Policy on Suspected Abuse of Children

January 2010

CATHOLIC
DIOCESE
OF WICHITA

Policy on Suspected Abuse of Children

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October 1992 REVISED: December 2000 REVISED: September 29, 2003 CONFIRMED: September 25, 2006 REVISED: October 2007	REVISED: January 2010

POLICY ON SUSPECTED ABUSE OF CHILDREN

The Catholic Church defends the sanctity of human life at every stage, seeks to protect persons from injustice, and does not hesitate to condemn all that afflicts the human person. The Church is firmly committed to the care of families and their children. She considers abuse or neglect of children as contrary to Christian morality and as an offense against God and against the dignity of the human person.

The Bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or many years ago. In June 2002, the Bishops renewed the Church's commitment to the spiritual and emotional well being of those who have been sexually abused and of their families by the approval and promulgation of the Charter for the Protection of Children and Young People.

I, Michael O. Jackels, Bishop of the Diocese of Wichita, pledge my support to this national effort by diligently enacting policies which safeguard minors in our diocese. This policy is not a new initiative, rather an extension and development of our Diocesan *Policy on Suspected Abuse of Children* which has been in force since 1992. As our understanding of sexual abuse grows, this policy and its procedures will be reviewed and revised.

We, as a Diocese, will work with parents, educators, civil authorities, and various organizations in the community to provide the safest possible environment for minors. Additionally, Diocesan officials will respond promptly to any allegation where there is reason to believe that sexual abuse of a minor has occurred, whether recently or many years in the past.

I. POLICY

1. The Catholic Diocese of Wichita will have as its primary concern the alleged victim's safety and well being. We will be committed to pastoral care for the alleged victim, the family, the accused, and the congregation. The actions described below are meant to ensure the safety of children, to seek the truth, and to protect the rights of all, including the right to a good name for the wrongfully accused. With these pastoral concerns in mind, the following steps will be the official policy of our Diocese.

2. Abusive sexual behavior in any form is outside the scope of employment and volunteer service for all persons in the Diocese. The Church strongly supports the state as it tries to deal with this social and moral evil. We intend to comply with all civil law, and we expect those serving with us to do so. All clergy members, employees, volunteers and contract workers of the Diocese must comply with state and local laws as well as with Diocesan policy and guidelines about sexual child abuse.

II. APPLICABLE STATE LAW

1. Kansas statutes and cases define the types of conduct that violate the law. The ultimate determination of whether a specific matter will be prosecuted lies in the hands of the district attorney once a report has been made. Pages 11 and 12 of this Policy summarize Kansas law regarding the reporting of child abuse (sexual and other) to authorities.

2. The law changes from time to time. Because of this, all personnel should familiarize themselves with the changes that may occur; diocesan updates of the law will be provided.

III. ACTION WHERE ABUSE IS UNDER INVESTIGATION, ADMITTED OR OTHERWISE ESTABLISHED

1. When an allegation is made, the process outlined in sections V through IX of this Policy will be followed for clergy, religious, and lay workers.

2. Any cleric (deacon, priest or bishop) who is the subject of an investigation will be placed on administrative leave pending the completion of the investigation.

3. Any lay employee of the Diocese who is the subject of an investigation relating to an incident of sexual abuse of a child will not be allowed to continue his or her job function pending the completion of the investigation. He or she may be placed on leave with pay pending a determination on his/her future employment.

4. Any volunteer or contract worker of the Diocese who is the subject of an investigation relating to an incident of sexual abuse of a child may not continue to serve in any capacity which would involve contact with children during the investigation.

5. Any lay employee, volunteer or contract worker of the Diocese who admits to, does not contest, or is found guilty of sexual abuse of a child, after an appropriate investigation, will be terminated.

IV. ACTION WHERE ABUSE BY CLERGY IS ADMITTED OR OTHERWISE ESTABLISHED

1. Where even a single act of sexual abuse by a priest or deacon is admitted or established in accordance with Canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, including dismissal from the clerical state, if the case so warrants. A priest will not be permitted to celebrate Mass publicly or administer the sacraments. He will be instructed not to wear clerical garb, or to present himself publicly as a priest. A deacon will not be permitted to engage in any clerical or ministerial activities. The offending priest or deacon will be offered professional assistance for his own healing and well being, as well as for the purpose of prevention. In every case, the processes provided for in Canon law must be observed and the various provisions of Canon law will be fully implemented. The offending priest or deacon may request a dispensation from the obligations of the clerical state at any time.

