

**DIOCESE OF SACRAMENTO
ADMINISTRATIVE POLICIES AND PROCEDURES
REGARDING SEXUAL MISCONDUCT**

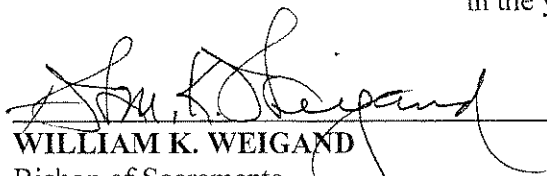
PREFACE:

The Diocese of Sacramento has revised its policies and procedures for addressing the failure of any of its personnel to follow the teachings of the Church, and relevant civil law, with respect to sexual conduct. This written statement describes practices that have been developed and improved over several years and is a revised version of policies promulgated on December 30, 1994, and April 8, 2002.

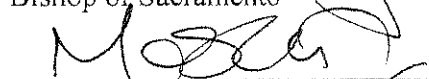
The Church calls all to live a life of holiness in conformity with the moral and ethical principles she teaches. Accordingly, and in addition to the mandates that exist under secular civil law, individuals who work for or minister in the Church must strive to live their lives according to the evangelical counsels, as these have been expounded by the tradition of the Church and exemplified in the lives of the saints. This is an expectation for lay people, but the conduct of priests, deacons and religious will be subject to even greater scrutiny under this policy.

Please note that these Policies and Procedures take into account the rights and duties enacted and acknowledged by both civil and canon law. These policies must always be viewed and applied in the light of the Gospel, canon law, and the canonical principle of the well being of the people (*salus animarum suprema lex*).

Approved and promulgated on the 28th day of October,
in the year of Our Lord 2008



WILLIAM K. WEIGAND
Bishop of Sacramento



Rev. Mark R. Richards
Chancellor

Note: These Policies and Procedures have been edited to conform with and adapt to the Essential Norms and Charter approved by the United States Conference of Catholic Bishops on June 14, 2002, as amended 2006.

ADMINISTRATIVE POLICIES AND PROCEDURES REGARDING SEXUAL MISCONDUCT

I. STATEMENT OF PURPOSE

It is the policy of the Diocese of Sacramento that all clergy, members of religious institutes, lay personnel, and volunteers in the Diocese (“Diocesan Personnel”) must comply with the teachings of the Church with regard to sexual conduct and all applicable federal, state and local laws regarding the detection and reporting of sexual misconduct and child abuse, as well to cooperate fully with federal, state, and local law enforcement agencies regarding the investigation of such allegations.

Sexual conduct contrary to the teachings of the Church is sinful, is contrary to the human dignity of the participants, undermines relationships based upon trust and confidence, is harmful to the Catholic community of the Faithful, and, in some cases, may constitute a crime under the laws of the State of California and/or a grave delict under the norms of canon law. Consequently, the Diocese of Sacramento will not tolerate any form of sexual misconduct — most especially any abuse of children and young people — perpetrated by any Diocesan Personnel within any of its institutions.

Therefore, it has been determined that with respect to issues of sexual misconduct, the Diocese has adopted this Policy and shall implement procedures to:

- A. Train all Diocesan Personnel with respect to issues of professional boundaries, sexual misconduct, and the detection and prevention of child abuse;
- B. Conduct background checks, in a manner observant of state and federal privacy laws, for all Diocesan Personnel that have regular contact with minors;
- C. Provide a sensitive and effective system for receiving reports concerning allegations of sexual misconduct by Diocesan Personnel;
- D. Respond to reports of sexual misconduct by undertaking professionally supervised, objective investigations conducted by professional investigators that place a priority upon the prevention of future harm to the complainant and other persons potentially at risk;
- E. Take proper administrative action with respect to allegations of sexual misconduct by Diocesan Personnel, including reporting child abuse to appropriate government authorities when required by California’s mandatory reporting laws, and, when appropriate, convening the Diocese’s Independent Review Board;
- F. Provide prompt and competent pastoral care to individuals who have been harmed by the sexual misconduct of Diocesan Personnel, based upon individual level of need for such services; and,

- G. Ensure that when an act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accordance with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry and, if the case so warrants, seek dismissal from the clerical state.

