

References

Please provide two personal/professional references. If you have resided in this area for less than two years, please provide at least one reference from your previous area of residence.

Name _____			Name _____		
City _____	State _____	Phone _____	City _____	State _____	Phone _____
Relationship _____		Years Known _____	Relationship _____		Years Known _____

IMPORTANT – Please read and sign below

The information provided on this form is true and complete. If accepted as a volunteer, any misstatement or omission of fact on this form may result in suspension of my services. I grant permission to check my background and references and release the diocese and all diocesan locations from any and all liability that may result.

I further understand that all persons who will have contact with children or vulnerable adults are required to comply with Diocesan Safe Environment policies and procedures and are required to undergo a state and federal criminal background check.

Print Name: _____

Signature: _____

Date: _____

Volunteer Acknowledgment and Release Form

I, _____ (print name), agree to and acknowledge the following: I am volunteering my time during, and in connection with, the following purpose:

_____.

I acknowledge that my decision to provide volunteer services in connection with my time as a volunteer is purely voluntary. I understand that the services I am performing in connection with my time are volunteer services, and that I am performing those services without promise, expectation, or receipt of any compensation (either monetary or in the form of benefits). I offer the volunteer services freely and without direct or indirect pressure or coercion. I understand that my participation is not required.

I hereby release Our Lady of Guadalupe Church La Habra (“OLG LH”), its agents, affiliates, employees, officers, directors, trustees, representatives, attorneys, subsidiaries, divisions, related corporations, assigns, successors, and affiliated organizations (hereafter referred to collectively as “Releasees”), and each and all of them, from and against any and all liabilities, claims, causes of action, charges, complaints, obligations, costs, losses, damages, injuries, attorneys’ fees, and other legal responsibilities whether known or unknown, unforeseen or unanticipated (collectively, “Losses”), arising out of or relating in any manner to my role as a volunteer in connection with the my role as a volunteer, including, without limitation, any injury or damage that may be occasioned to me or any other person as a result of my role as a volunteer and/or participating in the activities associated with my role as a volunteer.

I OLG LH’s workers’ compensation insurance carrier may not be liable for the payment of workers’ compensation benefits for any injury or damage that arises out of the volunteer services I will be performing in connection with my activities. I further understand that it is OLG LH’s position that any injury arising from my role as a volunteer in connection with the my role as a volunteer would not be compensable under the workers’ compensation system or any other form of insurance carried by OLG LH.

I understand that if I have any questions, concerns or problems while I am volunteering in connection with my volunteering I should speak with _____.

Signature

Printed Name

Date

Diocese of Orange
Volunteer Emergency Card
(Tarjeta de Emergencia del Voluntario)

Name: _____
(Nombre) **Last** (Apellido) **First** (Nombre completo) **Middle** **Date** (Fecha)

Address: _____ **Telephone** (_____) _____
(Domicilio) **Street** **City** **St** **Zip Code**

Birth Date: ____/____/____
(Fecha de nacimiento) **Department** (Departamento)

Emergency Contacts: _____ **Relationship** (Parentesco)
Name (Nombre completo) _____
(_____) _____

(Personas contacto en caso de emergencia) **Business/Home Address** (Domicilio de la casa o negocio) **Bus./Home Telephone** (Telefono en la casa o negocio)
_____ **Relationship** (Parentesco)
_____ (_____) _____

Name (Nombre completo) _____ **Bus./Home Telephone** (Telefono en la casa o negocio)
_____ (_____) _____

Doctor: _____ **Telephone**
Name (Nombre completo) _____ (_____) _____

Special Health/Medical Information (Optional) Yes No **Blood Type** _____
(Condición de salud especial/información médica al reverso- opcional) (Tipo de sangre)

Special Health/Medical Information: (Optional)
(Condición de salud especial/información médica - opcional)



**ROMAN CATHOLIC
DIOCESE of ORANGE**

POLICY AGAINST SEXUAL MISCONDUCT

LAY EMPLOYEES, NON-ORDAINED
RELIGIOUS WOMEN AND MEN AND
VOLUNTEERS

JULY 2015
PASTORAL CENTER
13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