V. IMPLEMENTATION

1. The Diocese will adopt practices and procedures to publicize and implement this policy.

2. The successful implementation of this policy will require a judicious vigilance by all, including priests, school principals, administrators, and directors of ministries and services.

Reviewed by the Diocesan Review Board on September 16, 2003.
Recommended by the Presbyteral Council on September 25, 2003.
Approved by Most Reverend Thomas J. Olmsted on September 29, 2003.
Reviewed by the Diocesan Review Board on July 21, 2009.
Confirmed by

+ Michael O. Jackels

Most Rev. Michael O. Jackels
Bishop of Wichita, January 12, 2010

GUIDELINES FOR IMPLEMENTATION OF THE POLICY ON SUSPECTED ABUSE OF CHILDREN

I. PREFACE

1. All Church workers must conduct themselves with prudence and virtue, being aware of our responsibility before God as ministers and as representatives of the Church. The Policy on Suspected Abuse of Children, these Guidelines, and the Code of Ethical Standards for Church Personnel and Volunteers are set forth for the guidance of the priests, religious, and laity of our Church.

II. EDUCATION AND PREVENTION

1. The Diocese will establish and maintain a Safe Environment Program designed to prevent, identify, and respond to abuse by providing appropriate education to Diocesan personnel. This program will address inappropriate behavior and indicate the warnings signs of possibly abusive behavior. The VIRTUS Program and the Code of Ethical Standards for Church Personnel and Volunteers will be integral components of the Safe Environment Program.

2. The Diocese will evaluate the backgrounds of all Diocesan personnel who may have regular contact with minors in their ministerial or employment duties. A background check will be conducted at the local level by the person's pastor or immediate supervisor.

3. No priest or deacon from outside the Diocese of Wichita will be given general faculties, which is the specific authority to function as a minister of this Diocese, until his diocesan bishop or religious superior has supplied a thorough background reference. Likewise, no members of a religious community, men or women, will be allowed residence in the Diocese of Wichita until the community's superior provides a complete and accurate description of the member's history. Such references must include information regarding any past allegations of sexual misconduct, and/or physical violence. The Bishop or his designee will review the documentation.

4. All potential seminarians, as part of the acceptance process, will be required to undergo a full psychological profile, in accord with ethical, canonical, and legal principles. The Bishop or his designee will review the psychological profile, and background questionnaire (see paragraph 5 below).

5. A background questionnaire will be completed by the following people before they are employed or otherwise accepted by the Diocese of Wichita:

(a) all priests, deacons, seminarians, and religious;

(b) all employees;

(c) all volunteers;

(d) all contract workers who may have regular contact with children.

III. DEFINITIONS

For the purposes of these Guidelines for Implementation the following definitions are applicable:

1. "Child" or "minor" means any person under 18 years of age

2. "Sexual abuse" includes sexual molestation or sexual exploitation of a minor, and other behavior by which an adult uses a minor as an object of sexual gratification. (Cf., USCCB, *Charter for the Protection of Children and Young People*, 2002.) Although the law requires guilt beyond a reasonable doubt to secure a criminal conviction, the same standard is not required in order to take action under this policy.

3. "Clergy" refers to priests and deacons.

4. "Personnel" encompasses all personnel of the Diocese including clergy, employees, and volunteers. Additionally, included in this category are contract workers who have regular contact with children.

IV. DISTRIBUTION

1. A copy of this Policy, the Guidelines for Implementation of the Policy as well as the Code of Ethical Standards for Personnel and Volunteers will be provided by the Diocese to the following:

(a) priests and deacons serving in the Diocese, each parish/mission, principals of parish schools and high schools, and all directors of agencies and institutes;

(b) every director and administrator of ministries and services including all youth ministries;

(c) all personnel (Cf. Sect III, Par. 4 above) who work with or around children. Pastors, principals of schools, directors and administrators are to distribute the Policy, Guidelines, and Code of Ethics to all future personnel at the time they enter their assignments.

2. Each clergy member, employee, and volunteer will, upon receiving a copy of the Policy and the Guidelines, sign a receipt and return it to the person who distributed it. The original of the Receipt will be kept by the parish, institution or agency, ministry or service, obtaining the Receipt. A photocopy of the Receipt will be forwarded to the Chancery for safekeeping. The Receipt shall read:

RECEIPT

I hereby acknowledge that I received on _____(date) copies of the Diocesan Policy on Suspected Abuse of Children of the Catholic Diocese of Wichita and the Guidelines for Implementation of the Policy, dated _____, that I understand their meaning, and that I agree to conduct myself in accordance with the Policy and Guidelines.