II. DEFINITIONS

For the purpose of these Policies and Procedures the following definitions apply:

- A. **Minor:** Any person under 18 years of age.
- B. **Diocesan Personnel:** All clergy (bishops, priests, and deacons), members of religious institutes, lay employees (at all parish, school, or other diocesan workplaces), volunteers, or other representatives of the Diocese of Sacramento.
- C. **Sexual Misconduct:** Any sexual behavior engaged in by Diocesan Personnel that is contrary to the moral doctrine of the Church, canon law, or civil law. Sexual Misconduct includes, but is not limited to:
1. Sexual Abuse of Minors: Sexual abuse of minors, for purposes of this Policy, shall include any offense committed by Diocesan Personnel upon a minor, that is against the Sixth Commandment of the Decalogue, as interpreted through the norms of canon law. Such sexually abusive conduct with a minor shall include, but not be limited to, any physical sexual contact, nonphysical sexual interaction, exploitation, or molestation that is engaged in with the intent of arousing, appealing to, or gratifying the lust, passions, or sexual desires of the perpetrator or the minor.
 2. Sexual Misconduct Involving Adults: Sexual misconduct involving adults includes any offense committed by Diocesan Personnel upon another adult, that is against the Sixth Commandment of the Decalogue, as interpreted through the norms of canon law. Such conduct shall include, but not be limited to, sexual relations (whether or not consensual), the making of unwelcome sexual advances, and in particular the requesting of sexual favors from a person with whom the offender has a ministerial relationship or other relationship of trust or confidence.
 3. The Possession and/or Dissemination of Pornographic Materials: The possession and/or dissemination of obscene or pornographic materials by Diocesan Personnel is prohibited. Such prohibited conduct shall include, but not be limited to, the possession, use, and/or dissemination of books, photographs, pictures, drawings, videocassettes, video disks, or any other computer or electronic media, that portray degrading and violent sexual behavior, which demeans the human character, debases the individual and is openly pornographic and morally offensive. The use of the Internet by Diocesan Personnel to acquire and/or transmit obscene material, or to engage in telecommunications regarding degrading and violent sexual behavior, shall, in addition to being a violation of diocesan personnel policies, constitute Sexual Misconduct under the terms of this Policy.

- D. **Diocesan Bishop:** “Diocesan Bishop” as used in these Policies and Procedures means the Roman Catholic Bishop of the Diocese of Sacramento or whoever governs the Diocese in accordance with canon law while the See is vacant, or such person as either of these may delegate from time to time to act in the place of the Diocesan Bishop in these matters.
- E. **Diocese:** “Diocese” as used in these Policies and Procedures means the Roman Catholic Diocese of Sacramento and its constituent parishes, schools, ministries, institutions, and other juridic persons. It does not include those autonomous Catholic religious institutions, ministries, and juridic persons owned and operated by religious institutes or other Catholic organizations.
- F. **Pastoral Care Coordinator:** The person who is appointed by the Diocesan Bishop or his delegate and assigned the specific duty of interfacing with any individual who makes a report of Sexual Misconduct, and carrying out the Diocesan Pastoral Care Response, as crafted under this policy.
- G. **Independent Review Board:** The Diocesan Independent Review Board is a review board appointed by the Diocesan Bishop to function as a confidential consultative body to the Bishop in discharging his responsibilities regarding the implementation of the “Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons,” as adopted by the Bishops of the United States.
- H. **Bishop’s Delegate:** The Bishop’s Delegate shall be appointed by the Bishop of Sacramento to oversee the response and investigation of allegations of sexual misconduct involving diocesan personnel. The name and contact information related to the Bishop’s Delegate shall be posted on the Diocese’s website and shall appear in the annual diocesan directory.

III. GENERAL PROVISIONS

- A. The purpose of these Policies and Procedures is, first and foremost, to protect people from all forms of Sexual Misconduct that might be perpetrated by Diocesan Personnel within Diocesan institutions and ministries. The loss of trust that is often the consequence of such abuse becomes even more tragic when it leads to a loss of the faith that the Diocese has a sacred duty to foster.
- B. The damage caused by sexual abuse of minors is particularly devastating and long-lasting and, thus, is a matter of the utmost concern to the Diocese. Consequently, it is the policy of the Diocese of Sacramento to work with parents, civil authorities, educators, and various organizations in the community to make and maintain the safest environment possible for minors.
- C. The Diocese is committed to reaching out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. To this end, the Diocese shall ensure

that pastoral and spiritual care is available to those who have been abused, as well as to their families.

