

## ***FOR MINORS ONLY***

### **DIOCESE OF TULSA POLICY CONCERNING SEXUAL MISCONDUCT**

There are few offenses more serious than sexual misconduct with a minor, especially by a member of the clergy or other agent of the Church. Accordingly, it is the policy of the Diocese of Tulsa to use every reasonable means to prevent any occurrence of sexual misconduct, to treat with utmost seriousness any allegation of sexual misconduct and to alleviate, as far as we are able, the suffering of all persons affected by such sexual misconduct if an incident should occur.

In our attempt to deal with this most grievous problem, and more importantly, to prevent it, we pledge a course of action which will include the following:

- Employ appropriate screening and evaluative techniques to assure the fitness of all diocesan, parish and diocesan agency personnel and volunteers who have regular contact with minors.
- Educate all those involved with the appointment, hiring and retention of personnel about procedures designed to prevent the exposure of children to unfit persons.
- Require every person engaged to do the work of the Church to comply with and otherwise support this policy. This includes clergy, lay employees and those volunteers who are given responsibilities that involve contact with children.
- Respond promptly to all allegations of sexual misconduct.
- Comply fully with the reporting requirements of the State of Oklahoma and the USCCB *Charter For Protection of Children and Young People, Revised Edition* and cooperate with any investigation the civil authorities might undertake.
- When indicated by circumstances, temporarily relieve from duty the accused person until the matter is more fully investigated as required by this policy.
- With due respect for the privacy of individuals involved, deal as openly as possible with members of the community about the incident.
- Reach out supportively to victims and to all other persons affected adversely by the incident and to communicate our sincere commitment to their spiritual and emotional well-being.

**Note:** Anyone accused of sexual misconduct with a minor will be notified of the accusation and will be advised to obtain his/her own independent legal counsel and/or canonist, if the accused is a cleric.

## **REQUIRED RESPONSE TO ALLEGATIONS OF SEXUAL MISCONDUCT**

1. Notify your supervisor, pastor, administrator or school principal who should immediately notify the Vicar General or, in his absence, the Chancellor.
2. Report the information to the Department of Human Services.

In both instances, information should include, to the extent known:

- a. name, address, telephone number and age of victim,
- b. name, address and telephone number of the parents of the victim,
- c. nature of the injuries, and
- d. name, address and telephone number of the alleged perpetrator.

The Oklahoma Child Abuse Reporting Act requires every person who has reason to believe that a child has been subjected to injury, sexual misconduct or neglect by a person who is responsible for the child's health, safety or welfare, to report that fact to the Department of Human Services. You should be aware that the reporting policy of the Diocese of Tulsa is broader than the state statute, in that it requires that all instances of sexual misconduct with minors be reported to the authorities, regardless of whether the perpetrator is "a person who is responsible for the child's health, safety or welfare or someone else".

This policy of the Diocese of Tulsa is designed to assure the safety of children and minors who come into contact with any representative of the Diocese, to prevent sexual misconduct with children in any form by any person entrusted to do the work of the Church, and to deal appropriately with anyone who would violate that trust.

These requirements represent the commitment of the Diocese of Tulsa to assure the fitness and integrity of every diocesan appointment and to fulfill the responsibility of the Church to the clergy, the faithful, and the community at large.

**DIOCESE OF TULSA  
BACKGROUND QUESTIONNAIRE**

1. Have you ever been convicted of a crime of sexual misconduct, of physical sexual misconduct, sexual harassment or exploitation? \_\_\_\_ Yes \_\_\_\_ No

2. Have you ever been convicted of any other crime? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

3. Has any allegation or civil or criminal complaint ever been made against you relating to sexual misconduct, sexual harassment or exploitation or physical sexual misconduct? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual abuse, sexual harassment or exploitation by you, or relating to civil or criminal complaints for sexual or physical sexual misconduct brought against you by others?

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

5. Have you ever received any medical treatment, physical or psychological, for reasons involving sexual misconduct, sexual harassment or exploitation with a minor or adults?

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

**STATEMENT OF UNDERSTANDING**

I hereby represent that I have received, read, and understood the attached policy of the Diocese of Tulsa Concerning Sexual Misconduct with a minor; that I agree to strictly adhere to and actively support these policies as a condition of my employment or appointment.

\_\_\_\_\_ Date

\_\_\_\_\_ Volunteer Date of Birth

\_\_\_\_\_ Name of Institution

\_\_\_\_\_ Signature of Volunteer

\_\_\_\_\_ Volunteer Position

\_\_\_\_\_ Printed Name of Volunteer

\_\_\_\_\_ Witness Signature

When completed, this document shall be kept in a locked confidential file maintained by the pastor, principal or administrator.