



Archdiocese of Anchorage
OFFICE OF THE ARCHBISHOP
 225 Cordova Street
 Anchorage, AK 99501-2409

To: Archdiocese of Anchorage Priests, Deacons, Religious,
 Lay Employees and Volunteers

From: Archbishop Paul D. Etienne

Re: Policy Update – Archdiocesan Pastoral Policies

Date: September 1, 2018

The moral integrity of all Pastoral Ministers is critical in how we manifest the person of Christ within our Archdiocese. It is with these revised Pastoral Policies I hope to reclaim a healthy Catholic Climate for not only our faith communities but for the wider communities of Alaska.

Attached are the updated Archdiocesan Pastoral Policies. The format has been changed from the 2013 revision of The Code of Pastoral Conduct document and updates have been recommended by the Archdiocesan Review Board and approved by me on August 16, 2018.

This policy takes effect September 1, 2018. It is the responsibility of each Priest or Parish Director/Administrator and each School Administrator to ensure that every lay employee and volunteer are aware of the changes in this revision and abides by it.

If you have any specific questions related to these Pastoral Policies, please direct them to Jenny Michaelson, the Director for the Office of Safe Environment or John Harmon, Chancellor of the Archdiocese of Anchorage.

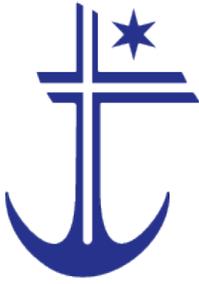
*ARCHDIOCESE
OF
ANCHORAGE*



Pastoral Policies

2018 Revision

Effective September 1, 2018



Archdiocese of Anchorage
OFFICE OF THE ARCHBISHOP
 225 Cordova Street
 Anchorage, AK 99501-2409

ARCHDIOCESE OF ANCHORAGE **PASTORAL POLICIES:**

- I. Preface
 - II. Responsibility
 - 1. Definitions
 - 2. Diocesan Personnel
 - III. Maintaining a Safe Environment
 - 1. Background and Reference Checks
 - 2. Education/ Safe Environment Training
 - 3. Policy Distribution and Review
- Appendix A. Barrier Matrix
 Appendix B. Policies and Procedures of the Archdiocesan Review Board

PART A. STANDARDS OF PASTORAL CONDUCT

- I. Standards of Conduct
 - 1. Conduct with Minors and Vulnerable Adults
 - 2. Sexual Conduct
 - 3. Pastoral Support
 - 4. Confidentiality
 - 5. Harassment
 - 6. Conflict of Interest
 - 7. Administration
 - II. Reporting and Disclosure of Ethical or Professional Misconduct
 - III. Spiritual, Physical, Mental and Emotional Health
- Appendix C. Archdiocesan Code of Conduct and Acknowledgement for Adults
 Appendix D. Archdiocesan Code of Conduct and Acknowledgement for Young People

PART B. SEXUAL MISCONDUCT POLICIES

- I. Sexual Misconduct Policy of the Archdiocese of Anchorage
 - 1. Legal Guidelines Relating to Sexual Misconduct
 - 2. Reporting Allegations
 - 3. Reporting Allegations Procedures For Pastoral Ministers
 - 4. Archdiocesan Response to Allegations of Abuse
 - 5. Investigation of Reported Incidents
 - 6. Reports of Sexual Harassment

7. False Accusations and Unsubstantiated Claims
8. Guidelines for known Sexual Offenders Attendance in Parish and Archdiocesan Events and Activities
9. Guidelines for known Sexual Offenders who's Children attend Catholic Schools of the Archdiocese

Appendix E. Archdiocesan Policy for Known Sexual Offenders

Appendix F. Archdiocesan Policy for Known Sexual Offenders who's Children attend Archdiocesan Schools

Appendix G. Procedures to Report any allegations of Sexual Abuse of Minors or Vulnerable Adults to include Child Pornography

Appendix H. Incident Form for Reporting Abuse

Pastoral Policies

ARCHDIOCESE OF ANCHORAGE

I. PREFACE

These *Pastoral Policies* have been developed by the Archdiocese of Anchorage and for Pastoral Ministers, as defined in Part II, 1.6 of this policy.

The purpose of these Pastoral Policies, with this 2018 revision of the 2005, 2008 and 2013 versions of the original Code of Pastoral Conduct, is to develop and implement uniform guidelines for appropriate behavior in situations of pastoral support, spiritual direction and other forms of ministry. These Pastoral Policies are not intended to address all situations that arise in ministerial relationships. It is intended to create a structure for addressing a variety of circumstances that, if not appropriately addressed, can create a risk of harm, incidents, allegations, and/or legal claims or lawsuits.

The Church must be exemplary. Pastoral Ministers will be held accountable for their behavior. In order to maintain the highest level of accountability, there must be a clear blueprint of appropriate behavior. These Pastoral Policies provide a basic structure for identifying limits. They are intended as “continuous improvement documents.” Therefore, suggestions and recommendations for additions and revisions are encouraged. These Pastoral Policies shall be reviewed and revised as needed and/or at least every three years, recommended by the Archdiocese of Anchorage Review Board and approved by Archbishop Paul D. Etienne.

II. RESPONSIBILITY

The public and private conduct of Pastoral Ministers can inspire and motivate people, but it can also scandalize and undermine the people’s faith. Pastoral Ministers must, at all times, be aware of the responsibilities that accompany their work. They must also know that God’s Goodness and Grace supports them in their ministry.

Responsibility for adherence to these Pastoral Policies rests with each Pastoral Minister. Pastoral Ministers who disregard these Pastoral Policies will be subject to corrective action by the appropriate church supervisor. Corrective action may take various forms—from a verbal reproach to removal from ministry—depending on the specific nature and circumstances of the offense and the extent of the harm. With regard to sexual misconduct, especially when this involves children, young people, vulnerable adults, and/or child pornography, these Pastoral Policies of the Archdiocese of Anchorage, will be followed strictly. Likewise, the Archdiocese of Anchorage will adhere to the Charter for the Protection of Children and Young People (*Revised June 2018*), the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, and A Statement of Episcopal Commitment. Misconduct of a non-sexual manner will be addressed by the appropriate supervisor. Corrective action may be subject to review by the Archbishop or his designee.

1. Definitions

For the purposes of this policy only, the following definitions apply:

- 1.1 “Allegation” is an accusation of abuse or sexual misconduct. An allegation needs to have the following ingredients: (1) a named victim; (2) a named perpetrator; (3) a time (as specific as can be reasonably determined); (4) a place (as specific as can be reasonably determined); (5) a specific act or acts of abuse or misconduct.
- 1.2 “Child Abuse and Neglect” means, at a minimum, any recent act or failure to act on the part of a parent or caretaker, which results in death, serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm.
- 1.3 “Child Pornography” is defined by federal law (18 U.S.C. §2256), as any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of the visual depiction involves the use of a minor...
- 1.4 "Diocese" or "Diocesan" includes the Archdiocese of Anchorage as a corporate entity and all other diocesan corporations, including the parish corporations.
- 1.5 “Director for the Office of Safe Environment” refers to the individual who holds the position of Safe Environment Director in the Archdiocese of Anchorage under the Office of the Archbishop.
- 1.6 “Immoral Sexual Conduct” is sexual behavior that, while not unlawful as described by the laws of the State of Alaska, remains contrary to the moral teachings, doctrines and canon law of the Catholic Church.
- 1.7 "Investigator" stands for the independent members of the Response Team. Response Team members are trained professionals hired from the community at large to investigate specific allegations.
- 1.8 Minor” means anyone under the age of eighteen (18).
- 1.9 “Pastoral Minister” is defined as all Priests, Deacons, Religious, Lay Employees, Faculty, Staff and Volunteers.
- 1.10 “Review Board” refers to the Archdiocesan Review Board. (See Appendix A).
- 1.11 “Sexual Abuse of a Child” includes sexual molestation or sexual exploitation of a minor and other behavior by which an adult uses a minor as an object of sexual gratification. Viewing, possessing and distributing child pornography is included as a form of sexual abuse of a child.
- 1.12 “Sexual Misconduct” means any sexual conduct of diocesan personnel which violates the Pastoral Code of Conduct and/or is unlawful as described in the laws of the State of Alaska.

