Catholic Charities, Diocese of Cleveland

Employee Policies

Attached you will find the following polices for your review. You are encouraged to review all the polices and familiarize yourself with them.

If you have any questions, please contact your supervisor or the Human resource department.

- Policy for the Safety of Children in Matters of Sexual Abuse – Revised 2016
- Standards of Conduct for Ministry – Revised 2016
- Employee Handbook
- Health & Safety Handbook and Emergency/Disaster Preparedness Plan
- Transporting Persons Serviced
The Diocese of Cleveland

Policy for the Safety of Children in Matters of Sexual Abuse

Revised 2016

Promulgated 15 June 2016

Effective 31 December 2016
DIOCESE OF CLEVELAND

POLICY FOR THE SAFETY OF CHILDREN

IN MATTERS OF SEXUAL ABUSE

REVISED 2016
15 June 2016

Dear Brothers and Sisters in Christ,

Our children are among our greatest treasures. We know that Jesus cherished the children and He commanded us to do the same. The Catholic Church strives to nurture the gifts and talents of our youngest members, guide their formation, and guard their safe passage at all times. Safety is absolutely non-negotiable in our parishes, schools, (and all Catholic) agencies and institutions throughout the Diocese of Cleveland.

The sexual abuse of young people is inexcusable. The Catholic Church will remain forever stained by the dark chapter of clergy abuse in our own history. But rather than being sidelined by our sorrow, we have used the occasion to examine our policies and procedures and to update our practices to keep children safe. This document, *The Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2016*, is a prime point in our efforts to protect children and the vulnerable among us.

Over the past few decades, society has made tremendous strides forward in calculating the overwhelming cost of sexual abuse of minors. Psychologists have turned their attention to the long-term consequences of abuse of children and young people; researchers have documented its prevalence in many segments of society; and clinicians have earnestly sought treatment methods to help victims not only survive but learn to thrive. The Catholic Church has been a stalwart companion in these efforts to root out the evil of sexual abuse. We have commissioned and funded ground-breaking studies on the sexual abuse of minors and have used that information to craft policies and implement programs that train adults and children on how to recognize the warning signs of inappropriate behaviors and continually convey the necessity to communicate any concerns to the proper authority. There is zero tolerance for crossing the boundary line on abuse of children.

To that end, revisions once again have been recommended and accepted in this revised Policy. The recommended changes were guided by the Review Board, an independent group of individuals from many walks of life and fields of expertise who act in an advisory capacity to me in regard to the Diocesan Policy and its implementation. The Review Board has noted areas of improvement, and I have accepted their recommendations. I thank them for their dedicated service in the Diocese of Cleveland.

I am happy to report that every year since 2003, independent auditors have found the Diocese of Cleveland to be in compliance with the United States Conference of Catholic Bishops (USCCB) document called the *Charter for the Protection of Children and Young People*. This Charter guides all the programs of child protection in the dioceses across the country. Still, our constant striving to keep children safe can never cease. We cannot become complacent in our efforts to
ensure that children receive an upbringing that forms in them a sense of right relationships and a respect for the dignity of every person.

The old adage, "It takes a village to raise a child" is as true in the Church community as in society overall. The guidelines set forth in these policies and procedures help all of us to keep our children safe. We have researched and followed best practices to pursue this goal. Since 2003 a group of 125 committed and well-trained men and women have facilitated over 3600 training sessions on the prevention of child sexual abuse. More than 136,000 clergy, religious, lay employees and volunteers who work with children in our parishes, schools, organizations and agencies have been trained in our policy and the safety of children and have received background checks in order to continue their work with children. All of these efforts are supervised by the Office for the Protection of Children and Youth as established by the diocese.

The rich and beautiful rituals and traditions of the Church give us a solid structure which supports the practical methods of prevention of abuse and protection of children. We ask you to join us in taking these policies to heart. We ask you to pray with us that our children be happy, healthy and safe within the care of the Church. And finally, we ask for the healing of all involved in the cycle of abuse, from the victims to their families to the offenders to the broader community. We are all in need of God’s great mercy and guidance.

Sincerely yours in Christ,

[Signature]

Bishop of Cleveland
DECREE

PROMULGATION OF THE
POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL ABUSE:
REVISED, 2016

15 JUNE 2016

In nomine Domini. Amen.