**DIOCESE OF ORANGE
POLICY AGAINST SEXUAL MISCONDUCT**

Approved by: Bishop Kevin W. Vann	Revised: July 1, 2015
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**ACKNOWLEDGMENT OF RECEIPT OF
POLICY AGAINST SEXUAL MISCONDUCT**

The undersigned acknowledges receipt of the Policy Against Sexual Misconduct for the Diocese of Orange, revised July 1, 2015. The provisions of this policy have been explained to me and I understand my rights and obligations pursuant to this policy. I agree to read this policy within one week of receipt and further, I agree to abide by the terms of this policy. I understand that if I have any questions regarding this policy, now or in the future, I should refer my questions to my supervisor or to the Director of Human Resources for the Diocese of Orange.

NAME (Print Clearly)

POSITION

PARISH/SCHOOL/CENTER/FACILITY

SIGNATURE

DATE



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I. PURPOSE

The purpose of this Policy Against Sexual Misconduct is to:

- 1) Heighten awareness to the reality of sexual misconduct by lay employees, non-ordained religious women and men (“lay religious personnel”) and volunteers of the Diocese of Orange;
- 2) Insure that Diocesan leadership, clergy, lay employees, lay religious personnel and volunteers recognize sexual abuse of a minor as a reportable crime; and
- 3) Provide consistent procedures to appropriately report and respond to allegations of sexual misconduct.

II. POLICY

Sexual misconduct, in all of its forms is wrong, a grievous sin and a crime. It will not be tolerated or condoned. Diocesan leadership will respond appropriately to all allegations and will take appropriate decisive action on all credible allegations of lay employees, lay religious personnel and volunteers sexual misconduct in accordance with the applicable provisions of civil and canon law.

III. DEFINITIONS

The following definitions are specifically applicable to this Policy. They are not to be construed as having any other application in the operation of the Diocese of Orange.

SEXUAL MISCONDUCT: Refers to any conduct that includes sexual abuse, sexual assault, sexual battery, sexual exploitation, sexual harassment, and/or sexual molestation, all of which is civilly unlawful and/or contrary to the moral teachings of the Catholic Church.

SEXUAL ABUSE OF A MINOR: As defined in the Child Abuse and Neglect Reporting Act, refers to a sexual assault on, or the sexual exploitation of a minor.

SEXUAL ASSAULT: Refers to attempted physical acts of a sexual nature, threatened against a minor or a dependent adult or non-consenting adult.

SEXUAL BATTERY: Refers to physical acts of a sexual nature, including rape, incest, oral copulation, sodomy, and lewd touching taken upon a minor or dependent adult or non-consenting adult.



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SEXUAL EXPLOITATION: Refers to conduct related to child pornography, **specifically possession/distribution of child pornography** or other activities that are intended to subject minors and/or dependent adults to harm of a sexual nature.

SEXUAL HARASSMENT: Refers to unwelcome conduct which includes, but is not limited to, explicit sexual propositions, sexual innuendos, suggestive comments, sexually oriented “kidding”, “teasing” or “practical jokes”, jokes about gender specific traits, lewd or obscene language or gestures, display of sexually explicit printed or visual material, and physical contact including all forms of inappropriate touching.

CHILD MOLESTATION: Refers to sexual abuse, sexual assault, and sexual exploitation of a minor including lewd and lascivious conduct taken with the intent of gratifying the sexual desires of the perpetrator.

DEPENDENT ADULT: Any person eighteen years or older is considered dependent when that person, because of emotional, mental or physical impairment is unable or unlikely to report sexual misconduct unless assisted. A person may be considered to be a dependent adult when that person stands in a position of lesser authority or status to the offender, and by reason of such lack of authority or status, is unable or unlikely to report sexual misconduct.

DIOCESE/DIOCESAN: Includes the following entities of the Diocese of Orange: The Roman Catholic Bishop of Orange, a corporation sole; the Diocese of Orange Education and Welfare Corporation; all schools of the Diocese of Orange; Catholic cemeteries; all parishes and centers of the Diocese of Orange; and all other affiliated entities as understood in civil law, over which the Bishop has legal supervisory responsibilities.

