

**PROTECTION OF CHILDREN  
DIOCESE OF JACKSON**

**For**

**Clergy and Religious**

Table of Contents

Letter of Bishop Joseph N. Latino	2
Prevention Component	
a) Creating a Safe Environment for Our Children	3
b) Code of Ethical Principles and Standards	10
Response Component	
a) Policy & Procedures Against Sexual Abuse of a Minor by Clergy or Religious	13
b) Mandated Reporting Requirements	
- To the Department of Human Services and the Diocese	24
- Sample Form for Reporting Suspected Child Abuse	25
Appendices	
a) Notice to Employees & Volunteers of the Diocese of Jackson	27
b) Consumer Summary	28
c) Sample Application for Employees and Volunteers	30
d) Sample Consent to Release Driver License File	34
e) Sample Lay Church Personnel Acknowledgment of Receipt	35



## CATHOLIC DIOCESE OF JACKSON

237 AMITE STREET • P.O. Box 2248  
JACKSON, MISSISSIPPI 39225-2248

October 10, 2003

OFFICE OF THE BISHOP

601-969-1880  
FAX 601-960-8455  
joseph.latino@jacksondiocese

Dear Friends:

The Catholic Church has always demonstrated a concern for children. Since 1986, the Diocese of Jackson has been committed to ensuring that children served by the church are not at risk of sexual abuse by Church Personnel. Sexual misconduct by church personnel violates human dignity and the mission of the church. Over the years the policies have undergone revision and updating to reflect the church's care and concern to create a safe environment for our children. Our last revision took effect on January 1994. Now we have revised our policies and procedures once more, in response to the Charter for the Protection of Children and Young People and the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons approved by the United States Conference of Bishops in 2002.

By this letter I promulgate this document entitled **Protection of Children-Diocese of Jackson**. It will take effect on October 10, 2003. It applies to all parishes, schools, offices, agencies and other institutions which operate under the administrative authority of the Jackson Diocese. On October 10<sup>th</sup> **Protection of Children-Diocese of Jackson** supersedes any existing policies of the Jackson Diocese which deal with issues of child protection or child abuse, insofar as they are not in conformity with this document.

This document seeks to protect, enhance and, in some cases, restore the trust that our faith calls for between agents of the Church and the children and adolescents entrusted to our care.

I have witnessed the hurt and anger that is involved in child sexual abuse. To victims and their families I again extend my sincere apology and ask forgiveness on behalf of the Diocese of Jackson for the harm inflicted by any agents of our local Church. If there are any cases of abuse that have not been brought to our attention, I once more urge victims to come forward.

If there are any agents of the Diocese who believe themselves to be a risk to children, I urge them to come forward and seek assistance. All members of our local Church are called upon to be vigilant in implementing this document fully. I offer my sincere thanks to all of the faithful for their past vigilance and ask for your continued support in the future. Our children deserve safe environments and the Church is committed to keeping our churches, schools and institutions safe environments for all.

May the Holy Spirit continue to guide and protect us.

Yours sincerely in Christ

*+ Joseph N. Latino*  
Joseph N. Latino  
Bishop of Jackson

# Creating a Safe Environment For Our Children

## Catholic Diocese of Jackson

### Introduction:

It is important that all diocesan personnel be informed about the **Protection of Children-Diocese of Jackson** Document, its various components on the prevention of child abuse and procedures that are followed when reports of child abuse or sexual misconduct by Church personnel are received. In addition, this document provides information on other procedures to promote a safe environment for youth in our schools, parishes and other diocesan sponsored programs. For the purpose of this document, all regulations applying to children also apply to vulnerable adults.

### Purpose:

The Catholic Diocese of Jackson has a program to reduce the risk of child abuse in order:

- To provide a safe and secure environment for the children and youth in faith communities of the Jackson Diocese.
- To provide a screening process for all employees and volunteers working with children and youth.
- To assist the Diocese in evaluating a person's suitability to work with children and youth.
- To provide an annual catechesis on gospel values and self protection skills for all school age children.
- To provide a system to respond to the victims and their families, as well as the accused.
- To reduce the possibility of false accusations against clergy, employees, volunteers and contract workers.

### Definitions:

For the purpose of this document only:

**Sexual Abuse of a minor** means any form of injury or abuse of a sexual nature that is to the detriment of a child's physical, moral, mental or spiritual well being.

**Sexual misconduct** means any form of sexual conduct that is unlawful; that is contrary to the moral instructions, doctrines, and canon law of the Catholic Church, and causes injury to another. It may constitute either/or sexual abuse, sexual harassment or sexual exploitation.

**Diocese** means the Roman Catholic Diocese of Jackson, including but not limited to parishes, schools, agencies, and institutions with direct accountability to the Bishop of Jackson.

**Church Personnel** means any priest, religious, employee or significant volunteer working in or on behalf of the Jackson Diocese.

**Adult Supervisor** means anyone 21 years of age or older.

**Children** means all persons under the age of eighteen.

**Vulnerable adult** means any person 18 years of age or older who is unable to protect his or her own rights, interests, and/or vital concerns and who cannot seek help without assistance because of a physical, mental or emotional impairment.

**Significant Volunteer** is an unpaid person entrusted with the care and supervision of children: 1) in a diocesan or parish activity two or more times in a year, or 2) on any overnight trip or retreat.

**Contract worker** means any person who is not covered under the definition of Church Personnel, but may be a worker who regularly interacts with children by providing a service under a separate contract.

## Screening Procedures

The following screening procedures are to be used with clergy, religious, staff and volunteers who work with children, youth, or vulnerable adults. All collected information is to be treated as confidential.

**Catholic Diocese of Jackson Application for Employees and Volunteers:** All clergy and religious must complete this form. Staff and significant volunteers who have regular contact with children must complete this form as well. See definition of significant volunteer above.

All sections within the application form must be completed fully unless the statement at the beginning of the box applies to the applicant. Please note that an additional form is required when applying for a **teaching** position in a Catholic School.

Upon completion of this form, the employee or volunteer will be provided with a copy of the Protection of Children policy and other protection of children materials. He or she must sign a form acknowledging receipt of the policy.

**Significant Volunteers applying for a volunteer position:** It is recommended that those applying for volunteer positions in a parish must have attended the parish for at least three years and be reasonably well known by parish leaders, unless a recommendation is obtained from the volunteer's former parish/church indicating their suitability for the volunteer ministry.