- 1.13 “Victim’s Assistance Coordinator” is the individual designated to aid in the immediate pastoral care of persons who claim to be victims of sexual abuse or sexual exploitation and/or the victim’s family. Such assistance should not be construed as an admission of legal responsibility. It is simply a pastoral response to a pastoral need.
- 1.14 “Vulnerable adult” is defined by Alaska State law (AS 47.24.900, 16), that any person 18 years of age or older is considered “vulnerable” when that person experiences a physical or mental disability or physical or mental impairment and is “unable to meet their own needs or to seek help without assistance. “Additionally, the elderly is specifically included in the “vulnerable” category.

2. **Diocesan Personnel**

“Personnel” includes but is not limited to the following categories:

- 2.1 all incardinated clerics (including all bishops, priests and incardinated permanent and transitional deacons of the Archdiocese);
- 2.2 all religious priests, deacons, and brothers working for the archdiocese, its institutions or offices;
- 2.3 all those non-ordained persons to whom a participation in the exercise of the pastoral care of a parish is entrusted according to Canon 517, Section 2, of the Code of Canon Law;
- 2.4 all clerics of other jurisdictions who are working for the Archdiocese;
- 2.5 all women religious working for the Archdiocese, its parishes, schools, institutions or offices;
- 2.6 all personnel of Catholic schools of the Archdiocese (administration, faculty, and support staff);
- 2.7 all religious education directors or coordinators and teachers in the parishes and schools of the Archdiocese;
- 2.8 all youth ministers in the parishes, schools and institutions of the Archdiocese;
- 2.9 all personnel of Archdiocesan campus ministries;
- 2.10 all paid personnel in the offices of the Diocese, in the parishes and schools of the Archdiocese and other diocesan corporations as determined by the Archbishop.
- 2.11 all volunteers in the offices and institutions mentioned in Section 2.10,
- 2.12 such other personnel as designated by the Archbishop of the Archdiocese of Anchorage

3. **Expectations**

All priests, deacons, religious, candidates for ordination, Archdiocesan and parish employees are to review and acknowledge these Pastoral Policies of the Archdiocese of Anchorage on a biennial basis (every two years).

- 3.1. All volunteers who have contact with minors or vulnerable adults are to review and acknowledge these Pastoral Policies of the Archdiocese of Anchorage on a biennial basis (every two years).
- 3.2 Volunteers under the age of 18, who have contact with other minors or vulnerable adults are to review these Pastoral Policies and acknowledge the Code of Pastoral Conduct for Young People (Appendix D) on a biennial basis (every two years).

For the purpose of this policy, the description “contact with minors or vulnerable adults” is meant to include all persons whose duties or activities involve contact with minors or other vulnerable people in which it is anticipated that such contact could likely:

1. Occur outside of public view or be otherwise un-supervised, or
2. Provide an opportunity for developing a personal relationship between the person and the minor or vulnerable adult. The description contact with minors or vulnerable adults is not intended to include persons whose contact with minors or vulnerable adults would normally involve contact of a non-personal nature which takes place in public view. For example, engaging in ministries or activities such as service as a Eucharistic Minister would not be considered regular contact (note: being a Eucharistic Minister trainer, however, would involve working with youth in a matter that could implicate this policy.)

III. MAINTAINING A SAFE ENVIRONMENT

With the 2018 revision of the *Charter for the Protection of Children and Young People*, we re-affirm our deep commitment to creating a safe environment within the Church for children and youth.... We bishops pledge again to respond to the demands of the *Charter* in a way that manifests our accountability to God, to God’s people, and to one another (*USCCB, Charter for the Protection of Children and Young People*)

1. Background and Reference Checks

To ensure the safety of our children, vulnerable adults and the members of the church, all Priests, Religious, Deacons, Pastoral Leaders, Archdiocesan, Parish and School Staff, Candidates for Ordination and Volunteers who have contact with minors or vulnerable adults are required to have a criminal background check completed at least every five years.

- 1.1 All newly hired individuals must complete the necessary Authorization/Release forms and have a criminal background check completed as part of the hiring process and prior to beginning employment.
- 1.2 All volunteers who have contact with minors or vulnerable adults are required to complete the necessary Authorization/Release forms and have a criminal background check completed prior to active involvement in parish ministry.

- 1.3 Employees or volunteers aged 16-18 must provide written permission from their parent or guardian to have a criminal background check completed.
- 1.4 The following checks will be completed for each individual volunteer or person seeking employment:
- a. Social Security Verification
 - b. Criminal Checks in all states and where possible local jurisdictions (e.g., counties where the individual has lived and worked over the past 7 years.)
 - c. State Sex Offender, all states of residence past 7 years and Federal Sex Offender
 - d. In employment positions related to finance, a pre-employment credit check may be requested.
- 1.5 The following persons are exempt from the criminal background check:
- a. Godparents and Confirmation sponsors who are selected by the candidate or candidate's family
- 1.6 All criminal background reports received for parish employees and volunteers (including non-ordained religious) are to be kept in confidential files at the Parish. All reports for priest, deacons, candidates for ordination and Chancery employees are to be kept in confidential files at the Chancery office. All reports for faculty, staff and volunteers of schools are to be kept in confidential files at the school. All reports for employees or volunteers of other archdiocesan organizations are to be kept in confidential files on-site at the organization or Chancery office.
- 1.6.1 No information will be shared unless the individual requests in writing that the information be provided to specified others. An individual, upon written request, may receive a copy of the background check report received. Should there be a discrepancy in the record; the parish or Archdiocese will work with the individual to get the record corrected.
- 1.6.2 If information is reported that would indicate a question as to a person's appropriateness for the position or volunteer activity, the pastor, pastoral administrator or supervisor is to be notified to determine whether employment or volunteer status can continue as defined in local and/or federal law and the Archdiocese's Barrier Crime Matrix (Appendix A)
- 1.7. All religious and/or clerics who seek employment with the Archdiocese or its institutions; all clerics of other jurisdictions who seek incardination in the Archdiocese; or who seek assignment for work in the Archdiocese must, before beginning ministry in the Archdiocese, furnish documentation to the Archbishop from his/her Diocesan Bishop or Religious Superior as to his/her good standing. A background check will be done by the Archdiocese of Anchorage prior to the start of ministry. For visiting clergy, the "Archdiocese of Anchorage Ministry Clearance policy" – June 2018 or most recent will be followed.
- 1.7.1. If any religious and/or clerics who are currently employed by the Archdiocese seeks or is proposed for a new assignment, transfer, or residence in another ecclesiastical jurisdiction, the Archbishop or Religious Superior must furnish

documentation to the receiving Archbishop/Bishop or Religious Superior as to their good standing. All those seeking admission to a seminary in the hope of ordination as clerics of the Archdiocese will undergo psychological testing as required by the Archdiocese. The institutions preparing candidates for ordained ministry in the Archdiocese of Anchorage will submit reports to the Archbishop outlining the candidates' suitability for ministry. Any further background investigations of diocesan personnel must be approved by the Archbishop and coordinated by the Safe Environment Director, or other persons designated by the Archbishop.

