



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

Revised July 2019



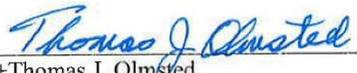
THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

DECREE

In accord with canons 8 and 29 of the Code of Canon Law, I hereby promulgate the Policy and Procedures for the Protection of Minors. This document abrogates all previous versions of this policy.

This Policy and Procedures will take effect on July 1, 2019.

Given at the Diocesan Pastoral Center, Phoenix, Arizona, on this 4th Day of June in the year of Our Lord 2019.


+Thomas J. Olmsted
Bishop of Phoenix



Maria R. Chavira, Ph.D.
Chancellor



ENCOUNTERING THE LIVING CHRIST

400 EAST MONROE STREET, PHOENIX, AZ 85004-2336 | 602-354-2000



THE ROMAN CATHOLIC
DIOCESE OF PHOENIX

July 1, 2019

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

ENCOUNTERING THE LIVING CHRIST

400 EAST MONROE STREET, PHOENIX, AZ 85004-2336 | 602-354-2000

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

602-354-2208 or safeenvironment@dphx.org

<https://phoenix.cmgconnect.org>

400 E. Monroe St.

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@dphx.org

<https://dphx.org/youth-protection/>

400 E. Monroe St.

Phoenix, AZ 85004

HOT LINE (602) 463-8140

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

Table of Contents

	Page
Policy.....	4
Procedures.....	4
Prevention and Education.....	6
Reporting.....	15
Pastoral Response.....	18
Consultative Boards.....	19
Appendix I – Historical Background.....	25
Appendix II – Directory of Terms.....	26
Appendix III – Interactions & Behaviors Chart.....	30
Appendix IV – Code of Ethics.....	32
Appendix V – Minor Abuse Reporting Form.....	33
Appendix VI – Non-Emergent Local Law Enforcement Numbers.....	34
Appendix VII – Procedures to Report Abuse.....	35
Appendix VIII – Safe Environment Application.....	36
Appendix IX – Youth Volunteer Acknowledgement Form.....	37
Appendix X – Compliance Form Vendors, (Sub) Contractors.....	41
Appendix XI – Norms for Driving and Transporting Passengers.....	45
Appendix XII – Driver Information Sheet.....	47
Appendix XIII – Outside Organization Compliance For.....	48
Appendix XIV – Quick Reference – Phone Numbers.....	52

The Roman Catholic Diocese of Phoenix

Policy and Procedures for the Protection of Minors

Policy

It is the policy of the Roman Catholic Diocese of Phoenix that any 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, and to all vendors and outside organizations. 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 or not seeking incardination within the Diocese.
 - 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 into 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 themselves for service to the Diocese of their own free will while performing that service in a diocesan location. Parish registration may be required.

4. Diocesan Locations: For the purpose of this policy the term "diocesan location" shall mean and include the Diocesan Pastoral Center, parishes, Catholic schools, missions, Catholic Cemeteries, retreat centers, Newman Centers, or other designated alternate locations.

5. Vendors: For the purpose of this policy the term "vendor" shall mean anyone who provides goods or services to or otherwise conducts business with a diocesan location.

6. Outside organizations: For the purpose of this policy the term "Outside Organization" shall mean ministries, support groups, community groups and other outside not-for-profit organizations whose purposes and activities are consistent with the mission and teachings of the Catholic Church

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, vendors and outside organizations. 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. A 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 the signs of child abuse.
2. Follow policies and procedures.
3. Take steps to prevent abuse and protect minors.
4. Abide by Arizona Statutes and written diocesan procedures if abuse is suspected or observed.

A. Training

The safe environment training year is July 1st - June 30th.

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 shall 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 September 30 of that year.

- b. All volunteers serving in a position in the Diocese of Phoenix must be trained annually. Volunteers whose duties include contact with minors shall 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 31st of that year.