Ever mindful of the great importance which the Catholic Church places on the care and training
of young persons, the Diocese of Cleveland formally adopted a Policy Regarding Allegations of
Child Abuse on March 21, 1989 which was further amended on October 16, 1992; and

Fully cognizant of the additional need, recommended by a Special Commission authorized by
Bishop Anthony M. Pilla, to provide education about issues of sexual abuse of minors, to expand
requirements for the reporting and investigations of allegations of child abuse by church
personnel, and to establish an independent Board to review such allegations, a Policy for the
Safety of Children in Matters of Sexual Abuse, fully consistent with the Charter for the
Protection of Children and Young People and the Essential Norms adopted by the United States
Conference of Catholic Bishops in June of 2002 and recognized by the Congregation for Bishops
in December of 2002, was promulgated as particular law for the Diocese of Cleveland on
February 27, 2003; and

In view of the revisions of the Charter and Essential Norms which were recognized by the
Congregation for Bishops in January of 2006 and of the requirement of Part VII of the Policy to
review and propose amendments to the Policy, the Review Board for the Diocese of Cleveland
suggested for consideration certain revisions to the Policy;

Now, I, RICHARD, by the grace of God and the Apostolic See, Bishop of Cleveland, having
consulted the Review Board of the Diocese of Cleveland, having sought due canonical and civil
counsel, and having heard the Presbyteral Council of the Diocese of Cleveland, do hereby
promulgate as particular law for the Diocese of Cleveland, the Policy for the Safety of Children
in Matters of Sexual Abuse: Revised, 2016 present herein. Said Policy shall take effect on
December 31, 2016, anything to the contrary not withstanding.

Given under my hand and seal on this day, the Fifteenth of June in the Year of Our Lord, Two
Thousand Sixteen, Sede Curiae, in Cleveland, Ohio.

+Richard G. Lennon
Bishop of Cleveland

Chancellor

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POLICY FOR THE SAFETY OF CHILDREN
IN MATTERS OF SEXUAL ABUSE
REVISED 2016

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HISTORY

On March 21, 1989, the Diocese of Cleveland adopted a Policy Regarding Allegations of Child Abuse by Clerics, which was amended once, on October 16, 1992. In March of 2003, upon the recommendation of a Special Commission authorized by then-Bishop Anthony M. Pilla, an expanded Policy was promulgated which addressed the need for education about the issue of sexual abuse of minors, expanded the requirements for the reporting and investigation of allegations of child abuse by church personnel, and defined a lay review board of eleven persons. This board, with a wide range of appropriate qualifications and experience, was charged with monitoring investigations of reports of sexual abuse of minors by clerics, reporting its recommendations and observations to the diocesan bishop, and examining for effectiveness the Policy and its implementation.

The Policy promulgated in 2003 was consistent with the Charter for the Protection of Children and Young People, (hereafter referred to as “Charter”) adopted by the United States Conference of Catholic Bishops (USCCB) in June of 2002, and with the canonical Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, which first received recognitio by the Vatican in December of 2002 and were revised May 15, 2006. The Essential Norms required, for the first time, that each diocese must adopt a written policy on the sexual abuse of minors by priests. The Essential Norms are Appendix 6 to this Policy.

The Most Reverend Richard Lennon promulgated the Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2007 in November, 2007. By following its 2003 Policy and the 2007 Policy, the Diocese of Cleveland has shown itself to be in full compliance with all aspects of the Charter and with the Essential Norms, as established in every annual compliance audit by the Office of Child and Youth Protection of the USCCB, from 2003 through 2015.

In May of 2010, Pope Benedict XVI clarified and expanded the Normae de gravioribus delictis in the document Sacramentorum Sanctitatis Tutela (“SST”), which are procedural and substantive rules applicable to offenses by clerics, including the sexual abuse of minors, that must be referred by diocesan bishops to the Vatican Congregation for the Doctrine of the Faith, for its instructions on how to proceed. When the USCCB updated the Charter again, in 2011, it incorporated changes to SST into the Charter’s explanation of what constitutes sexual abuse of a minor. In accord with Part VII of the Policy, the Review Board again examined the implementation of the diocesan Policy within the Diocese over the past eleven years, and proposed improvements to the Policy, including changes consistent with the 2010 modifications to SST and the 2011 amended Charter. Those suggested improvements were incorporated by Bishop Lennon into this 2016 revised version of the Policy.
PREAMBLE*

Jesus said, “Let the little children come to me, for it is to such that the kingdom of God belongs.” The Review Board for the Diocese of Cleveland submits recommended improvements to the Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2016 to Bishop Richard G. Lennon and the Diocese of Cleveland, and lifts hearts and minds to God, asking for the guidance of the Holy Spirit as we seek the protection of children, right relationships among people, and the healing of both victims and offenders.