- 1.8. It is our duty to ensure that not only employees and volunteers, but also third-party contractors and their subcontractors, who may, in the course of their work have contact with minors or vulnerable adults as defined in II.3 of these Pastoral Policies, meet safe environment compliance in order to ensure a safe environment for all those served by the Archdiocese. Therefore, the following policies must be followed:
 - 1.8.1. Third party contractors who have contact with minors or vulnerable adults, must have a background check and there must be no one providing services to a parish, school or Catholic institution who has a conviction that fits under A, B and/or C of the barrier matrix described in appendix A of this policy.
 - 1.8.2. Third party contractors who have contact with minors or vulnerable adults, besides having a background check must also complete safe environment training.
 - 1.8.3. The procedure to meet compliance by 3rd. party contractors/subcontractors who have contact with minors or vulnerable adults would involve the contracted worker to complete the background check and the contractor only sending someone who meets the criteria based on the barrier matrix described in Appendix A. It is understood that the contracting Archdiocesan institution will not see the results of the background check but will be assured of its compliance as stated in the contract agreement. The Archdiocesan Agency will provide the contractor access to the online training for their contractors to complete as stated in the contract agreement. Verification that this has been done will be the responsibility of the third-party contractor but failure to meet this requirement will be considered a breach of contract.
 - 1.8.4. From the barrier matrix (Appendix A), any contractor or subcontractor whose work may involve having contact with minors or adults may not be convicted of the first three conviction categories, A, B and and/or C would be barred from working at any of the Catholic institutions. (1.any sexual offense involving a minor, felony or misdemeanor; 2. felonies of a sexual nature, i.e. rape, sexual assault; 3. felonies of a physically violent nature)
 - 1.8.5. The third-party contractor must show proof of having liability insurance to include coverage for any misconduct of their employees.
 - 1.8.6. When a company is being used for a one-time situation, it is recommended that they are licensed and bonded for Alaska and it is also recommended that the Catholic institution have a prepared list of possible contractors to use in an emergency.

- 1.8.7. If a company is working in a school or parish for a one-time situation and minors or vulnerable adults are present, the worker must be supervised by the parish/school staff at all times or appropriate precautions by the Archdiocesan institution should be taken to ensure there will be no unsupervised contact by the contracting worker with minors or vulnerable adults.
- 1.8.8. Safe Environment provisions should be written in contracts to include the requirement for background checks, the application of the barrier matrix, and generally accepted professional behavior expectations. The contract should include a statement that the failure of the contract to comply with the requirement in the prior sentence is a material breach of the contract

2. Education/Safe Environment Training

Each diocese shall maintain “safe environment” programs which the diocesan bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. (*USCCB*, Charter for the Protection of Children and Young People, Article 12, 2018 revision).

- 2.1 All Priests, Deacons, Religious, Candidates for ordination as well as Archdiocesan, Parish and School Staff will complete Safe Environment Training prior to the start of their ministry, and on a biennial basis (every two years)
 - 2.1.1 Employees under the age of eighteen will attend with the permission of her/his parent or guardian.
- 2.2 All volunteers who have regular contact with minors or vulnerable adults are to complete Safe Environment Training prior to the start of their ministry, and on a biennial basis (every two years)
 - 2.2.1 Volunteers under the age of 18, who have regular contact with minors or vulnerable adults, will complete age appropriate safe environment training prior to the start of their ministry, and on a biennial basis (every two years). They are required to have the permission of their parent or guardian to attend the training.
- 2.3. The Archdiocese will provide Safe Environment training for all students of Archdiocesan Schools, students in Parish Faith Formation classes and their parents on an annual basis. The curriculum for this training must have prior approval of the Archbishop.

3. Policy Distribution and Review

- 3.1 This policy is to be distributed to all personnel listed in Section II.2 above, and to the following;

1. All those who seek ordination as clerics of the Archdiocese before being admitted to candidacy
 2. All clerics of other jurisdictions who seek incardination in the Archdiocese, or who seek assignment to work in the Archdiocese
 3. All non-clerical personnel who present themselves for employment or volunteer service with offices and institutions mentioned in Section II, 2.10.
 4. At the time these Pastoral Policies are promulgated, all above mentioned personnel shall be given a copy of these Pastoral Policies and their supervisor is to record confirmation of acknowledgment of receipt, understanding and acceptance of the policy.
 5. The policy is to be renewed biennially (every two years) and acknowledgement submitted. As of October of 2018, these Pastoral Policies are included in the Archdiocesan Online Training, therefore completion of training certificate confirms acknowledgment of these Pastoral Policies.
 6. All Priests, Deacons, Candidates for ordination and Chancery staff are to forward this acknowledgement to the Office of the Chancellor.(please note, as of October of 2018, these Pastoral Policies are included in the Archdiocesan Online Training, therefore completion of training certificate confirms acknowledgment of these Pastoral Policies.)
 7. All other Parish employees and volunteers are to forward the acknowledgment to their parish or school Safe Environment Coordinator.(please note, as of October of 2018, these Pastoral Policies are included in the Archdiocesan Online Training, therefore completion of training certificate confirms acknowledgment of these Pastoral Policies.)
- 3.2 This policy is to be reviewed by the review board every three years and recommend revisions as needed.

APPENDIX A

Archdiocese of Anchorage
Barrier Crime Matrix
Resulting in Automatic Bar from Volunteering or Employment
with Minors or Vulnerable Adults

Criminal Conviction History		Period of Automatic Bar
A	Any Sexual Offense Involving a Minor (felony or misdemeanor) (one incident)	Barred Forever
B	Felonies of a Sexual Nature (e.g., rape, sexual assault, etc.) (one incident)	Barred Forever
C	Felonies of a Physically Violent Nature (one incident)	Barred Forever
D	Nonsexual/Nonviolent Offense Against Minors (Felony or Misdemeanor) (one incident)	Barred for 15 years from date of offense
E	Sale of Narcotics Controlled or Illegal Substances (one incident)	Barred for 15 years from date of offense
F	Other Felonies (one incident)	Barred for 15 years from date of offense
G	Possession of an Illegal/Controlled Substance (one incident)	Barred for 5 years from date of offense
H	Two or More Misdemeanor Offenses (including driving under the influence) arising from two or more separate incidents within a five-year period	Barred for 5 years from date of last offense
I	Misdemeanors of Sexual Nature (one incident)	Barred for 15 years from date of offense
J	Misdemeanors of Physically Violent Nature (one incident)	Barred for 10 years from date of offense
K	Misdemeanors Involving Dishonesty (e.g. fraud, larceny, forgery, perjury, robbery, burglary, bribe receiving, theft by deception, etc.) (one incident)	Barred for 5 years from date of offense
L	Driving Under the Influence or Reckless Driving (one charge within last 10 years)	Barred from driving children in connection with church sponsored events for 10 years from date of last offense
M	Two or More Separate Occurrences Involving Motor Vehicle Moving Violations within past 5 years	Barred from driving children in connection with church sponsored events for 5 years from date of last offense

APPENDIX B**POLICIES AND PROCEDURES OF THE
ARCHDIOCESAN REVIEW BOARD**

Philosophy Statement:

It is the policy of the Review Board to focus on justice for the injured person(s) and protection of current and future members of the Church above all else.

The Archdiocesan Review Board (“Review Board”) will be composed of at least five (5) members of outstanding integrity and good judgment. The majority of the Review Board members will be lay persons who are not in the employ of the Archdiocese. At least one member should be a priest, another person experienced in legal matters or law enforcement, and at least one member should have particular expertise in the area of sexual abuse or exploitation of minors and others. The members will be appointed for a five-year term, which can be renewed.