MINOR: Any person under the age of 18 years old or as defined by civil law.

REASONABLE SUSPICION: Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse.



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IV. POLICY DISTRIBUTION

This Policy is to be distributed to all lay personnel employed by the Diocese of Orange, all non-ordained religious women and men (“lay religious personnel”) assigned in the Diocese of Orange, and to volunteers who have direct responsibility for and/or routine contact with minors and dependent adults. All recipients shall sign an *Acknowledgment of Receipt* and understanding of this Policy in the form as set out in the appendix of this written policy. The original signed *Acknowledgment of Receipt* is to be maintained in each lay employee’s personnel file. The original signed acknowledgments are to be retained in a permanent file in the location where the volunteer serves.

V. PROHIBITED CONDUCT

Any and all forms of physical and/or verbal conduct with a minor that constitute sexual misconduct as described in the definitions set forth in this Policy are prohibited. All inappropriate physical and/or verbal contact with minors and dependent adults is to be avoided in all circumstances.

Lay employees, lay religious personnel and volunteers are strictly prohibited from being alone with non-relative minors in non-professional “closed door” situations and from taking vacations, trips and outings alone with non-relative minors whom they have been employed to or whom they volunteer to teach, counsel, minister, direct, guide, supervise, or otherwise serve. In no event is it permitted for the aforementioned to spend time alone with such minors in hotel rooms or other locations. Lay employees, lay religious personnel and volunteers are to refrain from attending field trips and other outings with minors unless parents or other authorized adults are present and appropriate consent forms have been obtained.

VI. PROCEDURES REGARDING REPORTING, INVESTIGATING AND HANDLING OF SEXUAL MISCONDUCT COMPLAINTS

Procedure No. 1: Obligation to Report

1.1 Any lay employee, lay religious personnel, or volunteer of the Diocese of Orange who has knowledge of or who possesses a reasonable suspicion of an incident of child molestation, sexual abuse of a minor, sexual exploitation of a minor, sexual harassment of a minor or any other form of sexual misconduct of a minor by any clergy, ordained religious, lay personnel, lay religious personnel or volunteer of the Diocese of Orange, shall



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- Comply with all applicable State reporting requirements.
- Provide an immediate verbal report of the incident to his/her supervisor who will report the incident to the pastor, principal, or ultimate manager of the location. The person receiving the report and his/her ultimate manager are to immediately report the incident to the Assistance Ministry Coordinator at (800) 364-3064 as set forth in Appendix 4.
- In the case of sexual misconduct by clergy or ordained religious, individual is to provide an immediate verbal report of the incident to: the Director of Clergy Personnel as well as to the Assistance Ministry Coordinator at (800) 364-3064. In the case of sexual misconduct by lay personnel or volunteers, an immediate report should be made to the Director Office of Child and Youth Protection at (714) 282-3125 as well as the Assistance Ministry Coordinator at (800) 364-3064.
- In the case of sexual misconduct by non-ordained religious personnel, an immediate verbal report of the incident should be made to the Episcopal Director of Operations and General Council.

1.2 The Assistance Ministry Coordinator will provide a complete report of any allegation of sexual misconduct with a minor or dependent adult to the Oversight Review Board to begin the investigative process as further described herein.

1.3 Reports required by this procedure are in addition to those State mandated reports required of clergy, school personnel, childcare custodians and other mandated reporters who are subject to Sections 11164-11174.3 of the California Penal Code (Child Abuse and Neglect Reporting Act.) Refer to Appendix 2.

Procedure No. 2: Investigation of Reports of Sexual Misconduct

2.1 Each reported allegation of sexual misconduct with minors or dependent adults by an employee, lay religious personnel or volunteer that has been hired or engaged to serve in the Diocese of Orange will be promptly and thoroughly investigated through the auspices of the Oversight Review Board. Allegations by an employee against a co-employee will be investigated pursuant to the provisions of the Diocesan Employee Handbook.