This revised Policy utilizes the experience gained during the past eleven years to enhance the expression in this document of the Diocese of Cleveland’s commitment to the safety of children. It addresses the need for prevention through the education of parents and children and of those who work with minors, and through careful screening of employees and Volunteers. It provides diocesan requirements for the reporting and investigation of reports suggesting sexual abuse of minors, and assures a means of outreach to those who have been abused and the communities harmed by those actions. It describes a process for return to ministry and a means of support for those who have been exonerated. Finally, it calls for a body of mainly lay individuals to monitor all reports of sexual abuse of minors by clergy, and to examine this Policy for effectiveness and for effective implementation.

Human dignity originates in our being made in the image of God. Sexual abuse against children violates this dignity. It is both a criminal and sinful act that results in great harm to the physical, emotional, and spiritual integrity of those who have been abused. We are therefore committed to safeguarding our children through collaboration with civil authorities and compliance with statutes that mandate the reporting of suspected sexual abuse. We are further committed to the full and fair investigation of reports, to avoid the tragedy of false accusation. We pray for God’s guidance in protecting children. We pray for wisdom in our response to victims of sexual abuse and to those who stand accused. We pray for a spirit of love and forgiveness toward those who have offended against children. May the example of Jesus be a lamp to our feet and a light to our path. Amen.

*Definitions of terms used in this document are contained in Part VIII. The first time those terms are used in each Part, a subscript indicates the subsection in which the definition appears.
POLICY

FOR THE SAFETY OF CHILDREN

IN MATTERS OF SEXUAL ABUSE

REVISED 2016

Part I: PREVENTION

Ideally no child will ever be sexually abused. The provisions of this section are intended to help achieve that ideal. Everyone in the church community has a role to play and must be aware of the causes and signs of sexual abuse, the steps to take to protect children and the procedures to follow if sexual abuse is suspected or observed.

1.1 EDUCATION

1.1.1 The Diocese of Cleveland and diocesan parishes, institutions, and organizations will inform priests, deacons, seminarians, religious, certified pastoral ministers, parish life coordinators, members of pastoral teams, employees and Volunteers, and any persons given canonical appointment by the Bishop, of this Policy and its requirements. A signed acknowledgment of the receipt of this Policy by a cleric, stating that he is aware of its implications and of his obligation to relay reports suggesting sexual abuse of a minor to the appropriate civil authorities as well as to the Bishop of Cleveland, will be returned to the Chancery for inclusion in the permanent record of the cleric. An extern priest or deacon applying for an assignment, faculties, or residence in the Diocese of Cleveland, as well as a candidate for ordination, will be given a copy of the Policy before his request is granted and will be required to sign and return the acknowledgment to the chancery for inclusion in his permanent or clergy record.

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1 Definitions of terms used in this document are contained in Part VIII. The first time those terms are used in each Part, a subscript indicates the subsection in which the definition appears, such as “Cleric or Clergy.” In addition, the term “Volunteer” is capitalized when the defined meaning is specifically intended in this document.

2 Articles 6 and 12 of the USCCB Charter for the Protection of Children and Young People, June 2011.
1.1.2 The parent handbooks used in parish or independent schools under the authority of the Diocese of Cleveland will include a brief summary of the diocesan policies concerning sexual abuse prevention and recognition, including information concerning reporting sexual abuse and local resources. In addition, a brochure summarizing diocesan policies should be available in all diocesan parishes, institutions, and organizations.

1.1.3 All training programs designed to certify clerics, employees and Volunteers\(^{(8,6)}\) of the diocese and of diocesan parishes, institutions, and organizations are to include segments that address child sexual abuse. The programs will specifically address the obligations for reporting suspected child sexual abuse to civil and church authorities and the consequences of the failure to report. Whenever possible, experts in the field of child sexual abuse should be consulted in the preparation and implementation of the training material, which will include information concerning: signs and symptoms, dynamics of child sexual abuse, impact of child sexual abuse, intervention strategies, reporting requirements and community resources.

1.1.4 Child sexual abuse is to be addressed regularly in the usual in-service programs for employees.

1.1.5 a. Catholic schools and religious education programs are to include age-appropriate child sexual abuse prevention education within the curriculum at each grade level from pre-K through 12. The current best practices will be used.

b. Other youth programs in the diocese and diocesan parishes, institutions and organizations\(^{(8,14)}\) are to include a discussion on this topic. Those who develop, sponsor and/or supervise such programs are responsible for the implementation of this policy.

1.1.6 Only those persons who have been given child sexual abuse prevention and recognition training are to implement child sexual abuse prevention curricula. The diocese, through its offices and agencies, utilizing local experts, will either conduct in-house child sexual abuse prevention and recognition programs for employees and volunteers who need training, or identify and approve outside curricula, programs, or in-service opportunities that can be attended to obtain equivalent training. If such an outside curriculum, program, or in-service opportunity is approved by the diocese, written verification that an employee or volunteer completed the training shall be required.