- D. The Diocese shall be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved.
- E. These Policies and Procedures complement, but in no way limit or supersede, the provisions of the Diocese's Policy Against Discrimination and Harassment (as set forth in the Personnel Handbook for the Diocese of Sacramento), particularly as that policy addresses and prohibits sexual harassment in the workplace. Employees who experience or become aware of workplace sexual harassment should report such circumstances according to the procedures set forth in the Handbook.
- F. These Policies and Procedures are complementary to the universal law of the Church and are to be interpreted in accordance with that law, particularly CIC, canons 1717-1719. Moreover, they have been adopted by the Diocesan Bishop pursuant to Norm 2 of the "Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons," as promulgated in accordance with the practice of the United States Conference of Catholic Bishops on May 5, 2006.

IV. PROHIBITED ACTIVITIES

- A. Diocesan Personnel are strictly prohibited from engaging in all forms of Sexual Misconduct, as defined in Paragraph II, subdivision (C).
- B. Diocesan Personnel who are found to have engaged in Sexual Misconduct (other than sexual abuse of a minor, which is treated in the next paragraph) shall be subject to discipline under the provisions of the Personnel Handbook for the Diocese of Sacramento and the norms of canon law.
- C. When a single act of sexual abuse of a minor by Diocesan Personnel is admitted or is established after the process described herein, in accordance with canon law, the offending party shall: (1) if a member of the clergy, be removed permanently from ecclesiastical ministry; (2) if a lay employee, be dismissed from employment and permanently barred from future employment with the Diocese and from participating in any ecclesiastical ministry of the Diocese in the future; or, (3) in the case of a volunteer, be permanently barred from any future volunteering or employment with the Diocese, and from participating in any ecclesiastical ministry of the Diocese in the future.

V. REPORTING

- A. These Policies and Procedures are complementary to the Child Abuse and Neglect Reporting Act, California Penal Code Sections 11164 *et seq.* All Diocesan Personnel who are mandatory reporters pursuant to Penal Code Section 11165.7 shall fully comply with all applicable provisions of the Act. Any questions regarding the applicability, requirements,

provisions, or mandated reporting procedures should be directed immediately to the Diocesan legal counsel.

- B. Whether or not an incident is subject to mandatory reporting to a government agency under California law, the Diocese requires all Diocesan Personnel to internally report any suspected incidents of Sexual Misconduct to the Diocese pursuant to this Policy.
1. Persons Required to Report: All Diocesan Personnel who suspect, witness, or otherwise become aware of any incident of Sexual Misconduct involving Diocesan Personnel must immediately report such information to the designated diocesan official, as set forth below in Subparagraph 3, pursuant to this Policy. Failure to report such incidents of Sexual Misconduct shall constitute grounds for discipline under the applicable policies and procedures pertinent to the respective Diocesan Personnel.
 2. Reports by Third Parties: Any other person or entity may report incidents of Sexual Misconduct to the Diocese as specified in Subparagraph 3 below. Any person who has any information pertaining to, or knowledge of, Sexual Misconduct involving Diocesan Personnel is strongly encouraged to report such matters immediately. The Diocese shall handle such reports sensitively, confidentially, and compassionately.
 3. To Whom Reports Are to be Made: A report of Sexual Misconduct may be made to the following persons:
 - a. Alleged or suspected incidents of Sexual Abuse involving clergy (i.e., bishops, priests, and deacons) should be reported to the Priests' Personnel Director or the Bishop's Delegate;
 - b. Alleged or suspected incidents of Sexual Abuse involving diocesan lay employees or volunteers, including parish employees and volunteers, should be reported to the Director of Lay Personnel;
 - c. Alleged or suspected incidents of Sexual Abuse involving employees or volunteers at all diocesan primary and secondary schools should be reported to the Superintendent of Catholic Schools or the Director of Lay Personnel; and,
 - d. Alleged or suspected incidents of Sexual Abuse involving members of religious institutes (i.e., religious order priests, religious brothers, and religious sisters) should be reported to the Delegate for Religious or the Priests' Personnel Director.
 - e. Alleged or suspected incidents of Sexual Abuse involving Diocesan seminarians should be reported to the Vocations Director.

Individuals who desire to report incidents of alleged or suspected Sexual Abuse by Diocesan Personnel may also, at their option, report such incidents to the Bishop's Delegate, or to the Pastoral Care Coordinator.