- c. Minors enrolled in Catholic Schools and/or Diocesan Religious Education Programs are required to be trained in promoting healthy boundaries every year using an approved curriculum set forth by the Safe Environment Training Office. Minors enrolled in Catholic Schools and/or Diocesan Religious Education Programs should complete their age appropriate SET training by December 31st of each year. For a list of diocesan approved safe environment curriculum for minors, refer to the safe environment training website <https://phoenix.cmgconnect.org/>
2. 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 31st of that year.
 3. Initial foundation training may be required to be retaken, as often as needed, at the discretion of the diocesan location.
- B. Safe Environment Renewal Compliance:
1. Compliance with these policies, including completion of the annual safe environment renewal training, is a condition of continued employment. Failure to complete the annual safe environment renewal training will subject an employee to disciplinary action, up to and including termination of employment.
 2. Annual renewal is a requirement to continue volunteering. Any person who does not complete the annual safe environment renewal training will be marked as non-compliant and will not be permitted to volunteer until the training is completed.
 3. Any person who has not completed the annual safe environment training renewal for 3 years or more will automatically be inactivated. Any person that has been inactivated and wishes to return to ministry will be required to complete the SET

foundation training and complete a background check prior to resuming volunteer activities.

C. 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.
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 Office of Consecrated Life 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.

D. Vendors

Anyone who provides goods or services to or otherwise conducts business with a diocesan location (referred to herein as a "vendor") must comply with the *Policy and Procedures for the Protection of Minors*. 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 at any diocesan location weekly or at least

5 times a month, must complete a Vendor Safe Environment Compliance form prior to entering upon said property and prior to conducting business or providing services. The failure of a vendor to complete such form or to provide complete, accurate and updated information as applicable on that form, or the identification or discovery of any fact which, in the sole discretion of the diocesan location and the Diocese of Phoenix, poses an unreasonable risk to minors, shall constitute grounds for termination of any contract with such vendor, and may give rise to legal action against such vendor.

This policy applies 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 that:

1. No principal of vendor (including any officer, director, manager, member; or owner of more than 20% of any stock, partnership, membership or other ownership interest) is awaiting trial or has ever been convicted of or has 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;
2. All of vendor's principals, 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;
3. None of vendor's principals, 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

4. If any of vendor's principals, employees, agents, contractors or subcontractors have been adjudicated to be or is a registered sex offender, or 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, 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 days per month or less **and** are directly supervised by diocesan personnel during entire visit (e.g., school photographers, health screening, events such as educational presentations, etc.)

E. Outside Organizations:

Ministries, support groups, community groups and other outside not-for-profit organizations whose purposes and activities are consistent with the mission and teachings of the Catholic Church may be permitted to use Church property from time to time in the discretion of the diocesan location. As part of the mission to provide a safe and secure environment, all outside organizations who come into contact or interact in any way with minors or who host events/meetings weekly or at least five (5) times per month at a diocesan location must meet the following requirements:

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 updated as applicable
 - c. Sign the *Code of Ethics*
 - d. Face-to-face interview conducted by diocesan contact
 - e. Reference check conducted by diocesan contact
 - f. Provide evidence of a satisfactory criminal background check meeting the requirements of Article 4.B.
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 that organization, its leaders and members shall comply with the *Policy and Procedures for the Protection of Minors*

Article 4. Screening Employees and Volunteers

The Roman Catholic Diocese of Phoenix is grateful to all who wish to participate in the Church ministry. However, service as an employee or volunteer is a privilege with great responsibility, including the vital responsibility to make and maintain a safe environment for minors, and therefore only those who are eligible may perform such service. Those who are not eligible are still invited to participate in the Church's ministry through prayer.

In order to make and maintain a safe environment for minors, all employees and volunteers will be subject to appropriate screening to identify and evaluate factors that may pose an unreasonable risk to minors. The appropriate level of screening shall be based on the employee's or volunteer's level of responsibility for the care and supervision of children and young people.