The Victim’s Assistance Coordinator is a person trained and experienced in dealing with victims of sexual abuse and exploitation. As soon as possible after a complaint is received, the Coordinator will work with the victim and, if appropriate, the victim’s family to support and assist them with support services and reporting to law enforcement. The help provided will often include counseling, emotional support, and facilitation of services to help the victim cope with issues resulting from the abuse. The Coordinator will also serve as a liaison with the Archdiocese, keeping the victim well-informed about the progress of the investigation.

The Response Team (“Independent Investigator”) will be individuals of outstanding integrity, good judgment, and professional training who have experience in conducting investigations and are knowledgeable in the areas of sexual abuse, exploitation or harassment. The Response Team members should not be employees of the Archdiocese. At the request of the Archdiocesan Review Board, the Response Team will investigate allegations of sexual misconduct and report the findings to the Review Board and the Safe Environment Director in writing.

The process of dealing with allegations is as follows:

- Sexual or physical abuse of minors, abuse of vulnerable adults or child pornography are violations of state law and must first be reported to law enforcement and to the Director for the Office of Safe Environment as outlined in The Pastoral Policies, Part A – Standards of Conduct, Part B – Sexual Misconduct Policies of the Archdiocese of Anchorage (2018 revision) Part B, 4. Director for the Office of Safe Environment will then notify the Archbishop and/or his designee as well as the Archdiocesan Review Board of the allegation.
- Once the initial investigation has been completed by the appropriate law enforcement agency, if appropriate, the Archdiocesan Review Board will engage an Independent Investigator to conduct an internal investigation. The Response Team/Independent Investigator will then establish the facts of the situation by talking with the victim, the accused, and any other persons whom they choose to interview in connection with the situation. The Response Team/Independent Investigator will make a written report of their findings to the Review Board and to the Director for the Office of Safe Environment. If after investigation by the Response Team/Independent Investigator, the complaint is

not found to meet the minimum standards of credibility and substance, a written finding stating this shall be given to the complainant, alleged perpetrator, the Review Board and the Director for the Office of Safe Environment. At no time should the Response Team/Independent Investigator communicate with any member(s) of the Review Board ex parte on the merits or substance of any matter before the Review Board for action.

- The Review Board will consider the evidence as presented by the Response Team/Independent Investigator. If necessary, they can request further clarification and information. They will then advise the Archbishop on the disposition of the complaint, keeping in mind the parameters of the Charter for the Protection of Children and the Pastoral Policies of the Archdiocese (2018 revision).
- The Review Board will maintain a written record of its recommendations made to the Archbishop. This record will be confidential and available only to those specifically authorized by the Review Board.
- Review Board members will sign a statement of confidentiality attesting to the fact that proceedings and deliberations of the Board are to remain confidential.

PART A. STANDARDS OF PASTORAL CONDUCT

I. Pastoral Ministers should model Christ's characteristics in working with the apostles. Pastoral Ministers should lead by example and demonstrate the qualities that they aspire to develop in those to whom they minister

1. Conduct with Minors and Vulnerable Adults

Pastoral Ministers working with minors and/or vulnerable adults shall maintain an open and trustworthy relationship between themselves and those with whom they minister.

- 1.1 Pastoral Ministers should use positive reinforcement rather than criticism, competition, or comparison when working with children and/or minors and vulnerable adults.
- 1.2 Pastoral Ministers working with children and vulnerable adults will use a hands-off discipline technique. They will not strike, spank, shake, or slap minors. They will not touch minors or vulnerable adults in a sexual or other inappropriate manner.
- 1.3 Pastoral Ministers should refuse to accept personal gifts from minors or *vulnerable* adults with whom they minister to or their families.
- 1.4 Pastoral Ministers should refrain from giving personal gifts to minors or vulnerable adults with whom they minister to or to their families.
- 1.5 Physical contact with minors or vulnerable adults can be misconstrued and should occur (a) only when completely nonsexual and otherwise appropriate, and (b) never in private.
- 1.6 Pastoral Ministers must be aware of their own and others' vulnerability when working alone with minors or vulnerable adults. It is important to use a team approach to managing youth activities.
 - 1.6.1 Celibate clergy and religious should not allow minors or vulnerable adults to stay overnight in their private accommodations or residence, excluding relatives.
 - 1.6.2 Married clergy should use extreme caution when providing overnight accommodations or residence to minors or vulnerable adults who are non-relatives. Normally, spouses should be present at all times.
 - 1.6.3 Pastoral Ministers should not share, private, overnight accommodations with minors or vulnerable adults including, but not limited to, accommodations in any Church owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
 - 1.6.4 In rare emergency situations, when accommodation is necessary for the health and well-being of the minor or vulnerable adult, the clergy, staff, or volunteer should take extraordinary care to protect all parties from all risk of harm and the appearance of impropriety.
 - 1.6.5 Adults should use a team approach when managing emergency situations.
- 1.7 Pastoral Ministers should refrain from;
 - 1.7.1 illegal possession and/or illegal use of drugs at all times
 - 1.7.2 use of alcohol when working with minors or vulnerable adults.

- 1.7.3 smoking or using tobacco products in the presence of minors or vulnerable adults.
 - 1.7.4 using, possessing, or being impaired from the use of alcohol or drugs any time while volunteering.
 - 1.7.5 smoking, using, possessing, or consuming marijuana in any form or being impaired by marijuana in the presence of; when working with; or while volunteering with minors or vulnerable adults.
- 1.8 Pastoral Staff during parish events should take care that no participant leaves an event while under the influence of alcohol or is impaired especially if driving and/or responsible for caring for a minor or vulnerable adult.
- 1.9 Pastoral Ministers must not exploit the dignity of any person through any form of sexual misconduct or exploitation.
- 1.9.1 Sexual misconduct includes the viewing, downloading and distribution of child pornography and is inappropriate and criminal and must be reported to law enforcement authorities immediately.
 - 1.9.2 Allegations of sexual misconduct, to include the use of child pornography, must be taken seriously and reported to the responsible person as outlined in Part B, section 3 of these Pastoral Polices, Sexual Misconduct Policy for the Archdiocese of Anchorage (2018 revision)
- 1.10 Sexual relationships between Pastoral Ministers and minors and vulnerable adults is inappropriate, is criminal and must be reported to law enforcement authorities immediately.
- 1.11 Pastoral Ministers should take care not to pose any health risk to minors or vulnerable adults (i.e., no fevers or other contagious situations).

2. Sexual Conduct

Pastoral Ministers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

- 2.1 Clergy, religious, staff, and volunteers who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.
- 2.2 Married or unmarried Pastoral Ministers are likewise expected to model Christian lifestyle in their relationships with other employees or parishioners. Intimate relationships with others should always reflect the Gospel of Jesus Christ and reflect the moral teachings of the church.
- 2.3 Romantic involvement or Sexual Relationships between a Pastoral Minister and a person seeking pastoral support or spiritual direction is inappropriate and not allowed.
- 2.4 No Pastoral Minister may exploit another person for sexual purposes.

