must:
- 1/ exercise vigilance so that the goods entrusted to their care are in no way lost or damaged, taking out insurance policies for this purpose insofar as necessary;

**Related Policy Information:**

- 1. Addendum A to the Norms for Driving and Transporting Passengers contains our required "Driver Information Sheet".
- 2. The on-line Motor Vehicle Record Request form from the Arizona Department of Transportation can be found at [www.azdot.gov](http://www.azdot.gov).
- 3. The Arizona Department of Insurance provides some useful information about comparative rates for vehicle insurance policies at [www.insurance.az.gov](http://www.insurance.az.gov).



# Appendix XII

## ROMAN CATHOLIC DIOCESE OF PHOENIX DRIVER INFORMATION SHEET

Please complete one sheet for each driver and one sheet for each private vehicle used:

### Driver Information

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_

Drivers License # \_\_\_\_\_ Date of Expiration \_\_\_\_\_

### Private Vehicle Information (private vehicles used for church/institution purposes)

Name of Owner \_\_\_\_\_ Model of Vehicle \_\_\_\_\_

Address of Owner \_\_\_\_\_ Make of Vehicle \_\_\_\_\_  
\_\_\_\_\_

License Plate # \_\_\_\_\_ Year of Vehicle \_\_\_\_\_

Date of Expiration \_\_\_\_\_

### Insurance Information

When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

Date of Policy Expiration \_\_\_\_\_ Liability Limits of Policy\* \_\_\_\_\_

*\*Please note: The minimal acceptable limits for privately owned vehicles is \$100,000/\$300,000*

### Certification

*I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older. I must be 25 years of age or older to transport minors. I must possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Additional requirement for **employees** of parishes, schools, and other participating institutions in the Diocese of Phoenix Insurance Program and for **all those driving vehicles owned or leased by these institutions:**

*I certify that I have completed the "Be Smart – Drive Safe" defensive driving course located on Catholic Mutual's website; [www.catholicmutual.org](http://www.catholicmutual.org). Initial: \_\_\_\_\_ Date: \_\_\_\_\_*



# Appendix XIII

## Safe Environment Outside Organization Compliance Form

### Catholic Diocese of Phoenix

As part of our mission to provide a safe and secure environment, we require that all outside organizations who come into contact or interact in any way with minors or who host events weekly or at least 5 times per month at a diocesan location meet Diocesan Safe Environment guidelines. Each outside organization leader, (permanent/temporary/replacement), on a diocesan property must provide certain information regarding themselves and their organization by completing the Outside Organization Compliance Form.

<b>OUTSIDE ORGANIZATION INFORMATION:</b>				
Name of Organization				
Type of Organization and Place of Domicile				
Type of service provided by Organization				
Reason organization is meeting on diocesan premise(s)?				
Name(s) and city(ies) of parish(es), school(s) or diocesan institution(s) where you serve as a leader for your organization.				
List your (parish/school/diocesan institution) contact(s) (Provide Name, Phone & Email address)?				
What activities will your organization be engaged in at said parish(es), school(s) or diocesan institution(s)?				
How often will your organization use the parish(es), school(s) or diocesan institution(s) facility (e.g., 1 hour/week; 2 hours/6 times per month)?				
<b>LEADERSHIP INFORMATION</b>				
Legal First Name	Legal Last Name	Middle Initial	Date of Birth	
Home Street Address	City	State	Zip	<input type="checkbox"/> Male <input type="checkbox"/> Female
Length at address _____ Years _____ Months      If you have resided at this location less than 3 years list previous address(es) below.				
Most Recent Previous Address		City	State	Zip
Additional Previous Address		City	State	Zip
Home Phone Number	Cell Phone Number	Organization Position/Title		
E-mail Address				

### REFERENCES FOR LEADERSHIP PERSON

(A minimum of three required. If residing in Diocese of Phoenix less than three years two of the references must be from previous location.)

Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Professional</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal / Non-Family Member</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal / Family Member</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name ( <b>Personal / Family Member</b> )	Address (Street/City/State/Zip)	Daytime Phone Number
Email Address	How long have you known this reference?	Agreed to be a reference <input type="checkbox"/> Yes <input type="checkbox"/> No

### BACKGROUND CHECK INFORMATION FOR LEADERSHIP PERSON

Have you changed your last name in the past 5 years?  Yes  No  
 If yes, was name change due to a marriage/divorce?  Yes  No  
 If yes, what was your previous last name? \_\_\_\_\_

Have you, or to your knowledge, has any member of your organization that will be at a diocesan location ever been arrested for, charged with, convicted of or admitted to physically, sexually, or emotionally abusing or assaulting a child or an adult?