A. Records/Applications:

All Diocesan personnel and volunteers shall create an account and complete the Safe Environment Application through CMG Connect <https://phoenix.cmgconnect.org/> and sign the Code of Ethics electronically

B. Criminal Background Checks

1. Diocesan locations shall perform criminal background checks of:
 - a. All employees; and
 - b. The following volunteers:
 - i. School coaches;

- ii. Volunteer leaders responsible for youth programs (e.g., coordinator of youth ministry, director of religious education, nursery/childcare leader); and
 - iii. Volunteers whose duties include contact with minors.
2. The requirement for a criminal background check may be satisfied by obtaining either of the following:
 - a. An active Fingerprint Clearance Card issued by the Arizona Department of Public Safety or the Federal Bureau of Investigation; or
 - b. A state and federal criminal history report provided by a third-party service approved by the Safe Environment Training Office.
3. For all other volunteers, the diocesan location may review publicly-available online resources for information it deems relevant for determining eligibility. A state and federal criminal background check as set forth in Paragraph B, 2 is not required but is optional at the discretion of the diocesan location.
4. No person who is or would be precluded from receiving a fingerprint clearance card pursuant to ARS § 41-1758.03 may serve in any role with duties that include contact with minors.

C. Face to Face Interviews:

1. Are to be completed on all new volunteers.
2. Are to be completed on a random selection of all volunteers who have not previously had a face to face interview.

D. Reference Checks:

1. Are to be completed on all new volunteers.
2. Are to be completed on a random selection of all volunteers who have not previously had their references checked.

E. Identifying Registered Sex Offenders:

An important part of abuse prevention includes identifying registered sex offenders who may frequent all diocesan locations. 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 and National Sex Offender websites on a regular basis by the Safe Environment Training Office.
2. No person who is registered as a sex offender may be present at any Diocesan location except through the ROCC program described in Article 13 below.

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

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 Diocesan Personnel, volunteers and minors.
 3. Oversee that all Diocesan Personnel and 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. Participation by Parent's and Legal Guardian's:

Parents or legal guardians may 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 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 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.
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* 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 Statutes § 13-3620, and all other applicable 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 or suspected abuse or neglect 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 or suspected abuse or neglect of minors to law enforcement and the Department of Child Safety, as specified by law.

The failure of diocesan personnel and volunteers to report incidents of actual or suspected abuse or neglect 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 or neglect to a priest during confession, priest-penitent confidentiality cannot be breached (Canon 983). If a person reveals abuse or neglect 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 Abuse or Neglect

When a diocesan personnel or a volunteer has **reasonable belief** that a minor has been the victim of abuse or neglect, they are mandated to make a report to civil authorities. **Do the following:**

1. Listen attentively to the minor.
2. Assure and validate the child: the abuse or neglect was not his/her fault and they did the right thing by reporting.
3. Do not attempt to investigate.
4. Stay calm and keep the minor in a safe environment.
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS) (1-888-SOS-CHILD). Non-emergency reports can be made to DCS online by going to <https://extranet.azdes.gov/DCYF/CHILDS/communication/DES/Default.aspx>
6. According to the Arizona Department of Child Safety the following information may be helpful when making a report:
 - a. name, age, and sex of child and other family members
 - b. address, phone numbers
 - c. parents or guardians contact information
 - d. description of suspected abuse or neglect
 - e. current condition of the child
7. Keep documentation of making a report (at diocesan location) 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. Make sure to get the following information:
 - a. name of person you spoke to
 - b. report number

- c. date and time
8. School personnel shall contact the Catholic Schools Office (602) 354-2345 and report the call made to law enforcement/DCS (1-888-SOS-CHILD). Information provided should only include date, time of call, and who placed the call. Catholic School's office shall maintain this information in a logbook.
9. 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.
10. After reporting do not discuss the incident with anyone unless required to do so in conjunction with the investigation.