**Contract Workers:** Before a contract worker who has significant contact with youth may provide services to a parish, school or diocesan sponsored program or activity, he or she must complete the diocesan criminal background screenings or must have completed a comparable screening process by the contracting entity.

**Drivers:** A motor vehicle record check must be obtained on all drivers who transport youth. The motor vehicle record check must be repeated every five years. Only adult drivers who do not have any DUI's within the last seven years and who do not have more than two moving violations within the last five years may be used.

**Confidentiality:** All personal information obtained through the following sources should be kept confidential: The Catholic Diocese of Jackson Application for Employees and Volunteers, reference information, interview, criminal background check, etc. It is recommended that all material be kept in a locked file cabinet and access to it be restricted to those who have a "need to know". These materials should be destroyed, that is shredded, ten years after an individual's employment is terminated or the volunteer ceases his/her volunteer duties.

## **Training Procedures**

Each school, parish and other diocesan sponsored program will provide both initial and ongoing training for staff and significant volunteers on providing a safe environment for children.

- A Protection of Children initial training is required within 60 days of employment/volunteer services. The applicant is provided a copy of the Protection of Children document. An acknowledgement form must be signed by the applicant indicating the policy has been read and they understand the policy before beginning a ministry.
- A Protection of Children review for all employees/significant volunteers is required every two years beginning in October, 2007.

Educational materials on providing safe environments for children are available to church personnel as part of the Diocese's continuing education and training program.

## **Supervision Procedures**

In order to provide a safe environment for children, each school, parish or other diocesan sponsored program will provide adequate supervision for children entrusted to their care. They shall follow the following procedures:

- In the supervision of preschool children, have at least one adult female involved.
- Taking into consideration the age of youth and the type of activity, have an adequate number of male and/or female adults present at events involving children and youth.
- For events involving children or youth in higher risk settings, have two or more adults present.

- Release elementary age students only to a parent or legal guardian or someone designated by the parent or legal guardian.
- Obtain written parental permission, including a signed medical treatment form, before taking children or youth on trips. These forms should be kept for at least one year.
- Before permitting any minor to participate in athletic events or any other high risk activity, obtain parental approval.
- Whenever children or youth are out of direct visual contact of the adult supervisor, use a “buddy system”.
- For any overnight activities, all adult leadership and sponsors should be screened, trained and approved in advance by the appropriate pastor/school principal.

## **Behavioral Guidelines For Working With Children Or Youth**

All clergy, religious, staff and significant volunteers of the Diocese will observe the following guidelines for dealing with minors or vulnerable adults:

- Do not allow any minor to stay overnight in any Church rectory or other living quarters of priests unless they are an immediate family member or are accompanied by a parent or guardian.
- Do not provide minors with anything that is prohibited by law, such as alcohol, tobacco, drugs, etc.
- Do not sponsor church or school activities which do not comply with curfew laws for minors.
- Use caution and discretion in any physical contact with a minor. Try never to be alone with an individual youth, but if that does occur, try to avoid physical contact.
- Do not engage in physical discipline of a minor. Discipline problems should be handled in coordination with your supervisor and/or the parents of the minor.
- Do not be alone with a minor in a residence, sleeping facility, locker room, rest room, dressing facility, or other closed room or isolated area that is inappropriate to a ministry relationship.
- Do not take an overnight trip alone with a minor who is not a member of your immediate family.
- Do not sleep in the same bed with a minor. If an adult supervisor stays in a hotel or other sleeping room with a group of minors, the supervisor should sleep in his or her own bed using a roll away or cot if necessary.
- Topics, vocabulary, recordings, films, games or the use of computer software or any other form of personal interaction or entertainment that could not be used comfortably in the presence of parents should not be presented to minors. Sexually explicit or pornographic material is never appropriate.
- Do not administer medication of any kind, prescription or non-prescription without written parental permission. (Appropriate forms are in the appendices).
- If you recognize inappropriate personal or physical attraction developing between yourself and a minor, maintain clear professional boundaries between yourself and the minor. In the best case scenario, refer the minor to another adult supervisor ASAP.
- If one to one pastoral care of a minor should be necessary, avoid meeting in isolated environments. Schedule meetings at times and use locations that create accountability. Limit both the length and the number of sessions, and make appropriate referrals. Notify parents of meetings.
- Do not give minors keys to church facilities. If the minor has a key as a result of being a church employee or volunteer, the minor should be properly screened.
- Do not transport youth unless you have received prior authorization by the pastor/principal. See all screening requirements for "Drivers" on page 3.
- Do not take photographs of minors while they are unclothed or dressing.

- If you observe anyone, adult or minor, abusing a minor, take appropriate steps to immediately intervene and restore minor's safety. Report the abuse to the civil authority in accord with diocesan policy and state law.

## **Disqualifying Offenses**

No person may serve with children or youth if he or she has:

- ever been convicted or received deferred adjudication for any disqualifying offense, or
- has presently pending criminal charges for any disqualifying offense. Each circumstance involving a criminal charge or conviction, including a plea of nolo contendere (no contest) may be appealed to the Vicar General and reviewed by the Review Committee.

Disqualifying offenses include but are not limited to:

1. A felony classified as an offense against a person or an offense against a family. Offenses against a person include, but are not limited to, murder, assault, sexual assault, and abandoning or endangering a child. Offenses against the family include, but are not limited to bigamy, incest, interference with child custody, enticing a child, and harboring a runaway child.
2. A felony classified as an offense against public order or indecency. Offenses against public order or indecency include, but are not limited to, prostitution, obscenity, sexual performance by a child, possession, or promotion of child pornography, and disorderly conduct.
3. A misdemeanor or felony involving sexual assault, lewd or indecent acts involving a child, injury to a child, abandoning or endangering a child, sexual performance by a child, possession or promoting child pornography, enticing a child, bigamy or incest.
4. A felony involving the possession or distribution of any substance defined as a "controlled substance" in the statutes of the State of Mississippi or some other state. If a conviction is more than seven years old, the circumstances of the conviction and sentencing may be reviewed by the Diocesan Review Committee. The committee may recommend to the Vicar General or Bishop that the person be allowed to serve with children and youth (In light of the effectiveness of using recovering addicts in substance abuse rehabilitation programs, upon approval of the Vicar General, employees or volunteers with controlled substance convictions may be allowed to work in such programs.)

At all times, the diocese reserves the right to include within the disqualifying offenses any and all additional offenses or conduct determined to be inconsistent with serving children, youth or other protected persons in the diocese.