_____
SIGNATURE

_____
PRINT NAME

V. REPORTING AND INITIAL INQUIRY

1. Every incident or allegation of suspected child sexual abuse involving diocesan personnel, whether reportable to State officials or not, must be brought to the Vicar General's attention promptly (within 24 hours). The Vicar General will immediately notify the Bishop of Wichita. Upon receipt of the oral report, the Bishop or his Vicar General will notify the diocesan attorney. A written report shall follow as soon as practicable. Generally, diocesan personnel should report to the person to whom they are responsible. Priests and deacons should report to the Bishop or the Vicar General. If that person is not available, or should such a step be inappropriate, the report is made to the next person in the chain of responsibility.

2. Generally, persons responsible for the care of children must report suspected child sexual abuse to civil authorities. Such reports are made to the Kansas Department of Social and Rehabilitation Services (SRS). Persons who must report are those who deal with the care or supervision of children, for example: teachers, principals, other school officials, day care workers, social service workers, licensed counselors, and medical and mental health care professionals.

3. Priests must report to civil authorities only when they fall within the categories of professionals listed in K.S.A. 38-2223 (See Kansas Law Summary attached to the Diocesan Policy, especially paragraphs 1, 2, 8). However, the seal of sacramental confession remains inviolable. Nothing a priest hears in Confession, whether from a perpetrator, victim, or other person, may be revealed or reported.

4. The Diocese will comply with all applicable State laws with respect to the reporting of allegations of sexual abuse of minors to authorities and will cooperate in their investigation. In every instance, the Diocese will advise and support the person's right to make a report in good faith to authorities.

5. There is always the possibility of false accusations or unsubstantiated claims. It is important to recognize that both civil law and canon law (canons 1390-1391) provide penalties for the crime of falsehood flowing from false denunciation and calumny.

6. Page 14 of this Policy provides a copy of a *Complaint Form for Allegations of Sexual Abuse of a Minor.* It will also be provided by the Bishop's office to any person requesting information about reporting an incident of abuse. Moreover, in addition to regular publication in the Diocesan newspaper, *Catholic Advance*, this *Complaint Form* will be available on the diocesan website, www.cdowk.org click on Links and Resources, Protection of Youth.

7. Either the form mention in # 6 above or a written report may be used to report a suspected incident of child sexual abuse. The written report of suspected abuse will contain the following:

(a) the full name, position, address and telephone number of the person making the report;

(b) the date of the report;

(c) the full name, position, address and telephone number of the person suspected or accused of misconduct;

(d) the full name, gender, age, address, and telephone number of the child who is suspected to be the victim of sexual abuse, and the name, address and telephone number of the parents or guardian of such victim;

(e) a description of the incident of sexual abuse including date, time and location;

(f) the names, positions, addresses and telephone numbers of all eyewitnesses or others having information;

(g) any additional information bearing on the incident that may be helpful to the investigation.

8. Each report of sexual child abuse will be directed immediately to the Vicar General or the Bishop's designee, who upon gathering the necessary information as indicated on the report form, will notify law enforcement officials. In all cases the Bishop will appoint a competent investigator(s) to conduct interviews, gather further information, and submit a report to the Review Board.

VI. VICTIM ASSISTANCE COORDINATOR

1. The Bishop of Wichita will appoint a Victim Assistance Coordinator to aid in the immediate pastoral care of persons who claim to have been sexually abused as a minor by clergy or other church personnel, whether the abuse was recent or occurred many years in the past. The Victim Assistance Coordinator will be a professional experienced in child abuse matters.

2. When accusations are made of sexual misconduct with a minor involving any personnel of the Diocese, the Victim Assistance Coordinator will promptly contact the family of the alleged victim, if applicable, and let them know of the Church's sincere pastoral concern. The Victim Assistance Coordinator will make every effort to reach out to the victims and their families as appropriate, and demonstrate a sincere commitment to their spiritual and emotional well being.

3. The Victim Assistance Coordinator and/or the Vicar General should inform those involved that steps are being taken to investigate the report, and should also reassure them that they are not being asked to give up legal rights against anyone – the accused or the Church. The Diocese, in fact, encourages victims to file a civil report. The family should be informed that the Diocese will make a sincere effort to uncover the truth and to deal appropriately with the accused.