The diocese is committed to working in good faith with law enforcement and the Department of Child Safety. To avoid compromising or interfering with 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 or Neglect Made in Good Faith

According to Arizona State Law (Arizona Revised Statutes § 13-3620), persons who make a report of abuse or neglect 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 childhood abuse 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 decide whether or not 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 or Neglect

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 abuse or neglect 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 of the Roman Catholic Diocese of Phoenix). 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 of the Roman Catholic Diocese of Phoenix.
2. To assist the Bishop in determining the suitability for ministry of a priest or a deacon who is the subject of an allegation of sexual abuse
3. To advise the Bishop regarding all aspects of 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 one's suitability for ministry.

The Ethics in Ministry Board works under the direction of the Chancellor.

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. 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 experienced and respected deacon
4. At least one member with particular knowledge and expertise in mental health

5. At least one member with expertise in human resources issues
6. Diocesan officials on an *ad hoc* basis as determined by the Bishop or his delegate
7. The Promoter of Justice, ex officio (non-voting member)
8. The Chancellor, ex officio (non-voting member)
9. Consultant, The Director of Office of Child and Youth Protection (non-voting member)

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* and the *Code of Ethics* 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 Abuse by a Cleric with a Minor

- A. An allegation of sexual misconduct by a priest or deacon of the Roman Catholic Diocese of Phoenix with a minor is brought to the Office of Child and Youth Protection (OCYP); the Director of the OCYP reports the 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 and essential norms, in a manner that does not interfere with any investigation conducted by civil authorities.
- B. If the Bishop determines the accusation raises a semblance of truth, a decree is issued to begin a preliminary investigation (Canon 1717; Essential Norms.)
 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; 129 ff)(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 investigation 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 may request additional information. Upon review of information provided, the Review Board 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 investigated and 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.

After final approval, communication materials will be shared with the affected diocesan location and *The Catholic Sun*. The same material will be posted on the Official Web Site of the Diocese of Phoenix.

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

Diocesan personnel and volunteers are bound to abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*. A 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*. The *Charter* was revised in 2005, 2011 and 2018.

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 2019

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 *Charter* was revised in 2005, 2011 and 2018. 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

Abuse: As defined in Arizona Revised Statutes § 8-201, abuse is the infliction or allowing of physical injury, impairment of bodily function or disfigurement or the infliction of or allowing another person to cause serious emotional damage as evidenced by severe anxiety, depression, withdrawal or untoward aggressive behavior and which emotional damage is diagnosed by a medical doctor or psychologist and is caused by the acts or omissions of an individual who has the care, custody and control of a child. Abuse includes:

- (a) Inflicting or allowing sexual abuse pursuant to ARS § 13-1404, sexual conduct with a minor pursuant to section 13-1405, sexual assault pursuant to ARS § 13-1406, molestation of a child pursuant to section 13-1410, commercial sexual exploitation of a minor pursuant to section 13-3552, sexual exploitation of a minor pursuant to ARS § 13-3553, incest pursuant to ARS § 13-3608 or child sex trafficking pursuant to ARS § 13-3212.
- (b) Physical injury that results from permitting a child to enter or remain in any structure or vehicle in which volatile, toxic or flammable chemicals are found or equipment is possessed by any person for the purpose of manufacturing a dangerous drug as defined in ARS § 13-3401.
- (c) Unreasonable confinement of a child.

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 one's 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 Revised Statutes § 13-3620: Duty to report for any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant . Full text can be located at the following website: <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/13/03620.htm>

Arizona Revised Statutes § 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. The *Charter* was revised in 2005, 2011 and 2018.

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.

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.

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: As defined in Arizona Revised Statutes § 8-201, neglect includes 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, and other action or inaction that causes unreasonable risk of harm to a child's health or welfare. Full text can be located at the following website:

<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/8/00201.htm>)

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.

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 facts from which he/she reasonably concludes that a minor has been neglected and/or abused.

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 and online gaming).

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 have a reasonable belief that abuse or neglect occurred call law enforcement and the Department of Child Safety.