## **The Appeal Process**

Any person who applies and is not accepted for employment or volunteer service or whose service as a member of the clergy, an employee or a significant volunteer is terminated for any reason under these guidelines, will have the right of appeal as set forth in the Appeal Process.

If non-acceptance is based on the criminal background check for clergy, employees and significant volunteers:

The applicant shall be given the name and address of the agency reporting the criminal history of the applicant, so that he or she will have the opportunity to obtain a similar report from such agency. In the event that such a report is obtained by the applicant and he or she reasonably believes an error has been made by the reporting agent, then, upon written request, a second criminal background check shall be obtained and the application reconsidered.

If non-acceptance is based upon the interview process for a significant volunteer:

The applicant, upon written request, shall have the right to have a second interview and to have his or her application reconsidered by the Review Committee within three months after the date of the non-acceptance.

## **Conclusion**

This document has been prepared in an effort to create a safe environment for our children and youth. As Catholics, we are called to participate intimately in sustaining God's creation by caring for our children and youth in the best way that we can. The Diocese of Jackson is committed to the well being of every child under its care. When children realize their potential and fulfill their dreams, the community as a whole flourishes and we are all enriched beyond measure. Our children deserve safe environments and as church we are committed to keeping our churches, schools and institutions safe environments.

Given at Jackson, Mississippi this the \_\_\_\_\_ day of \_\_\_\_\_ 2006.

Joseph N. Latino  
Bishop of Jackson

Reverend Elvin Sunds  
Chancellor - Vicar General

## Code of Ethical Principles and Standards for Church Employees and Significant Volunteers

### Diocese of Jackson

#### **Introduction:**

**On October 10, 2003**, The Diocese of Jackson adopted a Code of Ethical Principles and Standards for Church Employees and Significant Volunteers. A copy of the entire document is available to all employees and volunteers of the Diocese. The entire document is also available on the diocesan website: [www.jacksondiocese.org](http://www.jacksondiocese.org). The following segments of the document are quoted since they deal most specifically with the Protection of Children. These Ethical Principles and Standards apply to all employees and volunteers for churches and schools of the diocese.

Church employees include the following: all priests, deacons, religious men and women, all paid lay personnel and those who contract for services in offices and programs of the Diocese and also all lay persons who volunteer for work in offices and programs of the Diocese on a significant basis as defined in the section: Creating a Safe Environment For Our Children (page 3-8).

Responsibility for adherence to this Code of Ethical Principles and Standards rests with the Church employees themselves. However, disregard of this Code by Church employees will be dealt with by the appropriate employing/appointing organization's representative such as: program director, employee supervisor, pastor, resident pastoral minister, mission coordinator, religious superior or bishop. Remedial action may take various forms from counseling to removal from ministry.

The conduct of Church employees, both public and private, has the potential to inspire and motivate people, or to scandalize and tear down their faith. These employees must be aware of the responsibilities that accompany their actions. They also know that God's goodness and graces support them in their ministry.

#### **Conduct with Minors**

**Adults and volunteers working with minors should use appropriate judgment to ensure trusting relationships marked by personal and professional integrity.**

Adults and volunteers must be aware of their own vulnerability and that of any individual minor with whom they may be working. In every instance possible, a team approach to youth ministry activities should be considered. Adults and volunteers should avoid establishing any exclusive relationship with a minor and exercise due caution when they

become aware of a minor desiring such a relationship. Both the participants and members of the Church community can misunderstand such relationships.

Physical contact with minors can be misconstrued by both minors and other adults, and should only occur under appropriate public circumstances.

Adults and volunteers must not use or supply alcohol and/or illegal drugs when working with minors.

Adults and volunteers must not provide any sexually explicit, inappropriate, or offensive materials to minors.

Providing overnight accommodations in rectories or other personal residences for parish minors, or other minors with whom the adult and volunteer may have other than a close familial relationship, is prohibited.

Adults and volunteers should read and understand diocesan policies and procedures concerning allegations of sexual misconduct involving minors or vulnerable adults.

Adults and volunteers should not promote or endorse the practice of “hazing” or any similar formal rite of initiation to become a member of any diocesan organization.

## **Sexual Conduct**

**Adults must not exploit the trust of the parish community for sexual gain or intimacy.**

Adults must not exploit persons for sexual purposes.

It is the personal and professional obligation of the adult to be knowledgeable about what constitutes sexual exploitation of another and to be familiar with the laws of the State of Mississippi regarding sexual exploitation, sexual abuse, and sexual assault.

Church employees, clergy, religious and lay people, who have made a commitment to celibacy are called to witness this in all relationships. Likewise, those who have made a marital commitment are called to witness to this fidelity in all their relationships.

Any allegations of sexual misconduct will be taken seriously and reported to the Victim Assistance Coordinator or the Vicar General if a priest or deacon is involved. Diocesan protocol and procedures will be followed to insure the rights of all involved and to facilitate justice for the aggrieved.

Adults should be knowledgeable of the State of Mississippi regulations and know the proper reporting requirements as outlined in the Mississippi Reporting Statutes Reporting Procedures. Church employees also must comply with all mandatory

reporting requirements except if the information was received under the seal of confession or privileged spiritual guidance. In such cases, no reporting can occur.

If an adult is in doubt whether he/she should make a report, the report should be made and the Department of Human Services will determine whether an investigation is warranted.

## **Professional Behavior**

**Adults should not engage in physical, psychological or verbal harassment.**

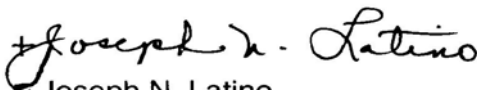
Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- physical or mental abuse;
- racial insults;
- unwelcome sexual advances or touching;
- sexual comments or sexual jokes;
- requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, or compensation;
- display of offensive materials.

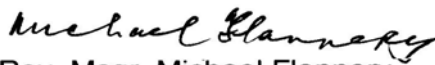
Harassment can occur as a result of a single severe incident or a pattern of conduct, which results in the creation of a hostile, offensive or intimidating environment.

Adults are to follow the established procedure for reporting of harassment, and are to ensure that no retaliation for bringing forward a claim of harassment will be tolerated.

Given at Jackson, Mississippi this the 10th day of October 2003.



Joseph N. Latino  
Bishop of Jackson



Rev. Msgr. Michael Flannery  
Chancellor

## **Policy and Procedures Against Sexual Abuse Of A Minor By Clergy Or Religious Catholic Diocese of Jackson**

This policy will focus on sexual abuse of a minor by a priest. It will also apply with the necessary adaptations to other church personnel, such as deacons, and religious men and women. A different policy applies when an allegation is made against a lay employee or significant volunteer exercising ministry in the name of the Diocese.