Yes  No If yes, explain \_\_\_\_\_

Have you, or any member of your organization that will be at a diocesan location, ever been arrested for, charged with, convicted of or admitted to a misdemeanor or felony?  Yes  No  
 If yes, please list the offense, date, jurisdiction and outcome. \_\_\_\_\_

Do you, or to your knowledge, does any member of your organization have any outstanding warrants, either in Arizona or in any other state?  Yes  No  
 If yes, list reason for warrant. \_\_\_\_\_

Do you, or does any member of your organization that will be at a diocesan location, have anyone living in your/their home that is a registered sex offender, been accused of or is awaiting trial for a criminal offense against a child?

Yes  No  
 If yes, explain. \_\_\_\_\_

## FOUNDATION SAFE ENVIRONMENT TRAINING CLASS FOR LEADERSHIP PERSON

Class Name \_\_\_\_\_ Date \_\_\_\_\_

Location of Class \_\_\_\_\_

**DECLARATION/CERTIFICATION OF LEADERSHIP PERSON** – Please read each statement and ***initial*** on the lines below (***Do not make check marks***).

**(initials only)**

\_\_\_\_\_ I understand that a background check may be conducted prior to and during my service. I authorize investigations of all statements contained in the Outside Organization Compliance Form.

**(initials only)**

\_\_\_\_\_ I understand that the Diocese of Phoenix *Policy and Procedures for the Protection of Minors* is available at [www.safeenvironmenttraining.org](http://www.safeenvironmenttraining.org). Our organization will ensure that all members that will be on a diocesan location will abide by said policy, and will be responsible for any violations by our members.

**(initials only)**

\_\_\_\_\_ I certify that all members of our organization will observe the Catholic Diocese of Phoenix rules and regulations while on the property of any Diocese of Phoenix location, and that all members of our organization will conduct themselves in a professional manner and will exhibit the respect and good behavior that is required in the presence of children and in sacred places.

**(initials only)**

\_\_\_\_\_ I certify that the organization will update this form as necessary, and at least annually. I further certify that all statements and information contained in this Compliance Form are true and that any misrepresentation or omission is cause for rejection of the organization to be on the property of a Diocese of Phoenix location. Furthermore, notwithstanding anything in any contract, lease or other agreement to the contrary, Organization agrees that any violation of the *Policy and Procedures for the Protection of Minors* is cause for the termination and/or cancellation of any contract, lease, or other agreement.

**(initials only)**

\_\_\_\_\_ By signing this Compliance Form, I hereby represent and agree that I am duly authorized to act for and on behalf of the said organization, and that this Compliance Form is and shall be binding upon the Organization.

**\*\*\* PLEASE SIGN BELOW AFTER YOU HAVE READ AND INITIALED THE ABOVE STATEMENTS.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parish/School Review

I verify applicant completed the initial training, application and that each declaration statement has been initialed.

Name (Please Print) : \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Interview Complete  Yes  No

Reference Checks Complete (Minimum of Three)  Yes  No

Grant permission to be on Diocesan premise(s)  Yes  No  Yes With Listed Restriction(s)

## Diocesan Safe Environment Requirements for Outside Organizations

Outside organizations who come into contact or interact in any way with minors or who host events/meetings weekly or at least 5 times per month at a diocesan location must meet the following guidelines:

1. Each leader(s) (permanent/temporary/replacement), who will be on the premises during hosted events/meetings must be in compliance with volunteer safe environment training requirements. This includes each leader(s) completing the following:
  - a. Annual safe environment training
  - b. Complete the Outside Organization Compliance Form (see Appendix XIII); update as applicable
  - c. Sign the *Code of Ethics* (Appendix IV)
  - d. Face-to-face interview conducted by diocesan contact
  - e. Reference check conducted by diocesan contact
2. Organization must submit name(s) and contact information of all leaders who will be on the premises during hosted events/meetings to diocesan location office
3. Organization leader(s) must agree to comply with the *Policy and Procedures for the Protection of Minors*



# Appendix XIV

## Quick Reference - Phone Numbers

Adult Protective Services (APS)	1-877-767-2385
Catholic Mutual Insurance	602-354-2181
Catholic Schools Office	602-354-2345
Chancery Office	602-354-2470
Department of Child Safety (DCS)	1-888-767-2445
Diaconate Office	602-354-2013
Diocesan Pastoral Center	602-354-2000
Human Resources Department	602-354-2203
Legal Department	602-354-2474
Office of Child and Youth Protection	602-354-2396
Safe Environment Training Office	602-354-2418
Vicar for Priests Office	602-354-2478

For a complete listing of phone numbers to report abuse, refer to Appendix VI.

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# Notes

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