3. Pastoral Support

- Pastoral Ministers must respect the rights and advance the welfare of each person.
- 3.1 Pastoral Ministers must not step beyond their competence in counseling situations and shall refer clients to other professionals when appropriate. A “counseling relationship” refers to the relationship formed between a person seeking pastoral guidance or direction and a Pastoral Minister who provides this service.
 - 3.2 Pastoral Ministers should carefully consider the possible consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship (i.e., employee, professional colleague, friend, or other pre-existing relationship). Pastoral Ministers must never provide counseling to persons with whom they have engaged in past sexual intimacies.
 - 3.3 Pastoral Counselors and Spiritual Directors should not audiotape or videotape sessions, unless written permission has been granted by person(s) being counseled.
 - 3.4 Pastoral Ministers never engage in sexual intimacies with the persons they counsel. This includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments.
 - 3.5 Pastoral Ministers shall not engage in sexual intimacies with individuals who are close to the client—such as relatives or friends of the client. Pastoral Ministers should presume that the potential for exploitation or harm exists in such intimate relationships. The welfare of the client excludes the possibility of such relationships.
 - 3.6 Pastoral Ministers assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships.
 - 3.7 Physical contact of any kind (i.e., touching) between Pastoral Ministers and the persons they counsel can be misconstrued and should be avoided. Physical conduct within the realm of accepted common courtesy (e.g. handshake) is allowed.
 - 3.8 Sessions should be conducted in appropriate settings at appropriate times.
 - 3.8.1 No sessions should be conducted in private living quarters.
 - 3.8.2 Sessions should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled.
 - 3.8.3 In counseling situations involving minors, meetings must always be held in an appropriate office or room and with the knowledge of another competent person. Parents normally should be notified.
 - 3.9 In counseling situations, a written notation shall be maintained of the time and place of the session, such as in a calendar or an appointment book (especially when counseling minors). This is to be maintained and kept by the Pastoral Minister. No reference is to be made of the content of the session.

4. Confidentiality

Information disclosed to a Pastoral Minister during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence.

- 4.1 Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
 - 4.1.1 If there is clear and imminent danger to the client or to others, the Pastoral Minister may disclose only information necessary to protect the party or parties involved to prevent harm and to comply with Alaska state law. Examples would be disclosure of plans to commit suicide, revelation of physical or sexual abuse to minor, plans to commit serious bodily harm to another etc.
 - 4.1.2 Before disclosure is made, the Pastoral Minister should inform the person being counseled about the disclosure and the potential consequences.
- 4.2 While counseling a minor, if a Pastoral Minister discovers that there is a serious threat to the welfare of the minor and that communication of confidential information to a parent or legal guardian is essential to the child's health and well-being, the Pastoral Minister should:
 - 4.2.1 In cases where the parent or legal guardian is considered to be a serious threat to the welfare of the minor, report the situation to Office of Children's Services (hereafter referred to as OCS) and/or local law enforcement.
 - 4.2.2 Disclose only the information necessary to protect the health and well-being of the minor.
- 4.3 Pastoral Ministers should discuss the nature of confidentiality and its limitations with each person in counseling, at the outset of counseling.
- 4.4 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to safeguard both the individual's identity and the confidentiality of the disclosures.
- 4.5 These obligations are independent of the confidentiality required by the seal of confession and by law. Under no circumstances whatsoever can there be any disclosure- even indirect disclosure- of information received under the seal of confession.

5. Harassment

Clergy, staff, and volunteers must not engage in physical, psychological, written, or verbal harassment of staff, volunteers, or parishioners and must not tolerate such harassment by other Church staff or volunteers.

- 5.1 Clergy, staff, and volunteers need to provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- 5.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including but not limited to the following:
 - Physical or mental abuse

- Racial insults
- Ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors as a condition of employment, or as a condition for promotion or compensation
- Display of offensive materials

5.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work environment.

5.4 Allegations of harassment are to be taken seriously and reported immediately to the alleged offender's supervisor as outlined in the Sexual Misconduct Policy of the Archdiocese of Anchorage (2018 revision) Part 6. The Sexual Misconduct Policy of the Archdiocese of Anchorage procedures will be followed to protect the rights of all involved.

6. Conflict of Interest

Pastoral Ministers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call into question integrity and professional standards.

6.1 Pastoral Ministers should disclose all relevant factors that potentially could create a conflict of interest. A conflict of interest is a situation in which an individual has potential competing interests or loyalties.

6.2 Pastoral Ministers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

6.2.1 No Pastoral Minister should take advantage of anyone to whom they are providing services in order to further their personal, financial, religious, political, or business interests.

7. Administration

Employers and supervisors are to treat clergy, staff and volunteers justly in the day-to-day administrative operations of their ministries.

7.1 Personnel and other administrative decisions made by clergy, staff, and volunteers shall meet civil and canon law obligations and also reflect Catholic Social Teachings and these Pastoral Policies.

7.2 No cleric, staff, or volunteer shall use his or her position to exercise unreasonable or inappropriate power and authority.

II. REPORTING AND DISCLOSURE OF ETHICAL OR PROFESSIONAL MISCONDUCT

Pastoral Ministers have a duty to report their own ethical or professional misconduct and the misconduct of others.

1. When an uncertainty exists about whether a situation or course of conduct violates these Pastoral Policies, the person with knowledge of the situation will consult with:
 - Immediate Supervisor, or
 - The Archdiocesan Office of Safe Environment

2. Reporting violations of these Pastoral Policies or other religious, moral, or ethical principles:
 - 2.1 The violation is to be reported to a supervisor or next higher authority as soon as possible.

3. Reporting illegal actions by a Pastoral Minister or Archdiocesan employee:
 - 3.1 It is each individual's responsibility to notify the proper civil authorities immediately as outlined in the Sexual Misconduct Policy of the Archdiocese of Anchorage (2018 revision) Part B, 2.
 - 3.2 Volunteers of the Archdiocese of Anchorage are expected to report any illegal actions and/or serious threats to the welfare of a minor or vulnerable adult to the proper civil authorities and then to their immediate supervisor in ministry, pastor, pastoral administrator or directly to the Archdiocesan Office of Safe Environment.

4. Reporting suspected abuse or threats of minors or vulnerable persons to law enforcement.

When a priest, deacon, religious, staff member or volunteer discovers that there is a serious threat (i.e. suspected or potential abuse) to the welfare of a minor or other vulnerable adult, and that communication of confidential information to a parent or legal guardian is essential to the child's or vulnerable person's health and well-being, the priest, deacon, religious, staff member or volunteer should:

- 4.1 Report the threat to law enforcement immediately followed by contacting the minor or vulnerable person's parent or guardian, (when the allegation or threat is not against the parent.) Consultation with a supervisor (e.g. Archbishop, Archdiocesan Office of Safe Environment, Pastor, Pastoral Administrator, DRE etc.) is advisable when in doubt prior to disclosure to parent(s) or law enforcement. Doubt does not remove obligation to report.

- 4.2 In situations in which there is suspicion of sexual abuse, diocesan policies will be followed strictly, and law enforcement is to be contacted first and immediately followed by supervisor and parents and guardians.

5. These obligations are independent of the confidentiality required by the seal of confession and by law. Under no circumstances whatsoever can there be any disclosure- even indirect disclosure- of information received under the seal of confession nor can it be acted upon.

III SPIRITUAL, PHYSICAL, MENTAL AND EMOTIONAL HEALTH

Pastoral Ministers have the duty to be responsible for their own spiritual, physical, mental, and emotional health.

1. Pastoral Ministers need to be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
2. Pastoral Ministers are advised to seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
3. Pastoral Ministers must address their own spiritual needs. Support from a Spiritual Director is highly recommended.
4. Pastoral Ministers must report to their supervisor when charged or convicted of a crime.

APPENDIX C

ARCHDIOCESE OF ANCHORAGE PASTORAL POLICIES: STANDARDS OF CONDUCT AND SEXUAL MISCONDUCT POLICIES

Children and vulnerable adults among us are the most important gifts God has entrusted to us. I promise to strictly follow the rules and guidelines in these Pastoral Policies as a condition of my providing ministry or services within the Archdiocese of Anchorage.