The obligation to protect children and young people and to prevent sexual abuse flows from the mission of the church and the example given by Jesus Christ himself, in whose name we serve. Sexual abuse of a minor by a priest violates human dignity, priestly commitment and the mission of the Church. Such conduct will not be tolerated. A priest who is guilty of such abuse commits a grave injustice against the victim, the victim's family and the Church community. The primary goals in establishing this policy and the procedures contained herein are the well-being of children, the spiritual health of the community, and the integrity of the Church.

In keeping with the **Charter for the Protection of Children and Young People**, passed by the Bishops in Dallas, June 2002, and the **Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests and Deacons**, passed by the Bishops in Washington, November 2002, the Diocese of Jackson has published two other complimentary documents to this policy which further its goals. They are entitled: **Code of Ethical Standards for Church Leaders** and **Creating a Safe Environment for Our Children, Diocese of Jackson** and are contained in this booklet.

### **Introduction**

This policy deals specifically with sexual abuse of a minor less than 18 years of age or a vulnerable adult ("minor"). For the purposes of this policy a minor is a person under 18 years of age and a vulnerable adult is a person 18 years of age or older who is unable to protect his or her own rights, interests, and/or vital concerns and who cannot seek help without assistance because of a physical, mental or emotional impairment. At all stages of the proceedings addressed by this policy, the Diocese of Jackson will cooperate with the civil authorities and comply with the legally established reporting requirements of the State of Mississippi as outlined in this document (page 40). The Diocese shall publish its policies and procedures relating to sexual abuse so that those affected can readily seek and receive the assistance afforded by them.

The Diocese of Jackson will apply this policy with fairness, compassion and sensitivity when an allegation of sexual abuse is made. This policy sets forth a process of internal church governance and is not determinative of any civil or criminal liability of the accused, the Diocese or any religious order involved. This policy reflects the principles outlined in the **Charter for the Protection of Children and Young People** approved by the United States Catholic Conference of Bishops, June 14<sup>th</sup> 2002 and the **Revised Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons**, (hereafter referred to as the Revised Essential Norms).

A prime objective of all investigations conducted under this policy is the determination of the fitness of the accused person for ministry previously exercised in the Church or for any other ministry in the Church. In order to obtain the fullest information possible, such investigations and the information resulting from them shall be held confidential by all concerned except for mandatory reporting required by law.

The following personnel will be involved in the administration of this policy: the Bishop, Director of Priests' Personnel, and/or the Bishop's Delegate. In addition, the Bishop shall appoint the following personnel: a Fitness Review Administrator, an Assistance Coordinator, an Investigative Associate, a Promoter of Justice and a Review Committee.

### **1. Assistance to Those Affected**

- A. The Diocese shall make appropriate assistance available to those who may be affected by the alleged sexual abuse of a minor by a priest.
- B. The Diocese shall designate a Victims' Assistance Coordinator who shall minister to the victim, the victim's family or other persons affected. The Assistance Coordinator shall identify professional and other resources and make them available to aid in the care of a victim or other persons affected. The extent of the assistance is to be determined by the Diocese.
- C. The Victim is encouraged to have a Personal Advocate. The purpose of the Personal Advocate is to support him/her through the difficult process of revealing his/her complaint. Should the victim request a Personal Advocate, a list may be provided from which he/she may choose.
- D. The Diocese shall reach out with compassion to the community affected in order to promote healing and understanding.
- E. The Director of Priests' Personnel ministers to the accused priest by providing assistance, advice, support and facilitating referrals to resource persons and other professionals.

### **2. Screening, Formation, Education and Assignment To Ministry**

The Diocese shall continue its programs for the screening and education of seminarians and the continuing education of diocesan priests in matters relating to sexuality and sexual abuse. Consistent with applicable ethical, canonical and legal principles, and as soon as may be appropriate, a full psychological profile of each seminarian shall be obtained. In addition to the general psychological

fitness for ordination and ministry, the profile shall seek to identify any tendencies toward pedophilia and/or ephebophilia. The psychological profile shall be maintained as part of the seminarian's permanent personnel file. The profile may be updated as appropriate. Before ordination to the diaconate a criminal background check shall be made of the seminarian in accord with the document: **Protection of our Children-Diocese of Jackson**. Screening, formation, education and assignment of religious priests or religious men and women are the primary responsibility of the relevant religious superior.

This policy is to be communicated to all priests, deacons and religious men and women who exercise a ministry of leadership in the Diocese or who are seeking assignment for work in the Diocese. They are to acknowledge in writing that they have received the policy and are aware of its implications and their obligation to report any allegation of sexual abuse to the appropriate authority. (c.f. **Creating a Safe Environment For Our Children** and **Code of Ethical Standards for Church Employees**).

For all priests and deacons the communication of this policy is the responsibility of the Director of Priest Personnel. The aforementioned acknowledgment will be kept in the priest's or deacon's personnel file. In case of religious brothers or sisters, the communication of this policy, at the time of hiring, is the responsibility of those who head any employing institution or agency within the Diocese who are responsible for hiring personnel. An acknowledgment is to be signed and kept on record at the place of employment. A copy of this policy should also be available at the central office of the employing agency.

Religious brothers or sisters who live or work in the diocese but are not related to the diocese or any religious institute within the diocese are considered to be directly under their own religious superior and religious community. The diocese has no jurisdiction over them. They are bound by their own internal governance of the religious order and their own policy.

This policy shall apply to any extern priest who seeks or maintains faculties of the Diocese. It shall require the priest's proper ordinary to certify that he is unaware of anything in the priest's background which would render him unsuitable for work with minors.

In accord with norm 12 of the Revised Essential Norms "no priest or deacon who has committed an act of sexual abuse of a minor may be transferred for ministerial assignment to another diocese/eparchy or religious province. Before a priest or deacon can be transferred for residence to another diocese/eparchy or religious province, his bishop/eparch or religious ordinary shall forward in a confidential manner to the local bishop/eparch and religious ordinary (if applicable) of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any information indicating that he has been or may be a danger to children or young people. This shall apply even if the

priest or deacon will reside in the local community of an institute of consecrated life or society of apostolic life (or, in the Eastern Churches, as a monk or other religious, in a society of common life according to the manner of religious, in a secular institute, or in another form of consecrated life or society of apostolic life). Every bishop/eparch or religious ordinary who receives a priest or deacon from outside his jurisdiction will obtain the necessary information regarding any past act of sexual abuse of a minor by the priest or deacon in question.”