1.1.7 A child sexual abuse prevention and recognition program will be offered annually to parents and the community at locations throughout the diocese.

1.1.8 The Secretariat for Catechetical Formation and Education will re-examine child sexual abuse prevention and recognition material used in the curricula at least every three years.

1.1.9 Those responsible for the development and implementation of youth service programs must adopt policies and procedures that guard against actual or potential situations in which harm can be inflicted, or which give rise to suspicions of potential sexual abuse.
1.1.10 The diocese will maintain and staff an office for protection of children and youth with a coordinator of child sexual abuse prevention programs to assure compliance with Part I of this Policy. This office will coordinate child sexual abuse prevention programs, provide resources and be the focus for inquiries concerning programs, training materials, and training opportunities concerning child sexual abuse recognition and prevention. Resource services may include:

Developing or identifying programs that can be used in the sexual abuse awareness and prevention programs for parents, employees, volunteers and seminarians.
Maintaining a list of local child sexual abuse and rape prevention experts.
Maintaining a collection of current child sexual abuse training materials,
Maintaining and providing example employee and volunteer applications, and interviewing or screening materials and resources, which utilize current best practices.

1.2 SCREENING

Persons who serve our children as priest, deacon, seminarian, religious sister or brother, certified pastoral minister, parish life coordinator, member of a pastoral team, employee or Volunteer\(^{(8,6)}\) of the diocese or a diocesan parish, institution or organization, or in any office appointed by the Bishop, are among the faith community’s most valuable assets. They contribute to the spiritual, emotional, intellectual and physical well-being of our children. Hiring agents must take due precautions to assure that insofar as possible only qualified persons who are suitable to work with children are chosen. Reasonable efforts should be undertaken to ensure that both applicants for employment and Volunteers\(^{(8,6)}\) (regardless of whether they are expected to have unsupervised access to children as defined in ORC 109.574) are screened appropriately and thus deemed suitable for such work.

1.2.1 No person with a criminal conviction for an offense listed in Appendix 5 will knowingly be kept in service or considered for placement or hire in a position that involves regular contact with children, by the diocese or any diocesan parish, institution, or organization\(^{(8,14)}\).

1.2.2 The diocesan Legal Office will make reasonable efforts, based upon the information reported to it under this Policy, to maintain a register of all clerics, former clerics, lay employees, and volunteers in the diocese who have abused a minor in connection with employment or volunteer involvement for the diocese or a diocesan parish, institution or organization.

1.2.3 Each applicant for employment will complete a written application with the names of three references, and will sign a release authorizing the communication of information received as part of the screening process to the diocese.

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\(^{3}\) Charter, Article 13
1.2.4 With respect to employment applications, hiring agents will:

- Submit names of applicants to the diocesan Legal Office for a check of the register prior to offering a position.
- Make reasonable efforts to speak with all references provided and keep a record of such efforts.
- Make reasonable efforts to verify the employment history submitted by applicants for employment and keep a record of such efforts.
- Consult the civil registry on the internet, established by the attorney general of Ohio (Ohio Revised Code sec. 3797.08(e)).
- Request the Ohio Bureau of Criminal Investigation & Identification (BCI&I), or other contract agency, to conduct a criminal records check of each applicant for employment who is offered a position.
- Conduct a screening interview.

Any applicant who has not lived continuously in the State of Ohio for the five years preceding his or her application must also provide an FBI identification record or a waiver allowing the hiring agent to obtain it. All information gathered in connection with employment decisions will be retained in a confidential file at the location of employment for as long as legally advisable.

1.2.5 Any person or group hired through a third party contract, and who will have access to children in the performance of the contract, must provide proof of a BCI&I or FBI criminal record check.

1.2.6 Prospective Volunteers will be required to submit a written application with three references, and to sign a release authorizing the communication of information received as part of the screening process to the diocese.

1.2.7 With respect to Volunteer applications, hiring agents or other personnel who engage Volunteers will:

- Submit names of prospective Volunteers to the diocesan Legal Office to consult the register prior to offering a position;
- Make reasonable efforts to contact at least two references;
- Conduct a screening interview;
- Obtain a criminal record check and consult the civil registry as described in section 1.2.4 above.

All information gathered in connection with utilization of volunteer services will be retained in a confidential file at the location of employment for as long as legally advisable.
Hiring agents responsible for the selection of employees and Volunteers will:

1) be trained in appropriate interviewing and screening techniques;

2) present each applicant and prospective Volunteer who is offered a position with a copy of this Policy, or with instructions on how to access the Policy on the diocesan web site, and require written acknowledgement that he has read the Policy.