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2.2 Diocesan investigations will be undertaken in such a manner as to avoid interference with any appropriate law enforcement investigation. During such an investigation, care will be taken to protect and respect the rights of the alleged victim, the alleged victim's family, the person who reported the incident, and the accused party. The alleged victim and the accused party will be advised of their individual rights to have an advocate present during any interview.

2.3 Any investigation will be undertaken in compliance with applicable law, including separate interviews of the alleged victim and the accused party.

2.4 In cases of reported sexual misconduct involving a minor or dependent adult and an accused lay employee, lay religious personnel or volunteer, the Director of Human Resources will review the accused party's personnel file to determine if the accused party has previously been the subject of a similar complaint. If there have been such prior complaints, the Human Resources Director will inform the Assistance Ministry Coordinator of that fact, and the Assistance Ministry Coordinator will then disclose that fact to the complaining party. (See Appendices 3 & 4.) In appropriate instances the Oversight Review Board may recommend that the Diocese offer medical and/or, psychological assistance and spiritual direction resources to the alleged victim. If offered, such assistance will be a matter of pastoral concern and is not to be construed as an admission of legal responsibility.

2.5 During the investigation, if Diocesan officials determine that the accused party may present a danger of harm, or that time away from work is required to aid the investigation, the accused party will be placed on administrative leave pending the outcome of the investigation. Such an action is not to be construed as a finding of fact or admission that the accused party is guilty of misconduct, nor should it be construed as having any criminal or civil legal effect on a finding of guilt or innocence.

2.6 The alleged victim will be provided the opportunity to personally present the facts of his or her claim to the designated Diocesan representative during the investigation with the right to have an advocate and/or family members present.

2.7 The accused party will be informed that any statements or admissions by the accused party can possibly be used against him or her in any subsequent criminal or civil proceeding or internal employment action. The



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accused party will be informed of the specific allegations that have been made against him or her and will be provided the opportunity to ask clarifying questions before responding to allegations.

2.8 If the investigation leads to the conclusion that there is no substance to the allegations, and there are no criminal or civil legal investigations pending, the case will ordinarily be closed and the alleged victim will be so informed. Unless the claim is determined to be frivolous or retaliatory, the above-described record of the complaint and the finding of no substance will be placed in the accused party's personnel file.

2.9 If the investigation or an appropriate criminal or civil legal investigation substantiates the allegations, employment, assignment or volunteer status with the Diocese of Orange will be terminated. All non-vested employment benefits will be terminated.

2.10 In the event the accused party makes an admission of wrongdoing during the investigation, a record of the complaint and the accused party's response, as well as the results of the investigation, will be maintained in accord with requirements of applicable law.

Procedure No. 3: Notification After Finding Substance To The Complaint

3.1 In the event it is determined that the accused party has engaged in sexual misconduct and caused injury or damage to any person, the Diocese will promptly reach out to the victim and family to provide appropriate pastoral assistance, including but not limited to, spiritual guidance and therapeutic assistance.

3.2 When warranted, the designated Diocesan representative will provide appropriate notification to the community of faithful served by the accused party. Notification will be prepared and disseminated as determined by the appropriate Diocesan officials, and will be sensitive to and fully respect and protect all privacy and other constitutional rights of the victim, his/her family and the accused party.

3.3 Any media contact or inquiries will be referred to and addressed only by the Diocesan Director of Communications or other designated Diocesan spokesperson.



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Procedure No. 4: False Accusations, Unsubstantiated Claims, and Retaliatory Actions

4.1 Retaliation and/or discrimination against any person who complains of or who reports sexual misconduct are strictly prohibited and will not be tolerated. Proven cases of retaliation by clergy, religious personnel, lay employees or volunteers will result in appropriate disciplinary action including termination of employment or volunteer service.

4.2 Notwithstanding Procedure 4.1, any person who makes a false accusation or makes a false claim shall be subject to civil penalties under the laws of the State of California as well as those prescribed by canon law, including those canons related to perpetrating falsehoods in which individuals become victims of false denunciation and calumny (defamation).

Procedure No. 5: Training RE: Anti Sexual Misconduct

5.1 All lay employees, lay religious personnel and volunteers assigned to ministry with minors or dependent adults in the Diocese will be required to participate in regular Safe Environment Training provided by the Diocese including prevention of sexual abuse, sexual misconduct as well as reporting obligations, and appropriate boundaries.