### **3. Reporting to Diocese**

- A. Allegations or suspicions of sexual abuse of a minor by a priest must be reported within 48 hours or as soon thereafter as possible to the Director of Priest Personnel, the Bishop’s Delegate, or the Fitness Review Administrator, whether such allegations are a matter of fact or serious suspicion. All such reports will be forwarded to the Fitness Review Administrator if the initial report was not made to the Fitness Review Administrator.
- B. The Bishop has appointed an Investigative Associate who will collaborate with the Director of Priest Personnel in receiving and investigating allegations under this policy. There shall be appointed a priest to be the Bishop’s Delegate who shall have the same duties and functions as the Director of Priest Personnel in the latter’s absence or unavailability. References to the Director of Priest Personnel hereafter regarding investigating the complaint refer to both the Director of Priest Personnel and the Bishop’s Delegate.
- C. The Diocese has established the following procedure applicable to religious communities whose priest members maintain or seek faculties to work in the Diocese in accord with norm 12 of the Revised Basic Norms stated above. Furthermore, this procedure shall state that:
  - 1. The religious community will abide by the diocesan policies and procedures relating to sexual abuse of minors.
  - 2. The religious community must provide certification that its own policies and procedures are adequate.
  - 3. No priest shall be extended faculties of the Jackson Diocese without first receiving from his bishop or provincial superior a testimonial letter of suitability for priestly ministry signed and dated by the bishop or religious superior.

### **4. Preliminary Action And Inquiry By The Fitness Review Administrator**

- A. Upon receipt of the allegation, the Fitness Review Administrator shall promptly determine that all civil reporting requirements relating to sexual abuse of a minor have been fulfilled. The Fitness Review Administrator shall also provide the person making the allegation a written statement containing information about reporting such allegations to public authorities,(pgs. 24-25).
- B. The functions of the Fitness Review Administrator shall normally include the following:
  - 1. Examine the allegation to determine if further processing is warranted. Factors to be considered include, but are not limited to, a) a generally

identifiable accuser; b) a specified accused; c) some particularization of the charge. General facts and proofs must be alleged by the accuser. Without such an allegation the basis of evaluating an accusation is missing. Guiding principles for assessing allegations will include specificity and believability: specificity with regards to facts and proofs, believability on the part of the accuser.

2. Secure the services of the Assistance Coordinator.
  3. Report the allegation to the Bishop, the Director of Priest Personnel, the Promoter of Justice and other persons the Bishop may designate. Should the accused be the Bishop, the report will be made to the Vicar General.
  4. Together with the Bishop or his representative, the Fitness Review Administrator will inform the priest and request his explanation. The priest should be advised of his right to counsel, canonical and civil. He is not bound to admit to an offense, nor may the oath be administered to the accused at this time (c. 1728, #2cf. Fifth Amendment) The person shall be informed of his right before being questioned in the preliminary inquiry.
  5. In the event of civil or criminal action against the cleric or religious, the accused is directly responsible for providing himself with legal counsel who shall not be the diocesan lawyer.
  6. Determine whether the well-being of children requires the immediate withdrawal of the priest from his ministerial assignment and promptly communicate a recommendation to the Bishop. In making this determination and recommendation, the Fitness Review Administrator may consult with the Bishop, Director of Priest Personnel, and other persons the Bishop may designate.
- C. The Fitness Review Administrator ordinarily will not process anonymous allegations. If there is insufficient information to permit reasonable inquiry, the Fitness Review Administrator will report the fact of all allegations to the Review Committee and the Review Committee will review the Fitness Review Administrator's action.
- D. For all allegations to be processed further, the Fitness Review Administrator will:
1. Schedule and give effective notice of a first stage review meeting of the Review Committee to occur within approximately 48 hours, or as soon as possible after the allegation was received.
  2. Review the priest's file, make appropriate inquiries about the allegation and prepare a report of all available information for presentation to the Review Committee either orally or in writing at the first stage review meeting.

## **5. Composition of the Review Board**

- A. In accord with Norm 5 of the Revised Basic Norms, the Review Board will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the Review Board members will be lay persons who are not in the employ of the diocese; but at

least one member should be a priest who is an experienced and respected pastor of the diocese and at least one member should have expertise in the treatment of the sexual abuse of minors. The members will be appointed for a term of five years, which can be renewed. It is desirable that the Director of Priest Personnel and Promoter of Justice participate in the meetings of the Review Board, neither party will have a deliberative vote.

- B. The Review Committee meeting shall reflect the pastoral character of this process which is consultative and advisory, not adversarial and adjudicative. The meetings are not hearings. They are sessions at which the Review Board receives and considers information, deliberates and formulates its determinations and recommendations. The Review Committee will determine the information it requires or considers and the rules of evidence shall not strictly apply.

The Review Committee is independent of the Canonical Judicial Process which may be initiated after the Review Committee makes its recommendations to the bishop. The Review Committee in accord with norm 4 of the Revised Essential Norms will function as a confidential consultative body to the bishop in discharging his responsibilities. The functions of this board may include:

- a) Advising the diocesan bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry;
- b) Reviewing diocesan policies for dealing with sexual abuse of minors and;
- c) Offering advice on all aspects of these cases, whether retrospectively or prospectively.

## **6. Initial Review**

Following receipt of the allegation, the Review Committee shall meet within 48 hours, or as soon as possible thereafter, in order to conduct a first stage review.

- A. Questions for review: At the meeting, the Review Committee shall determine:
  - 1) whether the Fitness Review Administrator's original determination about withdrawal of the priest from his ministerial assignment adequately provides for the safety of children; 2) whether other preliminary actions taken by the Fitness Review Administrator were appropriate; and 3) what further action should be taken with respect to the allegation.
- B. Information to be considered by the Review Committee: the Fitness Review Administrator's report; information provided by the Director of Priest Personnel; the Promoter of Justice; or other persons identified by the Bishop; and any other information which the Review Committee believes helpful and is able to obtain.
- C. Determinations and recommendations: The Review Committee shall determine whether there is reasonable cause to suspect that the accused priest engaged in sexual abuse of a minor which was an external, objectively grave violation(s) of the sixth Commandment. Ultimately, it is the responsibility of the diocesan bishop with the advice of the Review Board to determine the gravity of the alleged act. On the basis of that determination,

the Review Committee shall make recommendations to the Bishop about the following:

1. If the priest has been withdrawn from ministry pending inquiry, whether such withdrawal should continue; if the withdrawal should not continue, whether any restrictions should be imposed on a priest returning to ministry.
2. If the priest has not been withdrawn from ministry, whether he should be withdrawn, whether he should continue in his assignment and, if so, whether any restrictions should be imposed on him;
3. Whether the preliminary actions taken by the Fitness Review Administrator were appropriate and whether further action by the Fitness Review Administrator is required;
4. Whether the file may be closed at this stage of the proceedings or held open pending further investigation by the public bodies, further inquiry by the Fitness Review Administrator of further action by the Review Committee;
5. If the priest's conduct does not constitute sexual abuse of a minor but is otherwise inappropriate, whether further action is warranted, and suggestions as to such action.
6. If it is determined that the allegation is unfounded, the inquiry will be terminated and the following persons will be informed: the Bishop, the accused, the person making the accusation.