I will:

- treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- avoid situations where I am alone with a minor at Church and school activities.
- use positive reinforcement rather than criticism, competition, or comparison when working with minors.
- refuse to accept expensive gifts from anyone I am ministering to or from their families without prior written approval from the pastor or administrator.
- refrain from giving expensive gifts to anyone I am ministering to or to their families without prior written approval from the parents or guardian and the pastor or administrator.
- If a vulnerable person discloses information to me, as an Archdiocesan Personnel, I will follow the reporting guidelines set forth in the Sexual Misconduct Policy of the Archdiocese of Anchorage.
- cooperate fully in any investigation of abuse of minors, vulnerable adults or child pornography.

I will not:

- smoke or use tobacco products in the presence of minors.
- use, possess, or be under the influence of alcohol and/or marijuana at any time while volunteering.
- use, possess, or be under the influence of illegal drugs at any time.
- pose any health risk to minors or vulnerable adults (i.e., no fevers or other contagious situations).
- strike, spank, shake, or slap minors or vulnerable adults.
- humiliate, ridicule, threaten, or degrade minors or vulnerable adults.
- touch a minor or vulnerable adult in a sexual or other inappropriate manner.
- use any discipline that frightens or humiliates minors or vulnerable adults.
- use profanity in the presence of minors or vulnerable adults
- use social media to communicate with minors or vulnerable adults for inappropriate means, such as sexting, nudity, harassment, etc...

**ARCHDIOCESE OF ANCHORAGE PASTORAL POLICIES,
STANDARDS OF CONDUCT AND SEXUAL MISCONDUCT POLICIES
ACKNOWLEDGMENT**

I understand that as a Priest, Deacon, Pastoral Administrator, Staff or Volunteer working with vulnerable adults, children and/or youth, I am subject to a thorough background check including criminal history. I also understand that any action inconsistent with these Pastoral Policies or failure to take action mandated by these Pastoral Policies may result in removal from ministry within the Archdiocese of Anchorage. I know too that I am responsible for reading and following these Pastoral Policies, Standards of Conduct and Sexual Misconduct Policies of the Archdiocese of Anchorage (2018 revision or more recent revision.)

Printed Name

Date

Signature

Parish

****Please Note:** These Pastoral Policies are included in the Archdiocesan Online Training, therefore completion of training verified by an issued training certificate as of October of 2018 confirms acknowledgment of these Pastoral Policies.

In special circumstances, approved by the Archdiocese Office of Safe Environment, verification of training by the employee or volunteer's supervisor in addition to this acknowledgment satisfies Archdiocesan Safe Environment Training and Acknowledgement Requirements.

APPENDIX D

**ARCHDIOCESE OF ANCHORAGE PASTORAL POLICIES
STANDARDS OF CONDUCT AND SEXUAL MISCONDUCT POLICIES
(Minors and Teenagers)**

Called by God to serve the Body of Christ, I promise to reverence those in my care:

I will:

Treat everyone with respect, loyalty, patience, integrity, courtesy, and dignity.

Respect physical, emotional and behavioral boundaries

Speak, dress and act appropriately with those I serve and my peers

Avoid situations where I am alone with a child

Use positive reinforcement rather than criticism, competition or comparison when working as a
volunteer

Listen compassionately when a child shares concerns and thoughts

I will talk to my supervisor immediately, when feeling frustrated with or a child or losing
patience.

Communicate well with my adult supervisors and peers

Tell my supervisor immediately and cooperate with any further questions or investigations if
any child or a peer that I am volunteering with tells me or I witness that they are being
hurt by another person, either physically, sexually or emotionally.

I will not:

Smoke or use tobacco products while I am volunteering or around those I work with.

Use, possess, or be under the influence of alcohol, marijuana or any substance, legal or illegal
at any time while volunteering or around those I work with. .

Volunteer while I am sick (have a fever or other contagious situations)

Establish a dating or intimate relationship with anyone that I am supervising.

Ever strike, spank, slap or shake anyone

Humiliate, frighten, ridicule, threaten or degrade anyone.

Touch anyone in a sexual or inappropriate manner.

Use profanity at any time while I am volunteering

Use social media for inappropriate contact such as sexting or any form of bullying, humiliation
or intimidation

**ARCHDIOCESE OF ANCHORAGE PASTORAL POLICIES,
STANDARDS OF CONDUCT AND SEXUAL MISCONDUCT POLICIES
ACKNOWLEDGMENT**

I understand that as a volunteer working with vulnerable adults, children and/or youth, I am subject to a thorough background check including criminal history. I also understand that any action inconsistent with these Pastoral Policies or failure to take action mandated by these Pastoral Policies may result in removal from ministry within the Archdiocese of Anchorage.

(Signature of youth)

(Signature of parish representative)

Date

Parish

(Signature of parent/guardian)

****Please Note:** These Pastoral Policies are included in the Archdiocesan Online Training, therefore completion of training verified by an issued training certificate as of October of 2018 confirms acknowledgment of these Pastoral Policies.

In special circumstances, approved by the Archdiocese Office of Safe Environment, verification of training by the employee or volunteer's supervisor in addition to this acknowledgment satisfies Archdiocesan Safe Environment Training and Acknowledgement Requirements.

PART B

SEXUAL MISCONDUCT POLICIES OF THE ARCHDIOCESE OF ANCHORAGE

This policy addresses acts of sexual misconduct by personnel of the Archdiocese and the resulting harm to others and provides guidance on how to respond to accusations of sexual misconduct.

Sexual misconduct is contrary to Christian values and principles. An abuse of power, sexual misconduct diminishes or destroys the relationship of trust that is so necessary for ministry. Sexual misconduct cannot and will not be tolerated in our Church.

The Archdiocese is committed to addressing and responding to all allegations of sexual misconduct in an appropriate, prompt and effective manner and with due regard for the rights of all. The Archdiocese will comply with all applicable federal, state and local laws regarding incidents of alleged or actual sexual misconduct, and with the following policy.

1. Legal Guidelines Relating to Sexual Misconduct

- 1.1 This policy is intended to address sexual misconduct which may be in violation of Alaska law. Such violation can subject the perpetrator to a prison sentence and/or a monetary fine. It can also be the basis for a civil suit for monetary damages.
- 1.2 The law changes from time to time through the enactment of amendments to statutes and judicial interpretations. Because of this, it is incumbent upon the Archdiocese to provide appropriate updating for personnel.
- 1.3 Alaska laws define various types of conduct that violate the law. The primary areas of concern are:
 - 1.3.1 Sexual abuse (as it applies to minors or vulnerable adult interactions) is the subjection of a child or vulnerable adult, by any person responsible for their care or by a person in a position of authority, to any sexual act which is a violation of Alaska law.
 - 1.3.2 Sexual harassment. Acts or patterns of sexual harassment can result in termination of employment. Sexual harassment in the workplace occurs when sexual advances, requests for sexual favors, and other verbal or physical conduct is such that
 - (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
 - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

1.3.3 Child Pornography, as it is defined in Federal law (18 U.S.C. §2256) and .in Alaska Statute, AS 11.41.455.

2. Reporting Allegations

Victims are encouraged to contact their law enforcement agency directly or they may contact the following who will assist them in reporting to the appropriate civil authorities;

- a. Archdiocesan Victim's Assistance Coordinator will help the victim make a report, if requested to do so. The Coordinator will provide appropriate support and help to the victim and his/her family, and if needed refer to local providers and resources.