<i>Appropriate Interactions & Behaviors</i>	<i>Inappropriate Interactions & Behaviors</i>
<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>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 not appropriate and not to be used:</p>

Interactions – Physical & Verbal

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

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive affirmation • Appropriate jokes • Encouragement • Verbal praise 	<ul style="list-style-type: none"> • 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

<i>Appropriate Behavior</i>	<i>Inappropriate Behavior</i>
<ul style="list-style-type: none"> • 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 parish, school and/or diocesan programs • Consistently abiding by the <i>Code of Ethics</i> and the <i>Policy and Procedures for the Protection of Minors</i> • 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 	<ul style="list-style-type: none"> • 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, and online gaming • Photographing and videotaping minors while at school or in catechetical programs without the proper parental/guardian consent • Singling out a minor with a personal gift

Appendix IV

Code of Ethics

It is the policy of the Roman Catholic Diocese of Phoenix that any abuse of minors is not acceptable and will not be tolerated.

Diocesan personnel, volunteers, vendors and outside organizations while working in their scope of ministry SHALL:

- Abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*
- 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*
- Exhibit the highest Christian ethical and moral standards, and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and harassment
- Accept personal responsibility to protect all those that are most vulnerable from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances to the program supervisor, pastor or principal
- Immediately report any reasonable belief of abuse or neglect of a minor in accordance with the Arizona state law and policies of the Diocese of Phoenix
- Must protect the confidentiality and privacy rights of others at all times

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, diocesan personnel, volunteers, vendors and outside organizations must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.

It is the responsibility of the individual to adhere to the Code of Ethics. Anyone who violates the Code will be subjected to immediate remedial action by the appropriate authority in each case. Corrective action may take various forms depending on the specific nature and circumstance of the offense, including but not limited to, an oral or written citation or even removal from Ministerial Work, termination of employment or of one's volunteer efforts.

Check one that applies to you:

- Lay Employee
- Volunteer
- Priest
- Consecrated Life
- Consecrated Life in Formation
- Deacon
- Deacon Candidate
- Candidate for Ordination/ Seminarian
- Outside Organization / Vendor
- Educator (for all Diocesan Catholic school personnel only)

By signing below, I am stating that I have received a copy of this *Code of Ethics*, I have read it, understand it, and I agree to abide by it. I also understand that by signing below I agree to abide by the Diocese of Phoenix *Policy and Procedures for the Protection of Minors*.

Date

Printed First Name

Printed Last Name

Signature

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 (<https://dcs.az.gov/services/suspect-abuse-report-it-now>), 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.

GENERAL INFORMATION			
Date Reported to Law Enforcement:	Name of Person Report was given to:		
Time Reported to Law Enforcement:	Law Enforcement Phone Number used to make report:		
Police Report #:	Badge number if available:		
Date Reported to DCS:	Name of Person Report was given to:	DCS Report done: <input type="checkbox"/> By phone <input type="checkbox"/> Online	
Time Reported to DCS:	DCS Phone Number used to make report:		
DCS Report #:			
PERSON MAKING REPORT			
First Name of Person Making Report:	Last Name of Person Making Report:	Contact Number(s): Home: Cell:	
INFORMATION ABOUT THE ACCUSED			
Name:	Contact information:		
Address:	Relationship with the child:		
PARENT / PERSON(S) HAVING CUSTODY OF MINOR			
(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 Code:
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 Code:
Home Phone Number:	Work Phone Number:	Cell Phone Number:	

Appendix VI

Non-Emergent Local Law Enforcement Numbers
For Emergencies Please Call 911

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	Inside the Park: 928-638-7805 Outside 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'odham Nation:** 520-383-3275
Salt River Pima-Maricopa Indian Community: 480-850-9230

Appendix VII

Procedures to Report Abuse or Neglect

If Abuse or Neglect of a child has been revealed to you or you have reasonable belief that abuse or neglect occurred do the following:

1. Listen attentively to the minor
2. Assure and validate the child: the abuse was not his/her fault and they did the right thing by reporting
3. Do not attempt to investigate.
4. Stay calm and keep the minor in a safe environment
5. **Immediately report** the allegations by phone or in person to law enforcement and the Department of Child Safety (DCS) (1-888-SOS-CHILD). Non-emergency reports can be made to DCS online by going to <https://extranet.azdes.gov/DCYF/CHILDS/communication/DES/Default.aspx>
6. According to the Arizona Department of Child Safety the following information can be helpful when making a report:
 - a. Name, age, and sex of child and other family members
 - b. Address, phone numbers
 - c. Parents or guardians contact information
 - d. Description of suspected abuse or neglect
 - e. Current condition of the child
7. Keep documentation of making a report (at diocesan location) 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. Make sure to get the following information:
 - a. Name of person you spoke to
 - b. Report number
 - c. Date and time
8. School personnel shall contact the Catholic Schools Office (602) 354-2345 and report the call made to law enforcement/DCS (1-888-SOS-CHILD). 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
9. 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
10. After reporting 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

Safe Environment Application

The Roman Catholic Diocese of Phoenix is grateful to all who wish to participate in the Church Ministry. However, as a diocesan personnel and volunteer, it is a privilege with great responsibility, including vital responsibility to make and maintain a safe environment for minors, and therefore only those who are eligible may perform such service.

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.

PERSONAL INFORMATION				
Legal First Name:	Legal Last Name, Suffix (e.g. Jr/Sr)	Middle Initial:	Date of Birth:	
Street Address:	City:	State:	Zip Code:	<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 Code:	
Additional Previous Address:	City:	State:	Zip Code:	
Home Phone Number:	Cell Phone Number:	Email Address:		
USCCB ROLE (Select only one for Audit Purposes)				
<input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Priest <input type="checkbox"/> Educator (for all Diocesan Catholic school personnel only) <input type="checkbox"/> Deacon <input type="checkbox"/> Candidate for Ordination <input type="checkbox"/> Other				
CATEGORIES (Select only one)				
<input type="checkbox"/> Lay Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Priest <input type="checkbox"/> Consecrated Life <input type="checkbox"/> Consecrated Life in Formation <input type="checkbox"/> Deacon <input type="checkbox"/> Candidate for Ordination/Seminarian <input type="checkbox"/> Outside Organization / Vendor <input type="checkbox"/> Educator (for all Diocesan Catholic school personnel only) <input type="checkbox"/> Deacon Candidate				
Location:		List Title/Ministry:		
Are you a registered Parishioner? <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact with minors? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What interests you about serving in the above listed ministry(ies)?				
What has prepared you to serve in the above listed ministry(ies)?				
OTHER LOCATIONS				
1) Parish/School Name & City: _____				
2) Parish/School Name & City: _____				
3) Parish/School Name & City: _____				

EMPLOYMENT <input type="checkbox"/> Check here if you are not currently employed			
Current Employer:	Position:	Years Employed:	
Street Address:	City:	State:	Zip Code:
REFERENCES (Mandatory for the following USCCB Roles: Volunteer & Other)			
Reference Name:	<input type="checkbox"/> Professional <input type="checkbox"/> Personal	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?			
Reference Name:	<input type="checkbox"/> Professional <input type="checkbox"/> Personal	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?			
Reference Name:	<input type="checkbox"/> Professional <input type="checkbox"/> Personal	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?			
BACKGROUND CHECK INFORMATION			
Have you changed your last name in the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, was the name changed due to a marriage/divorce? <input type="checkbox"/> Yes <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain: _____			
Have you ever been arrested for, charged with, convicted of or admitted to a misdemeanor or felony?			
<input type="checkbox"/> Yes <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes <input type="checkbox"/> 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?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain: _____			

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:** _____

Appendix X

Safe Environment Compliance Form

**(Vendors, Contractors and Subcontractors,
and All Parties Providing Services or Conducting Business on Church Property)**

Vendors, contractors, subcontractors, service providers and all other parties conducting business on the property of a parish, school or institution of the Diocese of Phoenix (a “Diocesan location”) must meet Diocesan Safe Environment guidelines. As part of our mission to provide a safe and secure environment, all who conduct business or provide services on a Diocesan location weekly or at least 5 times a month, or who come into contact or interact in any way with minors, must agree to comply with all Diocesan Safe Environment guidelines, provide certain information regarding their organization and employees and certify that such information is correct.