4. The Victim Assistance Coordinator, where appropriate, should offer the child and the family psychological counseling, at diocesan expense. This may occur at a Catholic or non-Catholic facility, to be determined by mutual agreement of both parties. Additionally, the child and the family will be offered spiritual counseling. The Victim Assistance Coordinator will advise the Bishop or his designee in writing of the family's response to the Diocese's actions and offer of counseling.

VII. REVIEW BOARD

1. The Review Board will be appointed by the Bishop and will be composed of at least five persons of outstanding integrity and good judgment, and in full communion with the Church. Members of the Review Board will be selected from a wide variety of relevant skills and backgrounds. The skills and experience may include psychology, social work, children's rights, law enforcement, Canon law, civil law, personnel administration, and pastoral care. The majority of Review Board members will be laypersons who are not in the employ of the Diocese. Board members will include, but not be limited to:

(a) a priest who is an experienced and respected pastor of the Diocese of Wichita;

(b) a woman religious or lay woman who has professional training or experience as a counselor;

(c) a Catholic psychologist or other professional experienced in child abuse matters.

2. The Review Board will function as a confidential consultative body to the Bishop of Wichita in discharging his responsibilities regarding these matters. The functions of this Board may include:

(a) advising the Bishop in his assessment of allegations of sexual abuse of minors and in his determination of the accused's suitability for service in the Church;

(b) reviewing Diocesan policies for dealing with sexual abuse of minors.

3. Each member of the Review Board will be appointed for a term of five years, which may be renewed. If not a member of the Review Board, the Promoter of Justice will participate in the meetings of the Review Board. The Bishop will designate a member to chair the Review Board.

VIII. BOARD RECOMMENDATIONS

1. The Review Board will seek to respect the anonymity of those involved in the allegation. Unless well-known, anonymous reference will be made to the accused person regarding his/her personal history. Likewise, the anonymity of the alleged victim, and the person who initially submitted the report will be protected in the Board's proceedings.

2. The Board will seek a complete and thorough recapitulation of the facts including:

(a) circumstances that led the person to make the report, especially if the alleged incident is not recent;

(b) counseling or treatment the victim has received in connection to the alleged incident;

(c) copies of all written statements submitted;

(d) a description of all efforts to locate and contact any other persons with relevant knowledge of the incident;

(e) any recommendations and conclusions the investigator(s) wishes to offer regarding the inquiry process, the weight of the allegations, and the credibility of those submitting information.

3. Upon deliberation, the Board's written recommendation to the Bishop may include:

(a) due to the lack of sufficient evidence, the matter should be closed without adverse action regarding the accused, or

(b) the allegation lacks sufficient evidence, but the accused should be exhorted. This would be an unsustained complaint.

(c) allegations are admitted by the accused or established after a canonical process, the clergy member should be removed from ministry in accord with canon law, or if other diocesan personnel, their services to the Church should be terminated.

4. The Board may also recommend to the Bishop appropriate actions which may be taken for the benefit of the alleged victim.

IX. PRELIMINARY INVESTIGATION

1. “When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation in accordance with canon law will be initiated and conducted promptly and objectively

(*Code of Canon* Law, can. 1717). During the investigation the accused enjoys the presumption of innocence, and all appropriate steps shall be taken to protect his reputation. The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of the results of the investigation." (*Charter for the Protection of Children and Young People,* USCCB, June 2005 revision; "Essential Norms n. 6).

2. "When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation of the Doctrine of the Faith shall be notified." (Idem).

3. If after being presented with results of the preliminary investigation the cleric does not freely admit guilt, then "in every case involving canonical penalties, the processes provided for in canon law must be observed, and the various provisions of canon law must be observed (cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State,1995; Letter from the Congregation for the Doctrine of the Faith, May 18, 2001)" *Charter for the Protection of Children and Young People,* USCCB, June 2005 revision; Essential Norms n. 8a.

4. At this point, "the Bishop shall then apply the precautionary measures mentioned in the *Code of Canon Law,* can. 1722 - i.e., withdraw the accused from exercising the sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process." (Idem).

X. DETERMINATION BY BISHOP

1. The Bishop of Wichita and his advisors will review the written reports, investigation results, Review Board recommendations, and the outcome of the appropriate process in accord with canon law. The Bishop will then make a determination. If guilt is proven, the Bishop will notify the accused and remove him permanently from the ecclesial ministry, not excluding dismissal from the clerical state, if the case so warrants.