## **7. Action following Initial Review**

If it has been determined by the Review Committee that there is reasonable cause to suspect that sexual abuse did in fact occur, the bishop shall then apply (if he has not already done so) the precautionary measures mentioned in canon 1722---- i.e. withdraw the accused from ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit participation in the Most Holy Eucharist pending the outcome of the process. At all times, the diocesan bishop has the executive power of governance, through an administrative act to withdraw the offending cleric from office, to restrict his faculties, and to limit the exercise of his priestly faculties.

If appropriate, the Bishop and/or his delegate shall visit the parish and/or institution at the conclusion of the first stage review. For example, such a visit would be inappropriate if it merely gave publicity to an unfounded and heretofore unpublicized accusation. If such a meeting is held, it will be conducted with discretion and sensitivity to both the accused and the person making the allegation. It will inform parishioners about what happened in as full and accurate way as possible. This information sharing may help other victims come forward and begin the healing process in the parish or institution. Likewise, pastoral and professional assistance should be continued for those directly involved and their families until there is agreement or evidence that it is no longer necessary or appropriate.

## 8. Summary of Canonical Judicial Process

- A. As soon as possible after the Initial Review, the Promoter of Justice shall make his determination in writing stating whether or not the case warrants a judicial process in accord with Canon Law (canon 1717-1722). Before making a determination to begin a judicial process the bishop should be reasonably certain that: a) the cleric is guilty of the canonical delict in question ( even though the establishment of such a fact in a judicial proceeding may be difficult and may not prove to be successful); b) that (assuming that proof of guilt will be successful) the canonical imposition of a penalty that may include dismissal from the clerical state is the appropriate method of dealing with the overall pastoral situation. If a judicial canonical process is warranted, the Congregation of the Doctrine for the Faith shall be notified in accord with Norm 6 of the Revised Essential Norms. The Judicial Process is governed by canons 1717-1722 and Canonical Delicts Involving Sexual Abuse and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith (Motu Proprio Sacramentorum Sanctitatis tutela, April 30, 2001, ASS, 93, 2001, 787).
- B. The alleged offender may be requested to seek, and may be urged to comply voluntarily with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese and to the accused in accord with Norm 7 of the Revised Basic Norms.
- C. When even a single act of sexual abuse by a priest or deacon is admitted or is established after appropriate process in accord with canon law, the offending priest or deacon will be removed permanently from ecclesiastical ministry, not excluding dismissal from the clerical state, if the case so warrants. (c. 1395,§ 2). Removal from ministry is required whether or not the cleric is diagnosed by qualified experts as a pedophile or as suffering from a related sexual disorder which requires professional treatment.
- D. In every case involving canonical penalties, the processes provided in canon law must be observed. (cf. Canonical Delicts Involving Sexual Abuse and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith, April 30, 2001) Unless the Congregation for the Doctrine of the Faith, having been notified, calls the case to itself because of special circumstances, it will direct the diocesan bishop to proceed. (Article 13, "Procedural Norms" for Motu proprio Sacramentorum Sanctitatis tutela, April 30, 2001, ASS, 93, 2001, p. 787).
- E. If the case should otherwise be barred by prescription, because sexual abuse of a minor is a grave offense, the bishop shall apply to the Congregation for the Doctrine of the Faith for a derogation from the prescription, while indicating appropriate pastoral reasons.
- F. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese will supply canonical counsel to a priest. The Canon Law Society of America

- provides a list of qualified canonists who act as canonical advocates for penal trials.
- G. The provisions of canon 1722 shall be implemented during the pendency of the penal process, in accord with Norm 6 of the Essential Norms, (withdraw the accused from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process).
  - H. If the penalty of dismissal from the clerical state has not been applied in accord with Norm 8 B of the Essential Norms (e.g., for reasons of advanced age or infirmity), the offender ought to lead a life of prayer and penance. He will not be permitted to celebrate Mass publicly or to administer the sacraments. He is to be instructed not to wear clerical garb, or to present himself publicly as a priest.
  - I. Because sexual abuse of a minor is a crime in all jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the diocesan bishop shall exercise this power of governance to ensure that any priest who has committed even one act of sexual abuse of a minor, as described above shall not continue in active ministry.
  - J. The priest or deacon may at any time request a dispensation from the obligations of the clerical state. In exceptional cases, the bishop may request of the Holy Father the dismissal of the priest or deacon from the clerical state ex officio, even without the consent of the priest or deacon.

## **9. Supplementary Reviews of the Review Committee**

The Review Committee may conduct supplementary reviews as may be necessary to discharge its duties.

- A. Questions for review: The Review Committee may consider new information about a determination or recommendation made in connection with a prior review, exercise its responsibilities as described above, or oversee the work of the Fitness Review Administrator, the victim-assistance program, the supervision and therapy program for affected priests or any other matter within its responsibility.
- B. Initiation; A supplementary review may be initiated by the Review Committee, the Fitness Review Administrator, the Bishop, Director of Priest Personnel, or the Bishop's Delegate. In addition, an affected priest, a person who made the allegation, a victim, or the family of a victim may apply to the Review Committee in writing for such a review and shall include in the application a statement of the question or point for review, the applicant's position with respect to the matter and any supporting explanation or information. A response shall be made to the inquirer after the next meeting of the Review Board.
- C. Information to be considered: The Review Committee may consider the application for review, the Fitness Review Administrator's reports, information provided by the Bishop, the Director of Priest Personnel, the Bishop's

Delegate, the Promoter of Justice or other persons identified by the Bishop and any other information which the Review Committee believes helpful and is able to obtain.