5.2 Pastors, principals and other supervisors of lay employees, lay religious personnel and volunteers assigned to ministry with minors and dependent adults in the Diocese, are required to cooperate with the Diocesan Departments of Human Resources and Child & Youth Protection to insure attendance by such lay employees, lay religious personnel and volunteers at training sessions provided on these topics. All supervisors are required to attend Sexual Harassment Prevention training as required by California Law and as more fully described in the Diocesan Employee Handbook, In Service of the Body of Christ.

5.3 All pastors, principals, directors and managers within the Diocese of Orange will insure that this written policy is kept on premises. Further, they will insure that applicable policies against sexual misconduct are appropriately disseminated to lay employees, lay religious personnel and volunteers at the parishes, schools and centers.



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Procedure No. 6: Response to Media Inquiries

6.1 Any news or other media inquiries regarding allegations of child abuse or sexual misconduct by lay employees, lay religious personnel and volunteers of the Diocese of Orange are to be directed to the Director of Communications at the Pastoral Center.

6.2 Only the Diocesan Director of Communications or other spokesperson designated by the Bishop is to respond to media inquiries on behalf of the Diocese.

6.3 The designated spokesperson will adhere to the Diocesan commitment to deal with alleged incidents of child abuse and/or other forms of sexual misconduct in a responsibly open manner, respecting the sensitivity, privacy and confidentiality of the alleged victim and the accused party while the matter remains under investigation.



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- Appendix 2 - Child Abuse and Neglect Reporting Act Requirements

- Appendix 3 - Sample Sexual Misconduct Complaint Form

- Appendix 4 - Assistance Ministry Coordinator Program



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APPENDIX 1

**ACKNOWLEDGMENT OF RECEIPT OF
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NAME (Print Clearly)

POSITION

PARISH/SCHOOL/CENTER/FACILITY

SIGNATURE

DATE



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APPENDIX 2

CHILD ABUSE AND NEGLECT REPORTING ACT REQUIREMENTS

(Extract of Applicable Provisions)

Duty to Report: Section 11166(a) of the Penal Code requires any mandated reporter of child abuse who has knowledge of or observes a child in his or her professional capacity whom he or she knows or reasonably suspects has been the victim of child abuse or neglect to report the known or suspected instance of child abuse or neglect to the police department, county or sheriff department, or the Child Protective Services department immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Voluntary Reports (Not Mandated): Anyone who is not a mandated reporter who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to the police department, county or sheriff department, or the Child Protective Services department immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Child Abuse or Neglect Defined: “*Child Abuse*” means physical injury that is inflicted by other than accidental means on a child by another person. The term “*child abuse or neglect*” includes sexual abuse; “*neglect*” means the negligent treatment or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. The term includes both acts and omissions on the part of the responsible person. “*Willful cruelty*” or “*unjustifiable punishment*” is defined as a situation where any person willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation such that the child is endangered.

Reasonable Suspicion Defined: “Reasonable Suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts



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that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse.

Mandated Reporter Defined: The term “Mandated Reporter” is defined in Penal Code 11165.7. Included in the definitions of mandated reporter are the following: a clergy member, a teacher, an instructional aide, a teacher’s aide, a teacher’s assistant, an administrator of a day camp, an administrator or employee of a private youth center, youth recreation program, or youth organization, an administrator or employee of private organization whose duties require direct contact and supervision of children, a licensee, an administrator, an employee of a licensed community care or child day care facility, any person who is an administrator or presenter of, or counselor in a child abuse prevention program in any private school. *(Please note, this is a partial listing.)*

Special Provisions Applicable to Clergy Members

- 1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to the reporting requirements of Section 11166(a) (the general reporting requirements applicable to mandated reporters). For the purposes of this subdivision, “penitential communication” means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs or practices of his or her church, denomination or organization, has a duty to keep those communications secret.

- 2) Nothing in this subdivision shall be construed to modify or limit a clergy member’s duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.