2. Customarily, the Bishop or his designee will notify the person who submitted the complaint about the results of the investigation and any personnel action taken as a result of the investigation.

3. If an accusation is not proven, every step possible will be taken to restore the good name of the person falsely accused.

XI. MEDIA REPRESENTATIVE

The Bishop or his designee will be the Diocesan Media Representative. The Media Representative may advise members of the media of the substance of the policy, or of an incident, and what is being done.

XII. CONFIDENTIALITY

To protect the reputation and good name of both accused and children, those who know of an incident or case of child sexual abuse should disclose information only to those authorized to receive such under Kansas law or under these Guidelines and the Diocesan policy.

Reviewed by the Diocesan Review Board on September 16, 2003.

Recommended by the Presbyteral Council on September 25, 2003.

Approved by Bishop Thomas J. Olmsted on September 29, 2003.

Reviewed by the Diocesan Review Board on July 21, 2009.

Confirmed by

+ Michael O. Jackels

Most Rev. Michael O. Jackels
Bishop of Wichita
January 12, 2010

KANSAS LAW SUMMARY

Following is a summary of Kansas law regarding the obligation to report child sexual and other abuse or neglect to law enforcement authorities.

1. Who Must Report? According to Kansas State Law (K.S.A. 38-2223), when there is reason to suspect a child has been harmed as the result of physical, mental or emotional abuse or neglect or sexual abuse, a report must be made by the following persons: "Persons licensed to practice the healing arts, dentistry, and optometry; persons engaged in postgraduate training programs approved by the state board of healing arts; licensed professional or practical nurses; chief administrative officers of medical care facilities; licensed psychologists; licensed masters level psychologists; licensed clinical psychotherapists; licensed social workers, licensed marriage and family therapists, licensed clinical marriage and family therapists, licensed professional counselors, licensed clinical professional counselors, and registered alcohol and drug abuse counselors; *teachers, school administrators or other employees of an educational institution which the child is attending, persons licensed by the secretary of health and environment to provide child care services, or the employees of persons so licensed at the place where the child care services are being provided to the child*; firefighters, emergency medical services personnel, law enforcement officers, juvenile intake and assessment workers, court services officers and community corrections officers, case managers appointed under K.S.A. 23-1001, and mediators appointed under K.S.A. 23-602" (emphasis added). Any other person (i.e., those not listed above) may report, but is not required to under Kansas law.

2. Priests and Religious. Priests and religious are not specifically mentioned in the Kansas Statute as persons who have a duty to report abuse. However, if the individual, (whether priest, religious, church or school employee or volunteer) falls into any of the categories mentioned in K.S.A. 38-2223 (i.e., a priest or sister who is a teacher, school administrator or otherwise employed by the school which the child attends), he or she has the duty to report suspected abuse under Kansas law. Kansas law does not say that clergy must report simply because they are clergy.

3. What Requires A Report? A report must be made when a person in any of the categories listed in K.S.A. 38-2223 has reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse, or neglect or sexual abuse.

4. Summary of Legal Definitions For Purposes of the Reporting Statute:

"Child" refers generally to any person under 18 years of age.

"Abuse" minimally includes any or all of the following:

(a) sexual contact or intercourse;
(b) sexual exploitation of a child.

"Neglect" minimally means failing to maintain reasonable care and treatment to the extent the child's health or emotional well being is endangered.

5. To Whom Must The Report Be Made: Reports – oral or written – are made to the Kansas State Department of Social and Rehabilitation Services (SRS). When this department is not open for business, the report is made to the appropriate law enforcement agency (K.S.A. 38-2223 (c)). The person reporting may speak with the diocesan attorney beforehand.

6. Penalties for Failing to Report. Any person who is required to report as stated above and who willfully and knowingly fails to do so may be found guilty of a Class B Misdemeanor. Likewise, anyone who prevents or interferes with the making of a report required by law may be found guilty of a Class B Misdemeanor. (K.S.A. 38-2223 (e)).

7. Protection for Those Who Report. Anyone participating without malice in the making of an oral or written report on the abuse of a child, or in any follow-up investigation of the report, or in a judicial proceeding, shall have immunity from any civil liability. (K.S.A. 38-2223(f)).

