

SEXUAL
MISCONDUCT:

INTERNAL
REPORTING
GUIDELINES

Diocese of St. Cloud September 2003

INTERNAL REPORTING GUIDELINES

I. Alleged Abuse/Misconduct by Cleric Involving a Minor or Vulnerable Adult

1. Allegation received
2. - Report made to civil authorities
Note: Any interference with civil/criminal investigation must be avoided.
 - Notification of assistance coordinator
 - Cleric is notified of allegation in consultation with civil authorities
 - Legal counsel notified
 - Insurance company notified
 - Bishop notified
 - Bishop notifies the Congregation for the Doctrine of the Faith
 - Diocesan Review Board is notified of the allegation
3. Vicar general may meet with advocate and victim to gather information, Re: allegation. If further assistance is deemed necessary, an outside (third party) investigator may be retained.
4. Vicar general meets with cleric (canonical advocate provided).
5. Vicar general makes his report to bishop.
6. Bishop meets with cleric.
 - a. Internal investigation initiated if necessary
 - b. Cleric placed on administrative leave if necessary
7. A Diocesan Response Team will conduct a Parish Listening Session to assist in dealing with concerns and questions from parishioners and to facilitate the process of healing and reconciliation.
8. Cleric to undergo assessment and psychological evaluation as determined by bishop.
9. Cleric placed on ongoing monitoring process as determined by bishop.
10. Appropriate records will be maintained and a written statement will be placed in the file regarding disposition of case.

NOTE: The Diocesan Review Board will be notified of all allegations and will be kept apprised of status.

INTERNAL REPORTING GUIDELINES

II. Alleged Abuse/Misconduct by Cleric Involving a Minor (Now Adult)

1. Allegation received
2.
 - The person bringing forth the allegation is advised to make report to civil authorities.
Note: Any interference with civil/criminal investigation must be avoided.
 - Notification of assistance coordinator
 - a. The person bringing forth the allegation is informed of our obligation to report to authorities, if so determined by diocesan legal counsel.
 - b. If the person bringing forth the allegation does not wish to report the incident to authorities, a written statement must be obtained from them, indicating their desire to not report the incident to authorities. The statement must be dated, signed and placed in cleric's file.
 - Cleric notified of allegation in consultation with civil authorities.
 - Legal counsel notified
 - Insurance company notified
 - Bishop notified
 - Bishop notifies the Congregation for the Doctrine of the Faith.
 - Diocesan Review Board is notified of the allegation.
3. Vicar general may meet with advocate and victim to gather information, Re: allegation. If further assistance is deemed necessary, an outside (third party) investigator may be retained.
4. Vicar general meets with cleric (canonical advocate provided).
5. Vicar general makes his report to bishop.
6. Bishop meets with cleric.
 - a. Internal investigation initiated if necessary
 - a. Cleric placed on administrative leave if necessary
7. A Diocesan Response Team may conduct a Parish Listening Session to assist in dealing with concerns and questions from parishioners and to facilitate the process of healing and reconciliation.

8. Cleric to undergo assessment and psychological evaluation as determined by bishop.
9. Cleric placed on ongoing monitoring process as determined by the bishop.
10. Appropriate records will be maintained and a written statement will be placed in the file regarding disposition of case.

NOTE: The Diocesan Review Board will be notified of all allegations and will be kept apprised of status.

INTERNAL REPORTING GUIDELINES

III. Alleged Abuse/Misconduct by Cleric of an Adult

1. Allegation received
2. - The person bringing forth the allegation is advised to file complaint with authorities if so warranted.
Note: Any interference with civil/criminal investigation must be avoided.
 - a. If the person bringing forth the allegation does not wish to report the incident to authorities, a written statement must be obtained from them, indicating their desire to not report the incident to authorities. The statement must be dated, signed and placed in cleric's file.
 - Notification of assistance coordinator.
 - Cleric notified of allegation in consultation with civil authorities.
 - Legal counsel notified
 - Insurance company notified
 - Bishop notified
 - Diocesan Review Board is notified of the allegation.
3. Vicar general may meet with advocate and victim to gather information, Re: allegation. If further assistance is deemed necessary, an outside (third party) investigator may be retained.
4. Vicar general meets with cleric (canonical advocate provided).
5. Vicar general makes his report to bishop.
6. Bishop meets with cleric.
 - a. Internal investigation initiated if necessary
 - b. Cleric placed on administrative leave if necessary
7. At the determination of the bishop, a Diocesan Response team may conduct a Parish Listening Session to assist in dealing with concerns and questions from parishioners and to facilitate the process of healing and reconciliation.
8. Cleric to undergo assessment and psychological evaluation as determined by bishop.

9. Cleric placed under ongoing monitoring process as determined by bishop.
10. Appropriate records will be maintained and a written statement will be placed in the file regarding disposition of case.

NOTE: The Diocesan Review Board will be notified of all allegations and will be kept apprised of status.