This 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, together with proof of insurance consistent with Diocese of Phoenix risk management standards, before the vendor can conduct business or provide services at a diocesan location.

GENERAL INFORMATION		
Name of Company:		
Type of Organization (corporation, partnership, limited liability company), and Place of Domicile:		
First Name of person completing this form:	Last Name of person completing this form:	Position/Title of Person Completing this Form:
Street Address	City, State, Zip	
Phone Number	Email Address	
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)?		

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:

Employee Name (First and Last)	Position	Diocesan Location	Supervisor Name

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

(Initials only)

_____ I certify that all 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/FBI fingerprint clearances or state and federal criminal background checks 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 "NoRecord."

(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
25. Felony offenses involving fraud, misrepresentation, theft, embezzlement or misappropriation

Appendix XI

Norms for Driving and Transporting Passengers

Diocesan Norms:

1. These norms are intended to promote a culture of safety in all Church activities that involve driving and transporting passengers. The norms will be as moderate as is prudent so that they do not unduly constrain the good work of the parishes, schools, and other institutions of the Diocese of Phoenix. Many of the specific norms are requirements of our insurance providers and may be modified from time to time as required by these insurance providers.
2. 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 our Catholic Mutual risk management web-site: Phoenix.CMGConnect.org.
3. Ownership and use of 11 to 15 passenger vans is prohibited.
4. The following norms apply to **ALL WHO DRIVE ON BEHALF OF PARISHES, SCHOOLS, AND OTHER INSURED ENTITIES** in the Diocese of Phoenix:
 - 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 our Catholic Mutual risk management website: Phoenix.CMGConnect.org.
 - f. 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 §5.
5. **ALL BUSES**, whether owned, leased, or chartered 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.
6. The following additional norms apply to those **VEHICLES OWNED OR LEASED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):
 - a. 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. The form is titled "Motor Vehicle Record Request".
 - b. 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.
7. The following additional 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. The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
 - b. The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.
8. The following additional norms apply to those **VEHICLES RENTED** by our parishes, schools and other insured entities (and to the drivers of those vehicles):

- a. 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.
 - b. 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.
9. The following additional 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 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 here: [ADOT MV Record Request](#).
3. The Arizona Department of Insurance provides some useful information about comparative rates for vehicle insurance policies at their site here: [Auto Premium Comparisons](#).

Appendix XII

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: _____

Year of Vehicle: _____

License Plate # _____ 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 I must be 21 years of age or older to drive on behalf of parishes, schools or other insured entities. 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.

I also certify that I have completed the "Be Smart – Drive Safe" defensive driving course located on our Catholic Mutual risk management website: Phoenix.CMGConnect.org

Signature

Date

Appendix XIII

Safe Environment Outside Organization Compliance Form

Ministries, support groups, community groups and other outside organizations whose purposes and activities are consistent with the mission and teachings of the Catholic Church may be permitted to use Church property from time to time in the discretion of the Diocesan location. As part of the mission to provide a safe and secure environment, all such 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 must meet Diocesan Safe Environment guidelines. All organization leaders who will be on premises during hosted events/meetings must provide information regarding themselves and their organization by completing this Compliance Form.