1.2.9 With regard to employees and volunteers, the responsibility falls upon their superior, coordinator, or supervisor to report to the diocesan Legal Office (a) adverse personnel action which results from known or suspected sexually oriented behavior with a minor, and (b) determinations through civil or canonical or similar processes that an offense of sexual abuse of a minor occurred.

1.2.10 Supervisors, coordinators or superiors shall require employees and Volunteers under their control to submit to a criminal records check as described in section 1.2.4 and 1.2.7 at intervals as provided in guidelines developed by the diocese. The diocese shall develop and publicize guidelines for the repetition of criminal record checks based upon a recommended frequency of every five years, which guidelines may vary, however, with respect to particular organizations and particular employment or volunteer positions. (See explanation for this addition in Appendix 1.)

1.3 COMPLIANCE

1.3.1 The diocese and diocesan parishes, institutions, and organizations will respond to periodic requests from the coordinator of child sexual abuse prevention programs for information which will verify compliance with Parts I and II of this Policy.

1.3.2 Adverse personnel action by whomever taken with regard to a non-cleric which results from suspected sexually-oriented activity with a minor shall be provided to the Review Board by the Legal Office so that it can perform its function of monitoring compliance with this Policy.

Part II: REPORTING

All information, however received, that suggests sexual abuse of a minor was committed by church personnel, must be reported immediately to civil authorities and to the Victim Assistance Coordinator. The Victim Assistance Coordinator can be contacted at (216) 334-2958 or through the diocesan response line (216) 334-2999 and on the Internet at: response_services@dioceseofcleveland.org.

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4 Charter, Article 4; Essential Norms, Norm 11
5 Definitions of terms used in this document are contained in Part VIII. The first time those terms are used in each Part, a subscript indicates the subsection in which the definition appears, such as “Cleric or
2.1 **ALL CHURCH PERSONNEL ARE TO MAKE REPORTS**

All church personnel or others working for the diocese in an official or professional capacity, who know or have information that suggests that a child has been sexually abused by church personnel, are required to report the knowledge or suspicion to civil authorities. Unless a legal privilege of confidentiality exists, this requirement applies to all priests, deacons, employees and volunteers of the diocese and of diocesan parishes, institutions and organizations, regardless of whether they are mandated to report under civil law, if they receive information that suggests sexual abuse was committed by church personnel. The seal of the confessional is a legal privilege of confidentiality is excepted from these reporting requirements; however information that suggests sexual abuse of a minor was committed by church personnel, when received outside the strict context of a sacramental confession, must be reported when required by law or by this Policy.

2.1.1 All church personnel will comply with section 2151.421 of the Ohio Revised Code. (Appendix 2 – Ohio Revised Code §2151.421).

2.1.2 A report of information that suggests sexual abuse, or of known or suspected sexual abuse, must be made to civil authorities without preliminary screening, investigation, or judgment by the diocese.

2.1.3 The duty to report applies regardless of when the suspected sexual abuse is said to have occurred.

2.1.4 Failure to make a report when required by this Policy will result in disciplinary action by the hiring authority and, under Ohio law, may also constitute a misdemeanor of the fourth degree or, in the case of a cleric or other religious leader, the first degree.

2.1.5 The State of Ohio grants immunity from civil or criminal liability to any person, organization or institution if the report is made in good faith. ORC 2151.421(G).

2.2. **REPORTS ARE TO BE MADE TO CIVIL AUTHORITIES**

Reports of suspected child sexual abuse required to be made under Section 2.1 must be made to the public children services agency (PCSA) or a municipal police department or county sheriff where the child resides or where the sexual abuse is believed to have occurred. (Appendix 3 – Agencies To Which Reports Are Made.)

2.2.1 The following information, to the extent known, should be recorded when making a report to civil authorities and to the diocese. A lack of this information will not excuse a failure to immediately report information that suggests sexual abuse was committed by clergy. In addition, the term “Volunteer” is capitalized when the defined meaning is specifically intended in this document.
chance personnel, or of known or suspected sexual abuse required to be reported under state law or this Policy.

a) Name, address, and telephone number of reporting party
b) Name, address, and age of minor child
c) Name, address and age of accused
d) Child’s relationship to the person making the report
e) Name, address, and telephone number of the child’s parents or guardians
f) Whereabouts of the child
g) Whether the family is aware of the alleged sexual abuse
h) Nature and extent of the alleged sexual abuse
i) Where the alleged sexual abuse occurred
j) Whereabouts of the accused
k) Whether the accused is aware of the report of sexual abuse
l) Whether the accused has current access to the child or other children
m) Steps the diocese has taken (interviews, notification, etc.)

n) Any information that supports or questions the credibility of the report

O) If an electronic communication or media device is involved, where it is located, whether it is mobile, whether it has been secured, and the user names and passwords of all users

p) Any other helpful information

2.2.2 Anonymous reports are discouraged. Reporting parties should provide their name, address, and telephone number to assist in an investigation.