3. Reporting Allegations of Sexual or Physical Abuse of a Minor or Vulnerable Adult and/or Child Pornography.

The Archdiocese will report an allegation of sexual abuse of a person...to the public Authorities. The Archdiocese will comply with all applicable civil laws with respect to The reporting of allegations of sexual abuse...to civil authorities and will Cooperate in their investigation (USCCB, Charter for the Protection of Children and Young People. Article 4)

3.1 Obligation to Report to Law Enforcement: Sexual or physical abuse of minors, abuse of vulnerable adults or child pornography are violations of state law. Archdiocesan Personnel and volunteers are to report any allegation of abuse to law enforcement. Some Archdiocesan personnel (e.g. school personnel) are also mandatory reporters under state law.

3.2 Archdiocesan Personnel reporting allegations of abuse.

3.2.1 Archdiocesan Personnel and volunteers are to report any allegation of abuse to law enforcement immediately when necessary, but report must be made within 24 hours of learning of the allegation. The Archdiocesan Personnel or volunteer making the report will submit, as soon as reasonably possible, written documentation to their immediate supervisor and/or the Archdiocesan Director of the Office of Safe Environment

3.2.1a When the report involves Archdiocesan Personnel as the alleged perpetrator, The Director for the Office of Safe Environment should be notified immediately and the Director or other designate shall notify the Archbishop and the Review Board of the alleged incident without delay.

3.2.1b. The Director for the Office of Safe Environment will ensure that any allegation of sexual or physical abuse of a minor, immoral sexual conduct or abuse of a vulnerable adult has been reported to law enforcement, and that contact with the Victim's Assistance Coordinator has been initiated.

1.3.2c The Victim's Assistance Coordinator will provide support and advise to all alleged victims of their right to make a separate report to law enforcement.

3.2.2 However, a priest is absolutely prohibited from revealing, in words or in any manner for any reason, information acquired from a sacramental confession. This confidentiality is recognized under Alaska law.

4. Archdiocesan Response to Allegations of Abuse

Diocese will reach out to victims/survivors and their families and demonstrate a sincere commitment to their spiritual and emotional well-being. The first obligation of the Church with regard to the victims is for healing and reconciliation. (USCCB, Charter for the Protection of Children and Young People. Article 4)

- 4.1 When accusations of immoral sexual conduct or sexual or physical abuse of a vulnerable person are made against personnel (employed or volunteer) of the Archdiocese, an officially designated archdiocesan representative (i.e. Victim's Assistance Coordinator) will promptly initiate contact with the alleged victim and family. If the alleged victim is a minor or vulnerable adult, (See Sec. II.1), the representative and/or advocate will offer to meet with the parents or legal representative on behalf of the Archdiocese. If the alleged victim is an adult, the representative and/or advocate will initiate contact with the person in question.
- 4.2 The Victim's Assistance Coordinator will work with the alleged victim and/or victim's family for the purpose of offering whatever concern or solace may be needed. Such assistance will be offered as a matter of pastoral concern and shall not be construed as an admission of legal responsibility. Medical, psychological and spiritual assistance may be offered in the spirit of Christian justice and charity.
- 4.3 Outreach Services for Victims. In cases where a cleric admits to, does not contest, the Archbishop feels abuse occurred with moral certainty or is found guilty of immoral sexual conduct, or sexual or physical abuse, of a minor or vulnerable adult either the Archbishop or one of his representatives will offer to meet with the injured party, victim and/or the victim's family. In addition, the Archdiocese will provide the victim with counseling, spiritual assistance, a support group, or other similar outreach services as appropriate.

5. Investigation of Reported Incidents regarding vulnerable persons.

Diocese will also have a review board that functions as a confidential consultative body to the bishop...This board will advise the diocesan bishop in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry. (USCCB, Charter for the Protection of Children and Young People. Article 2).

- 5.1 Upon being notified of an alleged incident of immoral sexual conduct, or sexual or physical abuse of a vulnerable person, The Director for the Office of Safe Environment in conjunction with the Archdiocesan Review Board shall notify the Independent Investigator of the allegations and request an investigation only after the appropriate law enforcement agency has concluded their investigation. Each reported incident will be

investigated as soon as reasonably possible, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern and confidentiality. The internal investigation shall be conducted by the Independent Investigator and her/his findings submitted to the Review Board and to the Director for the Office of Safe Environment for such further investigation as may be appropriate in accordance with the policies and procedures of the Review Board, a copy of which is attached to this policy as Appendix B.

- 5.2 The Review Board will assess all accusations of immoral sexual conduct, or sexual or physical abuse of a vulnerable person, and will communicate its assessment and advice to the Archbishop of the Archdiocese and/or his delegate.
- 5.3 When an accusation of sexual misconduct or sexual or physical abuse of a vulnerable person appears credible, the alleged perpetrator, in accordance with canonical and other considerations, may be relieved of all responsibilities in the Archdiocese, parish, office, or institution, and be placed on administrative leave pending the outcome of the internal and any outside investigation. The decision to place the alleged perpetrator on administrative leave should be made in consultation with the Director for the Office of Safe Environment. Factors to be taken into consideration include the safety of parishioners as well as the need to cooperate fully with law enforcement investigations. If the alleged perpetrator is a priest or deacon, he will be asked by the Archbishop to undergo an appropriate evaluation. (USCCB, Charter for Protection of Children and Young People, Article 5, paragraph 2 ff.)
- 5.4 When an accusation of sexual misconduct or sexual or physical abuse of a minor perpetrated by another minor appears credible, the alleged perpetrator may be prohibited from attending Archdiocesan schools, parish faith formation classes or other Archdiocesan activities or events where other minors are present pending the outcome of the internal and any outside investigation.

6. Reports of Sexual Harassment

- 6.1 Any personnel of the Archdiocese who knows or has reason to believe an incident or a pattern of sexual harassment has occurred shall report the incident to the alleged offender's immediate supervisor. If the allegation falls under the definition of a crime referred to in Part B, section 1.3.2 of these Pastoral Policies, the allegation is to be reported directly to law enforcement as stated in Part B, section 3. It is the duty of the supervisor to report the incident to The Director for the Office of Safe Environment unless to do so would violate the seal of confession.
- 6.2 The Director for the Office of Safe Environment shall promptly notify the immediate supervisor (if not already notified) and work with them to notify the Independent Investigator of the allegations and request an investigation as to the accuracy of such allegations. Each reported incident will be investigated as soon as reasonably possible, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern and confidentiality. If the allegations are substantiated, the Independent Investigator shall inform the Review Board of the results of the investigation, and the Review Board shall make recommendations regarding appropriate disciplinary action, up to and including termination of employment.

7. False Accusations and Unsubstantiated Claims

There is always the possibility of false accusations or unsubstantiated claims made for whatever reason. It is important for all diocesan personnel to know that both civil law and canon law (cc.1390-1391) provide penalties for the crime of falsehood in which individuals become victims of false denunciation and calumny. In cases where the alleged perpetrator is found not guilty, and/or false accusations or unsubstantiated claims were made, the Archbishop and Safe Environment Director will take every reasonable step to restore publicly the good name and reputation of the falsely accused.

8. Guidelines for known sexual offenders in attendance at parish and Archdiocesan events and activities.

While a Catholic's access to the sacraments must be respected, access to liturgies and other events and activities may need to be restricted or even prohibited altogether as a precaution against likelihood of repeat offense.

- 8.1 A person who has been convicted of sexual abuse of a minor, a registered sexual offender because of a conviction of sexual abuse of a minor or someone convicted of a sexual assault of a vulnerable adult is required to complete a safety plan according to the Pastoral Policies of the Archdiocese of Anchorage Part B Sexual Misconduct Policies (2018 revision) Appendix E and should not be allowed to attend any parish or Archdiocesan liturgical service or event without that safety plan in place, Pastor's permission and their sponsor present.
- 8.2 Anyone who has a court ordered third party custodian as a result of a pending sexual crime may not be on church property in violation of the conditions of their third-party release and must inform the pastor of the requirements of their release.