4. Contents of Report: Reports of Sexual Misconduct may be verbal or written (written reports are preferred) and shall include sufficient information to permit the Diocese to respond to the report. Accordingly, the reporting party should attempt to provide as much information as is available, such as the name, position, and any other information identifying the person or persons concerning whom the complaint is being made; a description of the nature of the misconduct involved; the date, time, and place of the alleged incident; the name and means of contacting the person providing the information and the name(s) of any witnesses and the means of contacting those witnesses; and any other information that might serve to corroborate the allegation.

VI. RESPONSE TO REPORTS

- A. Under these Policies and Procedures, the Diocesan Bishop's response to reports of Sexual Misconduct is intended to be both pastoral and administrative. In order to fulfill his pastoral responsibilities, the Diocesan Bishop has established a Diocesan Office of the Pastoral Care Coordinator, which shall be under the general supervision of the Moderator of the Curia, and which shall carry out the Diocese's Pastoral Care Response, as set forth below.
- B. In order to fulfill his administrative responsibilities, the Diocesan Bishop has also delegated to the Bishop's Delegate the responsibility to coordinate and conduct the diocesan Administrative Response to reports of Sexual Misconduct, including supervising investigations into allegations, making appropriate reports to the civil authorities, and coordinating personnel actions with other appropriate officials, such as the Director of Priest Personnel, Vicar for Deacons, Delegate for Religious, the Director of Lay Personnel, and the Superintendent of Catholic Schools, as set forth in more detail below.
- C. *Pastoral Care Response*: The nature and extent of pastoral care that will be extended under this policy shall be supervised by the Bishop's Delegate, in consultation with the Pastoral Care Coordinator and the Moderator of the Curia. Pastoral care is provided in accordance with the teachings and canons of the Roman Catholic Church and the directives of the Diocesan Bishop. The Diocesan Bishop shall have sole discretion to determine whether particular Pastoral Care programs conform to Roman Catholic religious belief and are in accordance with Roman Catholic religious teaching. The Diocesan Bishop shall also have sole discretion to establish eligibility criteria for pastoral care programs and for the duration of such pastoral care services depending upon the needs of the participants and the availability of financial resources to fund such pastoral care. Pastoral care, as understood in this policy, may include, as appropriate, reasonable psychiatric care, psychological counseling, spiritual direction, pastoral counseling, and such other clinically-sound mental health care as the circumstances reasonably warrant.

D. *Administrative Response:*

1. At the earliest possible opportunity following the receipt of a report of Sexual Misconduct, the Diocesan Bishop will make a preliminary determination concerning probable cause, based on the information made available to him at that time. "Probable cause" in this context is defined as a suspicion founded upon circumstances sufficiently strong to warrant a reasonable person to believe that the allegation is true. A determination of the existence of probable cause is not a final determination of the fact. It is only a threshold determination that there is sufficient credible information to require additional administrative action to be taken. The Diocesan Bishop shall have the sole and exclusive discretion to determine whether probable cause exists with regard to allegations of Sexual Misconduct by Diocesan Personnel. If the Bishop determines that probable cause exists concerning the reported misconduct, he will then direct that a complete investigation be conducted, under the supervision of the Bishop's Delegate, as to whether it is more likely than not that the accused Diocesan Personnel member has engaged in an act or acts of Sexual Misconduct.
2. Where the Diocesan Bishop makes a preliminary administrative determination that there is probable cause to believe that an act of Sexual Misconduct may have been committed by Diocesan Personnel, he will also immediately take necessary appropriate action to prevent any further acts of Sexual Misconduct by the accused person, in accordance with civil and canon law. Such action may include, but not be limited to, placing the accused person on administrative leave and withdrawing permission to engage in acts of ministry. In making his determination of probable cause, the Diocesan Bishop may, as he deems appropriate, consult with other persons, including the Independent Review Board, the Bishop's Delegate, the Director of Lay Personnel, the Superintendent of Catholic Schools, and the General Counsel for the Diocese. The Bishop's Delegate shall inform all concerned parties about the policies and procedures of the Diocese regarding the Diocese's administrative response to the allegation of Sexual Misconduct and shall assist both the complainant and accused in securing appropriate pastoral and administrative assistance with regard to the process.
3. If the Diocesan Bishop determines that there is probable cause to believe Sexual Misconduct may have occurred, then the accused person shall be notified of that determination and of the Diocesan Bishop's intent with regard to administrative or penal action in accordance with the norm of canon law. If the determination of the Diocesan Bishop is to proceed administratively in accordance with canon law, administrative action shall commence pursuant to Section VI of these Policies and Procedures. If the determination of the Diocesan Bishop is to proceed penally in accord with canon law, the accused person shall be so advised and the matter shall be promptly referred to the Promoter of Justice for appropriate action under the norms of canon law.