2.2.3 If a child’s safety or life is threatened, the local police department or 911 will immediately be contacted.

2.2.4 If an adult alleges that he or she was the victim of sexual abuse as a child, but requests confidentiality, a report must still be made to civil authorities.

2.3 REPORTS TO THE DIOCESE

2.3.1 The information that suggests sexual abuse of a minor was committed by a Cleric\textsuperscript{(8.5)} knowledge or suspicion of child sexual abuse by church personnel will also be immediately reported to the Victim Assistance Coordinator (see Part III). In the case of a Cleric\textsuperscript{(8.5)}, notice will also be given by the Victim Assistance Coordinator to the Bishop, the chair of the Review Board, and the Secretary or Vicar for Clergy and Religious.
Part III. DIOCESAN RESPONSE TO REPORTS SUGGESTING SEXUAL ABUSE OF A MINOR BY CHURCH PERSONNEL

Notification to any diocesan official will not be a reason to delay notification to civil authorities.

2.3.2 Notification to a diocesan official does not satisfy the duty of all church personnel to notify civil authorities themselves. The reporting responsibility in Section 2.3.1 is in addition to the responsibility described in Section 2.2.

2.4 KNOWLEDGE WHICH IS PROTECTED BY CONFIDENTIALITY

Nothing in this Policy is intended to require or call for the violation of any legal privilege for confidentiality, including the seal of the confessional. However, a knowledge or suspicion of sexual abuse of a minor received in situations outside the strict context of a sacramental confession must be reported when required by law or this Policy.

2.5 NOTIFICATION TO AN ACCUSED PERSON

The Bishop or his representative will provide notice of a report suggesting sexual abuse to an accused priest, deacon, seminarian, or a religious or other person with a canonical appointment by the Bishop. In all other instances, personnel and volunteers will be notified pursuant to the personnel policy of the diocese or diocesan parish, institution or organization for which they work.

Part III. DIOCESAN RESPONSE\textsuperscript{6} TO REPORTS\textsuperscript{7} SUGGESTING SEXUAL ABUSE OF A MINOR BY CHURCH PERSONNEL\textsuperscript{(8,8)}

3.0 SEXUAL ABUSE RESULTS IN PERMANENT REMOVAL FROM MINISTRY OR SERVICE

When sexual abuse\textsuperscript{(8.1)} by church personnel\textsuperscript{(8,8)} or volunteers occurs it has devastating effects for the victim and his or her family, as well as for the parish community. When it has been established that an act of sexual abuse of a minor\textsuperscript{(8.2)} has been committed by any church personnel\textsuperscript{(8,8)} or volunteer, that person will be permanently removed from ministry or service.

3.1 RESPONSE\textsuperscript{(8.9)} TO REPORTS SUGGESTING SEXUAL ABUSE OF A MINOR BY CHURCH PERSONNEL\textsuperscript{(8,8)}

\textsuperscript{6} Charter, Article 1; Essential Norms, Norm 3
\textsuperscript{7} Definitions of terms used in this document are contained in Part VIII. The first time those terms are used in each Part, a subscript indicates the subsection in which the definition appears, such as “Cleric or Clergy\textsuperscript{(8.5)}.” In addition, the term “Volunteer” is capitalized when the defined meaning is intended in this document.
Part III. DIOCESAN RESPONSE TO REPORTS SUGGESTING SEXUAL ABUSE OF A MINOR BY CHURCH PERSONNEL

To report suspected sexual abuse can itself be emotionally difficult for the reporting party and the person who receives it. Such a report can be equally devastating for a person who is inaccurately accused of sexual abuse. For these reasons, reports which describe or suggest sexual abuse will be managed with great sensitivity.

3.1.1 The healing of victims, their families, and their community from the effects of sexual abuse by church personnel or Volunteers begins with the way in which the reports of such sexual abuse are received. Frequently, victims have difficulty trusting others, fearful that they will be blamed for the sexual abuse. Therefore, when alleged victims decide to disclose sexual abuse, it is important that the response they receive is compassionate and non-judgmental.