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General Miscellaneous Provisions of the Child Abuse and Neglect Reporting Act:

- **Penalty Provisions for Failure to Report:** Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by the Penal Code is guilty of a misdemeanor punishable by up to six months' confinement in a county jail or by a fine of \$1,000, or by both that fine and punishment.

- **Immunity from Liability; Liability for False Reports:** No mandated reporter who reports a known or suspected instance of child abuse or neglect shall be civilly or criminally liable for any report required or authorized. Any other person reporting a known or suspected instance of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by this article unless it can be proven that false report was made and the person knew that the report was false or was made with reckless disregard of the truth or falsity of the report; and any person who makes a report of child abuse or neglect known to be false or with reckless disregard of the truth or falsity of the report is liable for any damages caused.

The above provisions are drawn from the California Penal Code, primarily Section 11166. The full text of the applicable provisions of the Child Abuse and Neglect Reporting Act cannot be set out in length here. If there is any question regarding the Act, its interpretation or application, please contact either the Director of Clergy Personnel or the Director of Human Resources of the Diocese of Orange, who in appropriate circumstances may refer the inquiry to Diocesan legal counsel.



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**APPENDIX 3
SEXUAL MISCONDUCT COMPLAINT FORM**

DATE _____

PARTY MAKING THE COMPLAINT

NAME: _____

ADDRESS _____

TELEPHONE NUMBER _____

ACCUSED LAY EMPLOYEE, LAY RELIGIOUS PERSONNEL OR VOLUNTEER

NAME: _____ TITLE: _____

PARISH, SCHOOL, CENTER, OR FACILITY OF THE DIOCESE OF ORANGE:

NATURE OF COMPLAINT

On the following page, please describe as clearly as you can exactly what happened. Include dates, if you can, and the names of everyone who was involved in the incident(s) of sexual misconduct by a lay employee, lay religious personnel or volunteer, or who observed or heard what happened. If there was more than one incident, please describe each incident separately. You may use as many sheets of paper as necessary. To the extent possible, this report will be kept confidential.

11/01/05



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APPENDIX 4

ASSISTANCE MINISTRY COORDINATOR PROGRAM

The Diocese of Orange sponsors and provides an Assistance Ministry Coordinator Program specifically to minister to those parties and families of parties who have made a report of sexual misconduct by clergy, religious personnel, lay employees or volunteers assigned in, under contract to, or employed by the Diocese of Orange.

PURPOSE OF THE ASSISTANCE MINISTRY COORDINATOR PROGRAM

This program is offered specifically to:

1. Assist alleged victims of sexual misconduct allegedly perpetrated by clergy, religious personnel, lay employees or volunteers of the Diocese of Orange once a report of allegations has been made.
2. Ensure the process of investigation and review of such report has been initiated and proceeds in accordance with the policies and procedures as set forth by the Diocese of Orange.
3. Offer pastoral assistance to alleged and proven victims of abuse and manage the ongoing care offered to these parties.
4. Offer assistance as a pastoral concern, not as an admission of guilt or legal responsibility.

COMPONENTS OF THE ASSISTANCE MINISTRY PROGRAM

The components of this program involve:

1. Receipt or referral of reports of sexual misconduct;
2. Response to the victim and reporting party if not the victim;
3. Assistance with reports to law enforcement or other appropriate governmental agencies;
4. Pastoral assistance for the alleged victims and families through the investigation process; and
5. Coordination of additional care for alleged victims.



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APPOINTMENT OF AN ASSISTANCE MINISTRY COORDINATOR

Through the Office of the Chancellor, the Charter Implementation Coordinator and the Oversight Review Board, the Diocese will appoint an independent licensed professional in the field of psychology or social work, to perform the duties of Assistance Ministry Coordinator.

