
Specific Procedures

- 7.0** The response to these allegations is managed through several channels which include:
- Process Administrator
 - An Examiner(s) of the Facts
 - Victim's Assistant Coordinator
 - An Independent Diocesan Review Board
 - Diocesan Director of Communications
- 7.1** Upon receiving a report of alleged child sexual abuse committed by a lay employee, volunteer, clergy, or religious sister or brother, an Examiner(s) is selected by the Process Administrator. The Examiner(s) arranges to meet with the person(s) making the report or complaint and others who may have relevant information and report the results of the investigation to the Process Administrator and the Diocesan Review Board with due diligence.
- 7.1.1** The Examiner(s) interviews all appropriate persons and gathers relevant information to obtain as clear and detailed a statement about the allegation as possible. The Examiner(s) will be chosen based on experience and/or training to respond to cases of child sexual abuse. On-going education and training will be provided.
- 7.2** Legal advice, both civil and canonical, shall be obtained immediately by the Process Administrator. Similarly, the Diocesan Communications Director shall be consulted regarding possible communications and public relation implications of the situation.
- 7.3** If the accused is a religious, or a cleric from another Diocese, the investigation is conducted with notification made to the appropriate superior or Bishop.
- 7.4** Additionally, a Victim's Assistant Coordinator is selected by the Process Administrator to provide care and assistance to the alleged victims, their families and if applicable members of the affected church community. Appropriate pastoral care will also be offered to the accused.
- 7.4.1** The Victim's Assistant Coordinator will be selected from among those persons who have received training to respond to cases of child sexual abuse.

- 7.4.2** The Victim's Assistant Coordinator reports to the Process Administrator and the Diocesan Review Board with due diligence.
- 7.5** An independent Diocesan Review Board is convened by the Process Administrator.
- 7.5.1** The Diocesan Review Board members are appointed by the Bishop and make up an independent body composed of laity and clergy. None are employed in Diocesan Central Administration. The members of the Diocesan Review Board are selected on the basis of their maturity, credibility, and ability to exercise independent judgment.
- 7.5.2** The mandate of the Diocesan Review Board includes:
- Acting as overseer of the Diocese's handling of all such cases, to assure the integrity of the Diocesan process for responding to reports;
 - Making recommendations to the Bishop concerning all the factors involved in a report;
 - In every case, upon receipt of an allegation, meeting to review reports of child sexual abuse by employees and volunteers, action taken by the Diocese, the examination findings and other relevant information;
- 7.6** In the event that any employee or volunteer of the Diocese admits guilt or pleads no contest to an allegation of child sexual abuse the Diocesan Review Board shall:
- 7.6.1** Confirm that the Diocese has taken appropriate steps to remove the person from access to minors;
- 7.6.2** Furthermore, make recommendations to the Bishop regarding the cleric's exercise of any form of ministry in the future, along with other restrictions or conditions which are either appropriate or required;
- 7.6.3** Confirm that the Diocese has immediately terminated the person from employment or any position of responsibility with the Diocese.
- 7.7** In the event that an employee or volunteer of the Diocese does not admit guilt but the Diocesan Review Board determines there exists a reasonable probability regarding the substance of the