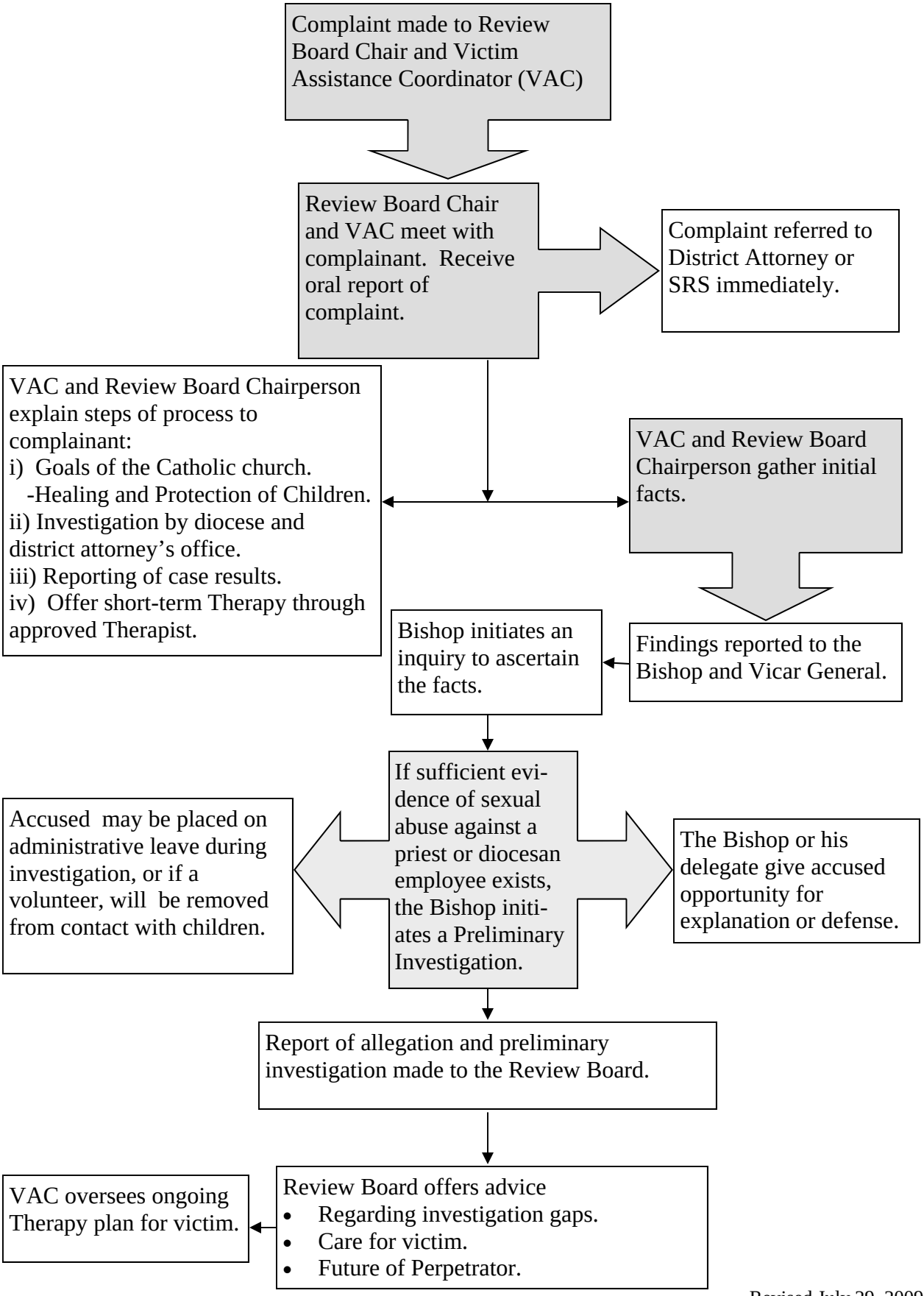
8. Penitential Communication Privilege. Kansas law (K.S.A. 60-429) recognizes as privileged what the statute defines as a "penitential communication." A "penitential communication" means "any communication between a penitent and a regular or duly ordained minister of religion which the penitent intends shall be kept secret and confidential and which pertains to advice or assistance in determining or discharging the penitent's moral obligations, or to obtaining God's mercy or forgiveness for past culpable conduct" (K.S.A. 60-429 (a) (5)).