ASSISTANCE MINISTRY COORDINATOR DUTIES AND RESPONSIBILITIES

Referrals and Receipt of Reports of Allegations:

- The Director of Clergy Personnel or the Director of Human Resources may initially receive reports of abuse or sexual misconduct of minors or dependent adults by any priest, deacon, ordained or lay religious, lay employee, volunteer or other representative of the Diocese of Orange.
- The Assistance Ministry Coordinator will promptly respond to all such reports.
- The Assistance Ministry Coordinator will retrieve reports and accompanying information from the **(800) 364-3064** toll free reporting line for review and appropriate response.
- Reports of sexual misconduct that may have initially been made to other Diocesan officials are to be referred to the Director of Clergy Personnel in the case of abuse by clergy or ordained religious, or the Director of Human Resources in the case of abuse by lay employees, lay religious personnel or volunteers. These Directors will promptly refer to the Assistance Ministry Coordinator all such reports they receive.
- Upon receipt of direct and referred reports of allegations, the Assistance Ministry Coordinator will ensure compliance with law enforcement and mandated reporting requirements and make a written report for his/her files.

Initiating the Response:

- Upon receipt of the referral of the report, the Assistance Ministry Coordinator will promptly respond to the reporting party and make contact with him or her to obtain information about the nature of the report and explain the report review process.



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- If the report is against a priest of a religious community or other religious personnel, the Assistance Ministry Coordinator will report it immediately to the Director of Clergy Personnel who will forward the report to the appropriate religious superior or provincial for handling. The Assistance Ministry Coordinator will refer reports against lay religious women or men to the Diocesan Delegate for Consecrated Life who will report the allegation to the appropriate religious superior.
- After making contact with the reporting party, the Assistance Ministry Coordinator will inform the Director of Clergy Personnel in cases of ordained accused, the Director of Human Resources in cases of lay employee accused and the Director of Child and Youth Protection in cases of lay volunteer accused of the nature of the report. The Assistance Ministry Coordinator will also inform the Chancellor and the Oversight Review Board of all reported allegations against clergy, lay religious women or men, employees and volunteers so the Board may begin its review of the claim.

Provide Assistance to the Reporting Party through the Claim Review Process

- The Assistance Ministry Coordinator is responsible for initially explaining the claims review process to the reporting party.
- The Assistance Ministry Coordinator may attend any interviews of the reporting party requested by the Oversight Review Board.
- The Assistance Ministry Coordinator will be expected to make contact with the reporting party (except where restricted by criminal or other legal process) during the claim review process in order to assess the needs of the reporting party, offer support and make necessary referrals for counseling, spiritual direction and other services to extend the Church's pastoral support for the reporting party.
- In the event Diocesan authorities inform the Assistance Ministry Coordinator that the accused has been the subject of previous similar allegations, the Assistance Ministry Coordinator will convey to the reporting party that fact alone, but no further information about any such earlier allegations.



DIOCESE OF ORANGE
POLICY AGAINST SEXUAL MISCONDUCT

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- The Assistance Ministry Coordinator should continue the Church's ministry by ongoing communication with the reporting party, his or her family, and others providing ministry to him or her.
- The Assistance Ministry Coordinator may be requested to assess the needs of other persons (families, members of the parish or school communities, staff members) who may be affected by any reports of sexual misconduct or need for intervention. The Chancellor will then coordinate appropriate responses to these persons.
- The Assistance Ministry Coordinator is expected to maintain the confidentiality necessary to assure that no harm comes to the reporting party or the accused from unethical disclosure of privileged information.

Reporting Responsibilities

- The Assistance Ministry Coordinator will comply with all legally mandated reporting requirements regarding the allegations.
- The Assistance Ministry Coordinator will provide regular reports to the Director of Clergy Personnel (claims involving clergy misconduct), to the Human Resources Director (claims involving lay employee misconduct) or the Director of Child and Youth Protection (claims involving volunteer misconduct) regarding the assistance extended in this ministry, including making recommendations for ways to improve the Church's ministry in this regard.
- The Assistance Ministry Coordinator will be available to report to the Bishop upon request and should report to the Bishop anytime it is deemed appropriate by the Assistance Ministry Coordinator.

Education and Training Responsibilities

- The Assistance Ministry Coordinator may be invited to participate in relevant local and national conferences on related topics.
- The Assistance Ministry Coordinator will be expected to take part in appropriate training and continuing education programs to deepen the knowledge and skills necessary to fulfill this ministry.

Revised 07/01/2015