3.1.2 Anyone receiving a report of sexual abuse of a minor will respond in a supportive manner, leaving investigative concerns to those who serve in that role.

3.1.3 A report suggesting sexual abuse of a minor will be received without initial judgment as to the truth of the complaint. No intimation of blame for the alleged victim or the alleged offender will be made by the initial recipient of this information.

3.1.4 Individuals making reports suggesting sexual abuse will be supported positively in their decision to disclose without regard to the accuracy of the report.

3.1.5 If the suspected offender has access to children who are in the care, custody, and control of the diocese, or a diocesan parish, institution or organization, that body will make immediate temporary provisions for the children’s supervision and protection.

3.1.6 Within a reasonable time, a written report of the alleged sexual abuse will be submitted to the Bishop, who will ensure that information has been forwarded to civil authorities. (See Appendix IV – suggested Report for Child Protection)

3.1.7 The information received in a report suggesting sexual abuse occurred will be handled within the diocese according to this Policy, with confidentiality to the extent possible. Information or reports suggesting sexual abuse will not be retained by persons not authorized to do so.

3.2 RESPONSE TEAM

The diocese has created and will maintain a response team whose function is to assess and respond to the immediate and long-term needs of the alleged victim, the alleged offender, parish communities, church personnel and volunteers, as well as others who are affected by the disclosure of sexual abuse. The team will include at least one certified pastoral minister or a person with the equivalent education and training, and at least one licensed mental health professional. Each of them will have received special training in sexual abuse and will have demonstrated sensitivity to issues related to sexual abuse. The response team will report
Part III. DIOCESAN RESPONSE TO REPORTS SUGGESTING SEXUAL ABUSE OF A MINOR BY CHURCH PERSONNEL

regularly to the Review Board regarding all contacts made concerning alleged sexual abuse cases.

3.2.1 The members of this team will work collaboratively to serve the needs of individuals and parishes of the diocese by establishing procedures for responding to reports of sexual abuse and managing specific cases. They will also serve as consultants to the Bishop and to the Review Board. The response team will be compensated by the diocese and will be provided by the diocese with ongoing support and training.

3.2.2 **Victim Support:** The support of victims will be coordinated by a victim assistance coordinator, who will be a representative of the diocese proven in compassionate understanding, responsibility, and good judgment. The victim assistance coordinator will be notified of all reports of alleged sexual abuse and assist in assessing the needs of the alleged victim and family. The licensed mental health professional will be available to work with the victim assistance coordinator. As appropriate, the victim assistance coordinator will make referrals for independent advocacy services, psychotherapy, and/or pastoral counseling. Alleged victims will determine from which source they wish to receive such services, and will be reimbursed for their reasonable expenses.

3.2.3 **Support for Accused:** All church personnel accused of sexual abuse will be encouraged to obtain counseling and will be offered spiritual support during an investigation.

3.2.4 **Community Pastoral Support:** A community visitation team will be led by the certified pastoral minister or person with equivalent education and training, and will have the responsibility to respond to the needs of the parish community that has been affected by a report of sexual abuse by church personnel or Volunteer. This team will develop and implement a planned response to community needs.

The leader of the community response team will also offer support to alleged offenders and refer them for other services as needed.

3.2.5. **Support to Clerics and other Church Personnel:** Members of the response team will also be available to priests, deacons and other church personnel who faithfully serve while protecting the welfare of children and the larger parish community. Consultation, as requested, will be provided to those who are helping parishioners manage the crisis of sexual abuse. The team will also provide referrals for counseling and/or spiritual direction for clerics and other church personnel who are affected by such a crisis.

3.3 **COMMUNITY OUTREACH**

The diocese has created and will maintain a method by which people may conveniently contact the diocese to report suspected incidents of sexual abuse. The reporting party will be offered information regarding this Policy and its execution.

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8 **Charter, Article 1**
3.3.1 In those situations in which restorative justice\(^{(8,10)}\) is applicable according to its own principles, the diocese will promote restorative justice in all its aspects. Where reasonably practicable, the diocese will develop the means by which offenders, as well as anyone who intentionally makes a false report, can make restitution to victims and/or to the community.

3.3.2 It is desirable that the diocese will provide seminars and workshops that address the need for healing. Included would be education for the broader Catholic/secular community in the dynamics of sexual abuse and the role the community plays in preventing and promoting recovery from such sexual abuse. These opportunities should include principles of restorative justice as well as a response to criminal behavior that emphasizes healing the wounds of victims, offenders, and communities.