4. If the Diocesan Bishop determines that there are insufficient facts to support a finding of probable cause that a Diocesan Personnel member has engaged in an act of Sexual Misconduct and that there is no basis upon which to undertake further administrative action, both the accused person and the complainant shall be promptly notified of the Diocesan Bishop's decision and, if appropriate, any other action to be taken by the Diocese.
 5. When the allegation of Sexual Misconduct pertains to the sexual abuse of a minor by a priest, deacon, or member of a religious institute, a preliminary investigation in accordance with canon law will be initiated and conducted promptly and objectively. During the investigation the accused enjoys the presumption of innocence, and appropriate steps shall be taken to protect his or her reputation during the pendency of the investigation. The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of the results of the investigation. When there is sufficient evidence that sexual abuse of a minor by a priest or deacon has occurred, the Congregation for the Doctrine of the Faith, and if appropriate the Congregation for Institutes of Consecrated Life, shall be notified according to the norms of canon law and the directives of the Holy See regarding such matters. The Diocesan Bishop shall then withdraw the accused from exercising the sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the canonical process. The alleged offender may be requested to seek, and may be urged to voluntarily comply with, an appropriate medical and psychological evaluation at a facility as directed by the Diocesan Bishop. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accordance with the norms of canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, and may be dismissed from the clerical state, if the case so warrants.
- E. In the case of Sexual Misconduct involving minors, the Diocese shall fully comply with the California Child Abuse and Neglect Reporting Act (California Penal Code § 11164 *et seq.*). Any uncertainties or ambiguities regarding applicability of mandated reporting laws shall be resolved in favor of reporting suspected incidents of child abuse to the appropriate child protective agency. The Bishop's Delegate shall ensure that the mandated reporter timely makes a written report is made in the legally prescribed manner to the appropriate child protective agency in accordance with the Act. The Bishop's Delegate shall, with the advice of the Diocese's General Counsel, fully cooperate with the District Attorney's Office, the local police or sheriff's department, or such other public agencies as may have jurisdiction to act under state or federal law.
- F. The Bishop's Delegate will ensure that immediate contact is made with the alleged victim and/or family by the Pastoral Care Coordinator or other designated person(s) to ascertain if pastoral counseling is needed and/or if pastoral counseling will be accepted.
- G. It shall be the responsibility of the Bishop's Delegate to:

1. Supervise and oversee a thorough and impartial investigation of the allegations of Sexual Misconduct by Diocesan Personnel and ensure that adequate professional and investigative resources are utilized in a search for the truth as to such allegations;
2. Coordinate with the Diocese's canonical advisors regarding advice for diocesan officials on the relevant provisions of canon law and implementation of these Policies and Procedures;
3. Coordinate and consult with the Diocese's General Counsel regarding the applicability of mandated reporting laws and, where appropriate, the preparation and provision of mandated reports of suspected incidents of child abuse, notification as appropriate of pertinent law enforcement agencies, and such other legal issues as appropriate;
4. Supervise the nature and extent of pastoral care that will be extended under this Policy, in consultation with the Pastoral Care Coordinator and the Moderator of the Curia;
5. Provide assistance necessary to identify potential civil and canonical representation for any person accused; and,
6. Supervise and coordinate efforts regarding notification of parishioners and the Catholic faithful regarding incidents of suspected child abuse that may have occurred in the respective parishes and/or institutions of the Diocese of Sacramento where the abuse is alleged to have occurred.

H. It shall be the responsibility of the Pastoral Care Coordinator to:

1. Receive communications from individuals (in writing or via telephone) concerning reports of Sexual Misconduct;
2. Provide assistance to complainants in setting forth a complaint of Sexual Misconduct or abuse to diocesan authorities in accordance with these Policies and Procedures;
3. Prepare, in coordination with the Bishop's Delegate and the Moderator of the Curia, an appropriate pastoral care response, as warranted under the circumstances.