- D. Determinations and recommendations: The Review Committee may make determinations and recommendations as it deems appropriate.

#### **10. Ongoing Healing and Spiritual Growth For the Whole Faith Community**

- A. The Bishop must take great care to ensure that every effort is made to address ongoing long-term effects of sexual abuse of a minor. An on-going process of healing and spiritual growth is necessary for the whole faith community. The Bishop will be sensitive to any segment of the faith community which may be particularly hurting.
- B. Since the faith community is itself an agent of reconciliation, it should be encouraged to participate in the recovery process thereby enabling it to develop means to understand these problems and help those affected by them.

#### **11. Conclusion**


- A. Sexual abuse of a minor by a priest violates human dignity, priestly commitment and the mission of the Church.
- B. The Diocese is committed to ensuring that children being served by the Church are not at risk of sexual abuse by church personnel.
- C. There is no easy solution to such painful situations. The procedures outlined above have as their purpose the protection of minors and respect for the dignity of all involved.
- D. The Church in dealing with such tragedies can help the entire community to grow and develop, especially assisting it in combating the scourge of sexually abusive conduct.
- E. In particular, special care should be taken to demonstrate the Church's concern for minors and their families in accord with the document:  
**Protection of Children-Diocese of Jackson.**
- F. The spiritual well-being of all persons affected by sexual abuse of a minor is of primary concern---- "The salvation of souls is the supreme law", (c.1752).

Given at Jackson, Mississippi, this the 1st day of August 2007.

E. In particular, special care should be taken to demonstrate the Church's concern for children and their families in accord with the prevention component of **Creating a Safe Environment for Our Children, Diocese of Jackson and Code of Ethical Principles and Standards for Church Employees and Volunteers, Diocese of Jackson.**

F. The spiritual well-being of all persons affected by sexual abuse of a minor is of primary concern -- "The salvation of souls is the supreme law." (C. 1752).

Given at Jackson this the 10th day of October 2003.

  
Joseph N. Latino  
Bishop of Jackson

  
Rev. Msgr. Michael Flannery  
Chancellor

# **SUMMARY OF PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE**

## **I. To Mississippi Civil Authorities**

**A. Reports are to be made to The Department of Human Services: 1-800-222-8000 or (601) 359-4991 or in an emergency to the appropriate police authority.**

Mississippi Law requires that any person who has “reasonable cause to suspect” that a child is a neglected child or a abused child shall cause an oral report to be made immediately to the Department of Human Services.

**The report should contain:**

- 1 Name and address of the child;
- 2 Name and address of his/her parents or other persons responsible for his/her care;
- 3 The child’s age;
- 4 Nature and extent of the child’s injury, including any evidence or previous injuries;
- 5 Any other information that might be helpful in establishing the cause of the injury and the identity of the perpetrator;
- 6 Name and address of the suspected perpetrator if known.

**B. An oral report should be followed up by a written report and sent to Department of Human Services, 750 North State Street, Jackson, MS. 39202.**

**The written report should contain:**

- 1 Name and address of child;
- 2 Name of parents;
- 3 Name and address of suspected perpetrator;
- 4 Date and time of suspected abuse;
- 5 Relationship of suspected abuser to child;
- 6 Name and addresses of witnesses;
- 7 Brief statement of Facts indicating abuse;
- 8 Date and time of report;
- 9 Signature of person reporting, phone number and address.

---

## **II. To Diocesan Authorities (if the perpetrator is a Parish/Diocesan employee/ or volunteer)**

**A. Notify the Vicar General at (601) 969-2290 or the Victim Assistance Coordinator at (601)355-8634.**

**B. Send a copy of the written report made to DHS to the Diocesan Chancellor. The address of the Diocese is as follows: P.O. box 2248, Jackson, MS 39225-2248**

**Department of Human Services  
750 North State Street  
Jackson, Mississippi, 39202**

**Sample form for reporting Suspected Child Abuse by diocesan or parish personnel while performing their ministry of the Jackson Diocese.**

Please print (or type) and if possible use black ink.

- 1 This report is being submitted by:**  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
- 2 Date of Report:** \_\_\_\_\_
- 3 Person(s) suspected of abuse**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Parish: \_\_\_\_\_  
Age if known: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
Address: \_\_\_\_\_  
City \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
- 4 Suspected victim(s) of abuse**  
Name: \_\_\_\_\_  
Parents name (if under 18): \_\_\_\_\_  
Address: \_\_\_\_\_  
Parish or agency: \_\_\_\_\_  
Age of victim: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date of report made to Department of Human Services: \_\_\_\_\_
  
- 5 Describe incident of suspected child abuse, including date, time, location:**  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**6 Identify eyewitnesses to the incident, including names, addresses and phone numbers, if available:**

---

---

---

---

---

**7 Medical treatment or counsel sought:**

**Where:** \_\_\_\_\_

**When:** \_\_\_\_\_

**8 Other information which may be helpful to the investigation.**

---

---

---

**Please mail the completed form to the Department of Human Services at the address given above**

**\* If the alleged perpetrator is a diocesan or parish employee please send a copy of this report to the Chancellor, Catholic Diocese of Jackson, P. O. Box 2248, Jackson, MS. 39225**

---

## **Notice to All Employees and Volunteers of the Diocese of Jackson**

Our young people are precious to us. The Catholic Diocese of Jackson is committed to inquiring into the background of all persons who are expected to have regular contact with our youth. To achieve this, a background check will be conducted. This report includes a criminal background search. Any adverse report could affect the person's employment, continued employment or volunteer status. Please complete the attached application so that this background search can be conducted.

The position you occupy or are applying for is very important to the Catholic Church because you will be working with our youth. Your rights are also important to us. The youth under our care likewise have a right to a safe environment. We ask that you take the time to read the attached "Consumer Summary, A Summary of Your Rights Under the Fair Credit Reporting Act." You need to understand your rights before giving your consent to authorize the Diocese of Jackson to complete the background investigation. If you have any questions, please contact your supervisor.

## Consumer Summary

**Please Note: Unless your position or the position for which you are applying requires a check of your credit records, no such search will be conducted. The Federal Trade Commission has suggested that criminal record checks might be included in the definition of credit searches, and therefore the following notice is provided.**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you—such as if you pay your bills on time or have filed bankruptcy—to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C., sub-section 1681-1681u at the Federal Trade Commission’s website (<http://www.ftc.gov>). The FCRA gives you specific rights as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from CRA to take action against you—such as denying an application for credit, insurance, or employment—must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA’s – to which it has provided the data—of any error. The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement filed, you may ask that anyone who has recently received your report be notified of the change.

- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If you dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of information. If you tell anyone—such as a creditor who reports to CRA—that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you’ve notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA—usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information about you to your employer, or prospective employer, without your consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as a basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, You may sue them in state or federal court.

**For further information, questions or concerns please contact:**

**Federal Trade Commission, Consumer Response Center—FCRA, Washington, D.C.  
20580. Phone: (202) 326-3761**



**Residential History**

\_\_\_\_\_ Check here if you have lived in your current residence for 5 or more years.

If you have lived in your current residence for 5 or more years, please do not complete residential history. You only need to check the box at top of this section.

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

**Employment History**

\_\_\_\_\_ Check here if you: (1) are a volunteer, (2) are applying for a paid teaching position in a catholic school or (3) have no employment history.

Start with current employer and indicate employment history for the last 3 employers. If current employer, end date should be current.

Dates of Employment (mm/yyyy)	Company name And address (City, State, Zip)	Immediate Supervisor name & Phone Number	Position Held/Job Description	Reason for Leaving position
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

**Educational History**

\_\_\_\_\_ Check here if you: (1) are a volunteer, (2) are applying for a paid teaching position in a catholic school or (3) have no educational history.

Educational history should include high school and forward. If currently enrolled in program, end date should be current.

Dates (mm/yyyy) (Start with most recent)	School name And address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

## Volunteer History

Check here if you have no volunteer history or are applying for a paid employee position.

Volunteer history should include 5 of your most recent activities. If you do not have 5, list as many as you do have. If you are still participating in a volunteer program, end date should be current.

Dates (mm/yyyy) (Start with most recent)	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

## Confidential Background Check Information

Please note: Information in this section is only used as part of a confidential criminal background check and review by a diocesan official.

Yes  No Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

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

Yes  No Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

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

Yes  No Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

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

Answering 'yes' to the above three (3) questions will not automatically exclude you from employment or volunteer service.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License: State \_\_\_\_\_ Number \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_  
(Birth date information is required for identification purposes only.)

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Yes  No Have you changed your last name in the past 7 years?

If yes, what was your previous last name? \_\_\_\_\_

Yes  No At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?

If yes, what state did you live in? \_\_\_\_\_

## Declarations

The **Catholic Diocese of Jackson** appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements 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 hereby authorize the **Catholic Diocese of Jackson** to conduct a personal and professional background check for the purposes of my application at the **Catholic Diocese of Jackson**. The **Catholic Diocese of Jackson** may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the **Catholic Diocese of Jackson's** contact with the individuals for purposes of employment or volunteer services.

\_\_\_\_\_ I also hereby give complete permission for the **Catholic Diocese of Jackson** to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

\_\_\_\_\_ I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by the **Catholic Diocese of Jackson**. I have also read and understood the above stated information within this release and am signing below of my own free will.

\_\_\_\_\_ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

\_\_\_\_\_ I agree to observe all of the **Catholic Diocese of Jackson** guidelines and policies for the program in which I am applying.

\_\_\_\_\_ I understand that the **Catholic Diocese of Jackson** has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the **Catholic Diocese of Jackson** cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the **Catholic Diocese of Jackson** of the contents of a sealed criminal record will result in the automatic denial of the application.

\_\_\_\_\_ I understand that nothing in this application should be construed as a contract of employment. I confirm that unless I have a written contract signed by a Diocesan representative vested with authority to execute such contracts my Employment is "at will".

\_\_\_\_\_ I understand that the **Catholic Diocese of Jackson** does not discriminate on the basis of race, color, national origin and/or ethnic origin, sex, age or disability in any employment decision.

\_\_\_\_\_ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered.

City Where Parish is Located	Name of Parish/School

**CONSENT TO RELEASE RECORD(S) DRIVER SERVICES POLICY:**

DRIVER NAME: \_\_\_\_\_ DL NO. \_\_\_\_\_ DOB: \_\_\_\_\_

By signing below, I voluntarily give consent to the Mississippi Department of Public Safety to release the following record(s), including personal information within my driver license file. I request the record(s) indicated by my signature below to be released by the Department of Public Safety, their agents and employees, to the following person, company, corporation or legal entity:

RELEASE RECORD/INFORMATION TO: \_\_\_\_\_

- \_\_\_\_\_ MVR Summary
- \_\_\_\_\_ Other Record (SPECIFY)

\_\_\_\_\_  
(DRIVER'S SIGNATURE OF CONSENT)

STATE OF MISSISSIPPI  
COUNTY OF \_\_\_\_\_

PERSONALLY appeared before me, the undersigned authority in and for the county and state aforesaid, the within named \_\_\_\_\_, who states upon his/her oath and personal knowledge that all matters, facts and things set forth in the above and foregoing document are true and correct as therein stated.

\_\_\_\_\_  
(DRIVER'S SIGNATURE)

SWORN TO AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(MY COMMISSION EXPIRES)

\_\_\_\_\_  
(NOTARY PUBLIC)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINT – RECIPIENT OF RECORDS)

\_\_\_\_\_  
(SIGNATURE OF RECIPIENT OF RECORD)

\_\_\_\_\_  
(ADDRESS OF RECIPIENT OF RECORD)

NOTICE: As required by the Federal Driver Privacy Protection Act (DPPA), 18 U.S.C. Section 2721, the Mississippi Department of Public Safety will not release personal information from your driver record unless you consent by waiving your right to privacy under the DPPA; OR, unless the Department is required by DPPA to release personal information without your consent, such as in connection with matters of safety, theft, emissions, product alterations, recalls, advisories, certain federal laws; or unless the DPPA authorizes the Department to release it, such as to governmental entities, courts, insurance companies and to others specified.

DPPA-2

**Lay Church Personnel  
Acknowledgment of Receipt  
of  
Protection of Children-Diocese of Jackson**

I have read the following documentation and I am prepared to abide by the following policies and procedures to which I have attached my initials in parenthesis:

- 1 Bishop Latino's Letter ( )
- 2 Creating a Safe Environment For Our Children ( )
- 3 Code of Ethical Principles and Standards for Church Employees and Volunteers ( )
- 4 Policy Against Sexual Abuse of a Minor By Lay Church Personnel ( )
- 5 Civil Reporting Requirements/Diocesan Reporting Procedures ( )

**I have read the above listed policies/procedures and documentation. I understand their meaning and agree to conduct myself in accordance with their principles.**

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Social Security number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date