"A person, whether or not a party, has a privilege to refuse to disclose, and to prevent a witness from disclosing a communication if he or she claims the privilege and the judge finds that (1) the communication was a penitential communication, and (2) the witness is the penitent or the minister, and (3) the claimant is the penitent, or the minister making the claim on behalf of an absent penitent" (K.S.A. 60-429 (b)).

Kansas law clearly protects confessional confidentiality. Kansas law appears to protect a broader range of communications beyond the confessional so long as the communication (a) is between the penitent and priest; and (b) is intended by the penitent to be kept secret and confidential; and (c) pertains to advice or assistance in determining or discharging the penitent's moral obligations. A priest may well be subpoenaed to testify about cases of child abuse with regard to information obtained outside the "penitential communication" as defined by Kansas statute.

Any questions regarding this summary should be directed to the Vicar General or diocesan attorney.

Protocol for Receiving, Investigating, and Treating a complaint of Child Sexual Abuse



Revised July 29, 2009

CATHOLIC DIOCESE OF WICHITA
Complaint Form for Allegations of Sexual Abuse of a Minor

This form may be used to present allegations that a Priest, Deacon, or Church employee, agent or volunteer has committed an act of sexual abuse of a minor. The completed Form is CONFIDENTIAL and may be submitted to: Vicar General, Catholic Diocese of Wichita, 424 N. Broadway, Wichita, KS 67202, in a sealed envelope clearly marked CONFIDENTIAL. We promise a compassionate and pastoral response to help in the healing and reconciliation process.

ALLEGED VICTIM

Name	Address	Home Phone	Work Phone

Date of Birth:	School Information:
Present Age:	
Gender:	

PARENT/GUARDIAN INFORMATION (IF VICTIM IS NOW UNDER 18)

Name ☐Mother/☐Father/☐Other	Address	Home Phone	Work Phone

ALLEGED ABUSER & INCIDENT DETAILS

Name	Address	Home Phone	Work Phone

Brief description of alleged abuse (time, place, acts, witnesses):	Victim's age at time of incident:

Where did the occurrence take place (include street and city address):

Have the allegations been reported to any Civil Authorities or any Church personnel? ___ YES / ___ NO
If YES, when, how and to whom:

_____ _____

SIGNATURE OF VICTIM DATE
(IF VICTIM IS PRESENTLY A MINOR,
A PARENT OR LEGAL GUARDIAN MUST SIGN)

CATHOLIC DIOCESE OF WICHITA

Receipt/Background Questionnaire/Release & Authorization

RECEIPT

CHURCH OR INSTITUTION:
_____

CITY OR
TOWN:_____

I hereby acknowledge that I received on _____(date) copies of the Diocesan Policy Suspected Abuse of Children of the Catholic Diocese of Wichita and the Guidelines for Implementation of the Policy dated January, 2010, that I understand their meaning, and that I agree to conduct myself in accordance with the Policy and Guidelines

SIGNATURE_____
PRINT NAME_____ DATE_____

BACKGROUND QUESTIONNAIRE

(Please Print)

1. Name: _____ SS#_____
Last First Middle Maiden

2. Address:
_____ Birth Date:_____
Street City State Zip
Business Phone:_____ Home Phone:_____

3. Has a civil or criminal complaint ever been filed against you alleging physical abuse or sexual abuse by you?
Yes_____/No_____

4. If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, city, court, or agency where the complaint was filed, and the disposition of the complaint).
_____

5. Have you ever terminated your employment or had your employment terminated for reasons relating to allegation of physical, mental, emotional, or sexual abuse of a minor by you? Yes_____/No_____

6. If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations and your employer at the time, including your employer's name, address, and telephone number).

_____

I hereby certify that the above information, to the best of my knowledge, is true, accurate and complete. Any misrepresentation or willful omission of facts or attempts to practice any material deception or fraud shall be sufficient cause for disqualification from or termination of my position. Furthermore, I understand that this questionnaire and any other materials submitted or obtained in connection with my employment or volunteer position become the property of the Catholic Diocese of Wichita.

SIGNATURE_____
PRINT NAME_____ DATE_____

RELEASE & AUTHORIZATION

I hereby authorize the Catholic Diocese of Wichita to conduct work history, personal references, medical, judicial and law enforcement record inquiries pertinent to matters addressed in this questionnaire. I agree to execute any additional releases necessary to permit the release of such information.

SIGNATURE_____
PRINT NAME_____ DATE_____

Please complete this form and return it to your supervisor or pastor within two weeks. This will become a part of the permanent files of each institution. A copy should be forwarded to the Chancery