9. Guidelines for known sexual offenders whose children attend Catholic Schools of the Archdiocese.

While a Parent's role in their child's education is imperative and must be supported, limited access to the school setting of parents who are known sexual offenders is necessary to ensure the safety of all children.

- 9.1 A person who is known to have been convicted of sexual abuse of a minor, a registered sexual offender because of sexual abuse of a minor or someone convicted of a sexual assault of a vulnerable adult should not be allowed automatic access to the school grounds or building without a safety plan in place according to Pastoral Policies of the Archdiocese of Anchorage Part B Sexual Misconduct Policies (2018 revision) Appendix F.

*APPENDIX E***ARCHDIOCESAN POLICY FOR KNOWN SEXUAL OFFENDERS**

It should be noted that these are guidelines and do not envision every situation that might arise nor foresee particular circumstances that would call for a different pastoral approach. The size and make-up of the community obviously makes a significant difference as to the resources available in a particular community. In all cases, the primary concern must be for the safety of children and vulnerable adults.

It is suggested that the following conditions be met before any known sexual offender may attend a regularly scheduled Mass, liturgical service or parish event in the Archdiocese of Anchorage;

- The individual must notify the pastor or pastoral administrator of their desire to attend parish liturgical services or events and fully disclose the nature and gravity of the offenses(s). The Archdiocesan Director of Safe Environment is to verify this by checking court records.
- The individual is to sign a safety plan for him/herself and the community. This plan is developed with the pastor/pastoral administrator in consultation with the Archdiocesan Director of Safe Environment. The safety plan is to be kept in a locked confidential file at the parish with a copy to be kept in a confidential file at the chancery by the Safe Environment Director. Ideally, this plan would follow the completion of a certified sexual offender treatment program, though this might not be possible in all cases. If the individual is on probation, the probation officer should be contacted before the safety plan is put into place.
- As an example, the safety plan should include the following points;
 - The individual is to arrange for a sponsor who is to undergo a background check and a thorough instruction of what is expected of them. A person may not serve as a sponsor until approved by the pastor/pastoral administrator. If the individual is married, the spouse may serve as sponsor;
 - The sponsor must remain with the individual for the entire time they are on church premises, including trips to the restroom, etc. In case of larger restroom facilities, the individual must never be in one while children are present.
 - The individual may not serve in any ministerial capacity.
 - If at all possible, the individual is to be seated away from children and vulnerable adults.
 - The individual may be in the Church no more than 15 minutes prior to Liturgical services and must depart within 15 minutes after the conclusion of the service.
 - The individual will be notified that appropriate staff will be aware of his/her situation and will be looking out for any signs of recidivism. The names of the staff will not be available to the individual.
- If an individual is unwilling to abide by these requirements, they are to be offered other options such as a communion minister to take communion to them as with communion to the sick.
- A single violation of the safety plan could result in the immediate termination of the individual's privilege to attend liturgical services.

APPENDIX F**ARCHDIOCESAN POLICY FOR KNOWN SEXUAL OFFENDERS WHOSE CHILDREN ATTEND AN ARCHDIOCESAN SCHOOL**

It should be noted that these are guidelines and do not envision every situation that might arise nor foresee particular circumstances that would call for a different pastoral approach. The size and make-up of the community obviously makes a significant difference as to the resources available in a particular community. In all cases, the primary concern must be for the safety of children taking into account the needs of the offender's children and this sensitive nature.

It is suggested that the following conditions be met before any known sexual offender has access to school grounds or the school building.

- The individual must notify the school principal of their situation and develop a safety plan.
- The safety plan is to be kept in a locked confidential file at the parish with a copy to be kept in a confidential file at the chancery by the Safe Environment Director. Ideally, this plan would follow the completion of a certified sexual offender treatment program, though this might not be possible in all cases. If the individual is on probation, the probation officer should be contacted before the safety plan is put into place.
- As an example, the safety plan should include the following points:
 - The specific limitations of when and where on school property can the offender be present.
 - Specific description of events that can be attended and when, such as parent teacher conferences and what supervision is needed.
 - Restrictions of volunteer roles that can be held.
 - Arrangements to be made for sponsorship when approval is given to be on school grounds.
 - The individual will be notified that appropriate staff will be aware of his/her situation and will be looking out for any signs of recidivism. The names of the staff will not be available to the individual.
- If an individual is unwilling to abide by these requirements, they are to be offered other options such as meeting regarding the student's progress when other children are not present.
- A single violation of the safety plan could result in the immediate termination of the individual's privilege to have access to school grounds or any school buildings.



Archdiocese of Anchorage

In the event that you suspect or have been told that a child or vulnerable adult has been abused, or are aware of use of child pornography it is important that you contact the appropriate authorities immediately.

How to make a report:

1. Document the information of the situation, using the Archdiocesan report form.
2. Call your local law enforcement agency or 911.
3. After being reported to civil authorities, contact your Supervisor, and follow the conversation with the written report.
4. If the abuse has been perpetrated by clergy or other church personnel contact the Archdiocesan Safe Environment Director, Jenny Michaelson – 297-7736

**Archdiocesan Victim's Assistance Coordinator:
(907)297-7786**

**Archdiocesan Safe Environment Director:
Jenny Michaelson
(907) 297-7736**

For Local Law Enforcement Contact Numbers, see attached

**Office of Children's Services
1-800-478-4444**

**Alaska Adult Protective Services
1-800-478-9996**



Law Enforcement Contact Numbers

Anchorage Police	786-8500
Cordova Police	424-6100
Dillingham Police	842-5354
Homer Police	235-3150
Kenai Police	283-7879
Kodiak Police	486-8000
Palmer Police	745-4811
Seward Police	224-3338
Soldotna Police	262-4455
Valdez Police	835-4560
Wasilla Police	352-5401

Alaska State Troopers

Anchorage Detachment 269-5511

(Anchorage, Eagle River, Cooper Landing, Cordova, Dillingham, Girdwood, Homer, Kenai, Kodiak, Naknek, Ninilchik, Seward, Soldotna, Unalaska)

Palmer Detachment 745-2131

(Big Lake, Glennallen, Palmer, Talkeetna, Trapper Creek, Valdez, Wasilla, Willow)

Rev. 9/2018



**Archdiocese of Anchorage
Office of Safe Environment**

Incident Form for Reporting Abuse

Name of alleged victim _____

Date of Birth _____

Address _____

Phone _____

Name of Parent or Guardian _____

Address _____

Phone _____

If a minor, what parish/school do they attend _____

When did alleged abuse occur _____

Name of alleged perpetrator _____

What is the alleged perpetrator's relationship to the Archdiocese (i.e. employee, volunteer etc?)

Address _____

Phone _____

Name of alleged perpetrator's parent or guardian (if minor)

Rev. 9/2018

Please give a brief description of the alleged abuse

Who has been contacted regarding these allegations and when were they contacted?

Law Enforcement name report to: _____

Case # and Phone #: _____

Name of person making the report _____

Name of parish or school _____

Phone number where you may be contacted _____

Date _____

After contacting local law enforcement, please contact the Director for the Office of Safe environment at # 907-297-7736 and The Victim's Assistance Coordinator at 907-297-7786 and forward this form to the Archbishop's office as soon as possible to fax 907-297-7764.

Alaska State Troopers;	Anchorage Detachment	907-269-5511
	Palmer Detachment	907-745-2131

Office of Children's Services (OCS) 1-800-478-4444

Adult Protective Services (APS) 1-800 478- 9996

Rev. 9/2018