VII. DISCLOSURE / CONFIDENTIALITY

- A. Information received in connection with allegations of Sexual Misconduct shall be maintained in a confidential manner. All such information shall be treated as sensitive and confidential and may be disclosed as follows:
 1. Once the complainant and key witnesses have been interviewed, the Bishop's Delegate shall provide the accused person with information sufficient to enable the

accused person to respond to the allegations of Sexual Misconduct made against him or her.

2. The Bishop's Delegate shall, at the conclusion of the investigation and upon request, indicate to the person making the allegation of Sexual Misconduct whether the accused party has admitted or denied the allegation made against him or her.
3. The Priests' Personnel Director (in the case of an accused priest (diocesan or religious)), the Delegate for Religious (in the case of religious men or women), the Vicar for Deacons (in the case of permanent deacons), the Director of Lay Personnel (in the case of employees and volunteers), the Diocesan Vocations Director (in the case of seminarians) and the Bishop's Delegate will provide the person making the allegation and the accused person with appropriate and timely information about the recommendations and actions taken with regard to the complaint.
4. The General Counsel shall have access to all such information for purposes of ensuring compliance with mandated reporting laws, making appropriate reports to law enforcement agencies, complying with Diocesan insurance reporting requirements, and advising the Bishop of Sacramento regarding legal concerns associated with the allegations.

VIII. THE INDEPENDENT REVIEW BOARD

- A. The Diocese shall have an Independent Review Board, which will function as a confidential consultative body to the Diocesan Bishop in discharging his responsibilities under this Policy. The functions of this board may include:
 1. Advising the Bishop of Sacramento in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry;
 2. Reviewing Diocesan policies for dealing with sexual abuse of minors;
 3. Offering advice on all aspects of these cases, whether retrospectively or prospectively, as well as such other matters of alleged clerical sexual misconduct when so requested by the Bishop of Sacramento.
- B. The Diocesan Bishop shall promulgate and publish a policy regarding the processes and function of the Independent Review Board, which policy shall govern the constitution, staffing, procedures, and responsibilities of the Independent Review Board.

IX. EDUCATION

- A. The Diocese will conduct periodic in-service training of clergy, religious, lay employees and ministers, and volunteers who have regular contact with youth in the course of their work with the Church regarding Sexual Misconduct.

- B. A copy of these Policies and Procedures shall be disseminated on promulgation to all Diocesan entities, including all parishes, schools, social service organizations, and other ministries.
- C. All Diocesan Personnel shall receive a copy of these Policies and Procedures and sign an acknowledgment of receipt that shall be kept in the appropriate personnel file.

X. SAFE ENVIRONMENT MEASURES

- A. The Diocese shall take all reasonable and appropriate measures, implement policies and procedures, and periodically review such policies and procedures to ensure that all Diocesan ministries and facilities are safe environments for persons of all ages and that those children and young people, in particular, are not placed at risk specifically with regard to physical or sexual abuse.
- B. In conjunction with these policies and procedures, the Diocesan Bishop has promulgated a Code of Pastoral Conduct containing conduct guidelines for Pastoral Counselors and Spiritual Directors, and a Volunteer's Code of Conduct.
- C. All Diocesan Personnel shall be required to submit to a background check prior to engaging in their ministry, employment, or volunteer work. For Diocesan Personnel who work at diocesan schools and have contact with minor pupils, or who work anywhere within the Diocese and have supervisory or disciplinary power over minors in his or her care, the background check shall include providing the Diocese with a complete set of fingerprints for submission to the California Department of Justice, except where an alternative background check is approved by the Diocesan Safe Environment Coordinator pursuant to the provisions of the Diocese's Fingerprint Guidelines and Procedures. Diocesan Personnel shall not engage in any activity involving contact with persons under the age of 18 years until the results of the California Department of Justice fingerprint check, or other approved background check, have been received by the Diocese and the person has been cleared for employment or participation as a volunteer.
- D. No person having a prior record of sexual crimes or crimes of violence shall be employed by, or permitted to participate in, the work of the Diocese. It shall be the policy of the Diocese that maintaining a safe environment in all Diocesan ministries and facilities shall be given the highest priority. This policy shall be liberally construed when questions regarding suitability for employment and participation in Diocesan ministries arise.

XI. CONCLUSION

These Policies and Procedures set forth the Diocese of Sacramento's pastoral concern for those impacted by Sexual Misconduct by Diocesan Personnel and, as such, form the basis on which an immediate response can be made, a thorough investigation conducted, and administrative and pastoral responses carried out in a manner consistent with the Church's commitment to the care and protection of those entrusted to its care.