INTERNAL REPORTING GUIDELINES

IV. Alleged Abuse/Misconduct by Non-Cleric Involving Minor or Vulnerable Adult

1. Person receiving allegation immediately reports to pastor and/or vicar general.
 - All allegations are to be reported immediately to the vicar general.
2.
 - Report made to civil authorities
 - Note: Any interference with civil/criminal investigation must be avoided.
 - Notification of assistance coordinator
 - Individual against whom the allegation has been made is notified of the allegation in consultation with civil authorities
 - Legal counsel notified
 - Insurance company notified
 - Bishop notified
 - Diocesan Review Board is notified of the allegation
3. Vicar general or his designee may meet with advocate and victim to gather information, Re: allegation. If further assistance is deemed necessary, an outside (third party) investigator may be retained.
4. Vicar general or his designee meets with the individual against whom the allegation has been made.
5. Vicar general makes his report to bishop.
6. Bishop or his designee meets with the individual against whom the allegation has been made.
 - a. Internal investigation initiated if necessary
 - b. Individual against whom the allegation was made is placed on administrative leave if necessary
7. At the determination of the bishop, a Diocesan Response team may conduct a Parish Listening Session to assist in dealing with concerns and questions from parishioners and to facilitate the process of healing and reconciliation.
8. Individual against whom the allegation was made may undergo assessment and psychological evaluation as determined by bishop or his designee.
9. Appropriate records will be maintained and a written statement will be placed in the file regarding disposition of case.

NOTE: The Diocesan Review Board will be notified of all allegations and will be kept apprised of status.

INTERNAL REPORTING GUIDELINES

V. Alleged Abuse/Misconduct by Non-Cleric Involving a Minor (Now Adult)

1. Person receiving allegation immediately reports to pastor and/or vicar general
 - All allegations are to be reported immediately to the vicar general
2.
 - The person bringing forth the allegation is advised to make report to civil authorities
 - Note: Any interference with civil/criminal investigation must be avoided.
 - Notification of assistance coordinator
 - a. The person bringing forth the allegation is informed of our obligation to report to authorities, if so determined by diocesan legal counsel.
 - b. If the person bringing forth the allegation does not wish to report the incident to authorities, a written statement must be obtained from them, indicating their desire to not report the incident to authorities. The statement must be dated, signed and placed in the individual's personnel file.
 - Individual against whom the allegation has been made is notified of the allegation in consultation with civil authorities
 - Legal counsel notified
 - Insurance company notified
 - Bishop notified
 - Diocesan Review Board is notified of the allegation
3. Vicar general or his designee may meet with advocate and victim to gather information, Re: allegation. If further assistance is deemed necessary, an outside (third party) investigator may be retained.
4. Vicar general or his designee meets with the individual against whom the accusation has been made
5. Vicar general makes his report to bishop
6. Bishop or his designee meets with the individual against whom the accusation has been made
 - a. Internal investigation initiated if necessary
 - b. Individual against whom the allegation was made is placed on administrative leave if necessary
7. At the determination of the bishop, a Diocesan Response Team may conduct a Parish Listening Session to assist in dealing with concerns and questions from parishioners and to facilitate the process of healing and reconciliation.

8. Individual against whom the allegation was made may undergo assessment and psychological evaluation as determined by bishop or his designee
9. Appropriate records will be maintained and a written statement will be placed in the file regarding disposition of case

NOTE: The Diocesan Review Board will be notified of all allegations and will be kept apprised of status.

INTERNAL REPORTING GUIDELINES

VI. Alleged Abuse/Misconduct by Non-Cleric of an Adult

1. Person receiving allegation immediately reports to pastor and/or vicar general
 - All allegations are to be reported immediately to the vicar general
2. - The person bringing forth the allegation is advised to file complaint with authorities if so warranted.
Note: Any interference with civil/criminal investigation must be avoided.
 - a. If the person bringing forth the allegation does not wish to report the incident to authorities, a written statement must be obtained from them, indicating their desire to not report the incident to authorities. The statement must be dated, signed and placed in the individual's personnel file.
 - Notification of assistance coordinator
 - Individual against whom the allegation has been made is notified of the allegation in consultation with civil authorities
 - Legal counsel notified
 - Insurance company notified
 - Bishop notified
 - Diocesan Review Board is notified of the allegation
3. Vicar general or his designee may meet with advocate and victim to gather information, Re: allegation. If further assistance is deemed necessary, an outside (third party) investigator may be retained.
4. Vicar general or his designee meets with individual against whom the allegation has been made
5. Vicar general makes his report to bishop
6. Bishop or his designee meets with individual against whom the allegation has been made
 - a. Internal investigation initiated if necessary
 - b. Individual against whom the allegation was made is placed on administrative leave if necessary.
7. At the determination of the bishop, a Diocesan Response Team may conduct a Parish Listening Session to assist in dealing with concerns and questions from parishioners and to facilitate the process of healing and reconciliation.

8. Individual against whom the allegation was made may undergo assessment and psychological evaluation as determined by bishop or his designee.
9. Appropriate records will be maintained and a written statement will be placed in the file regarding disposition of case

NOTE: The Diocesan Review Board will be notified of all allegations and will be kept apprised of status.