OUTSIDE ORGANIZATION INFORMATION				
Name of Organization:				
Type of Organization and Address:				
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:				
Activities your organization is engaged in at said parish(es), school(s) or diocesan institution(s):				
How often will organization use the parish(es), school(s) or diocesan institution(s) facility (e.g., 1 hour/week; 2 hours/6 times per month):				
LEADERSHIP INFORMATION				
Legal First Name:	Legal Last Name:	Middle Initial:	Date of Birth:	
Home Street Address:	City:	State:	Zip Code:	<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 Code:	
Additional Previous Address:	City:	State:	Zip Code:	
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 (Professional):	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?		Agreed to be a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name (Professional):	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?		Agreed to be a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name: (Personal/Non-Family Member)	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?		Agreed to be a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name: (Personal/Family Member)	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?		Agreed to be a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Name: (Personal / Family Member)	Email Address:	Daytime Phone Number:
How do you know this reference and for how long?		Agreed to be a reference: <input type="checkbox"/> Yes <input type="checkbox"/> No

BACKGROUND CHECK INFORMATION
<p>Have you changed your last name in the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, was name change due to a marriage/divorce? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what was your previous last name? _____</p>
<p>Have you, or 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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____</p>
<p>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 any of the criminal offenses set forth below, either in Arizona or in any other state:</p> <ol style="list-style-type: none"> 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 25. Felony offenses involving fraud, misrepresentation, theft, embezzlement or misappropriation <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the offense, date, jurisdiction and outcome: _____</p>
<p>Do you, or to your knowledge, does any member of your organization have any outstanding warrants, either in Arizona or in any other state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list reason for warrant: _____</p>
<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____</p>

FOUNDATION SAFE ENVIRONMENT TRAINING CLASS FOR LEADERSHIP PERSON		
Class Name: _____	Date: _____	
Location of Class: _____		
CERTIFICATIONS – Please read each statement and <i>initial</i> on the line to the left (<i>do not make check marks</i>).		
(Initials only) _____ I understand that the Diocese of Phoenix Policy and Procedures for the Protection of Minors is available at https://dphx.org or Phoenix.CMGConnect.org and the Company will ensure that members of the organization that will be on a diocesan location will abide by said policy, and that the organization will be responsible for any violations of such policy by such parties. All parties 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 all members of the organization 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, have been the subject of criminal background checks and/or other appropriate screening to identify factors that may pose an unreasonable risk to minors, and that no person who has ever been arrested for, charged with, convicted of or admitted to any of the criminal offenses set forth above will be permitted to come on to the property of a diocesan location at any time.		
(Initials only) _____ I certify that I will update this form as necessary to ensure that it remains true and correct, and includes any new members 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, inaccuracy or omission is cause for rejection of the organization's permission to be on the property of a Diocese of Phoenix location. Organization shall indemnify and defend the Diocese of Phoenix, the diocesan location, and their employees, agents and representatives from, any and all claims and liabilities arising from violation of the <i>Policy and Procedures for the Protection of Minors</i> by organization, its members or agents.		
_____	_____	_____
Print Name	Signature	Date

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

Adult Protective Services (APS)	1-877-767-2385 https://des.az.gov/services/aging-and-adult/arizona-adult-protective-services-aps
Catholic Mutual Insurance	602-354-2181
Catholic Schools Office	602-354-2345 https://catholicschoolsphx.org/en/catholic-schools-arizona/
CMG Connect Tech Support	1-800-228-6108 ask for CMG Connect support Email: cmgconnect@catholicmutual.org
Chancery Office	602-354-2470
Department of Child Safety (DCS)	1-888-767-2445 https://dcs.az.gov/
Diaconate Office	602-354-2013
Diocesan Pastoral Center	602-354-2000
Human Resources Department	602-354-2201 https://dphx.org/paso/
Legal Department	602-354-2474
(Office of Child and Youth Protection (OCYP)	602-354-2396 Línea directa: 602-463-8140 Email: ocyp@dphx.org https://dphx.org/youth-protection/
Safe Environment Training Office (SET)	602-354-2208 Email: safeenvironment@dphx.org
SET Database (CMG)	https://Phoenix.cmgconnect.org
Oficina del vicario para sacerdotes	602-354-2478

Notes