3.4 INVESTIGATIVE RESPONSE\(^{9}\)

Whenever a report is made that a priest, deacon, seminarian, religious, certified pastoral minister, parish life coordinator, member of a pastoral team, employee or Volunteer of the diocese or diocesan parish, institution or organization\(^{(8,14)}\) or any person appointed by the Bishop, has sexually abused a minor, an administrative investigation will commence as soon as reasonably practicable. This administrative investigation will not replace, nor is it intended to discourage, any investigation by civil authorities.

3.4.1 The purpose of the administrative investigation is to ensure that complete, thorough and accurate information pertaining to any report is available, upon which to base decisions regarding personnel, treatment of victim, treatment of offender and other issues concerning the implementation of this Policy.

3.4.2 In the case of a non-cleric\(^{10}\), the diocesan parish, institution, or organization will contact the diocesan Legal Office when a report suggesting sexual abuse of a minor is received. The investigation is to proceed in coordination with that office. The Legal Office may require in certain instances that the investigator must be a professional with training and demonstrated experience in the investigation of sex crimes, child sexual abuse and/or other specialized training.

The investigator will be provided the information which was received by the diocese and told the circumstances of its receipt as soon as reasonably practicable.

3.4.3 The investigator will conduct an administrative investigation and submit his or her report including the findings and supporting information to an appropriate superior of the accused. Church personnel\(^{(8,8)}\) will give the investigator full cooperation.

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\(^{9}\) Charter, Article 5

\(^{10}\) In the case of a cleric accused of sexual misconduct, see Part V
3.4.4 The investigation is to proceed regardless of whether civil or criminal action is pending, provided that the administrative investigation shall not interfere with an investigation by civil authorities.

3.4.5 All investigations will be handled with due regard for confidentiality and privacy. The investigation must always be conducted with professional discretion and handled with due care, in order that the investigation does not endanger anyone’s good name.\textsuperscript{11}

3.4.6 If the victim is a minor as defined in this Policy, and if the minor is questioned, the interview will be conducted by an appropriate professional, as may be advised by the Legal Office. Every effort will be made to limit the number of interviews of child victims.

3.4.7 It is desirable that, whenever possible, the investigation includes interviews with the alleged victim, the victim’s parents or guardian, the person making the initial report, the accused person,\textsuperscript{12} and any other person who may have knowledge of the incident.

3.4.8 Anonymous reports of known or suspected sexual abuse of minors will be carefully evaluated and will be investigated to the extent and in a manner reasonable and practicable. Reporting parties should, however, provide their contact information to assist the investigation. Anonymous reports are discouraged.

3.4.9 If, after the closing of an administrative investigation, new information that has some significance is received which supports a report that previously was considered not supported, it shall be treated as a new report, and shall be assigned for investigation. The Review Board will determine whether the information has significance. The procedure as set forth in this Section 3.4 through Part V will then be followed, as applicable.

Part IV: THE REVIEW BOARD\textsuperscript{13}

4.1 THE REVIEW BOARD

The diocese will maintain a Review Board, which is a predominantly lay board composed of a variety of people appointed by the Bishop to serve in a consultative and advisory capacity. It will have no final decision-making authority; as such authority resides exclusively with the Bishop.

4.2 BOARD FUNCTIONS

\textsuperscript{11} CIC c. 1717 §2; Essential Norms, Norm 13; Charter, Article 5

\textsuperscript{12} With regard to the interview of a priest or deacon, see sections 5.2 to 5.2.2.

\textsuperscript{13} Essential Norms, Norm 5.
4.2.1 The functions of the Review Board are:

a. To assess reports that suggest sexual abuse of minors by clerics (8.3), and to advise the Bishop of its conclusions.
b. To monitor, in each particular case, reports and investigations of sexual abuse of minors in order to ensure that this Policy has been followed.
c. To review this Policy and its procedures and to provide the Bishop with its recommendations for any modifications to this Policy.
d. To make recommendations concerning the suitability for ministry or service of priests or deacons against whom a report of sexual abuse of a minor has been made.
e. To give advice on all aspects of cases in which sexual abuse of a minor is alleged, and to respond to any specific requests for advice as may be made by the Bishop.

4.2.2 In regard to non-clerics, the Review Board does not make a recommendation as to whether a violation of this Policy has occurred, unless requested by the Bishop. In such cases an administrative decision is to be made regarding the removal of the individual in accord with existing personnel policies within the diocese and diocesan parishes, institutions and organizations (8.14).

4.2.3 A report of adverse personnel action taken with regard to a non-cleric, which results from suspected sexually-oriented activity with a minor, shall be provided to the Review Board so that it can perform its function of monitoring compliance with this Policy.

4.3 MEMBERSHIP

4.3.1 The Review Board will be composed of 11 members. The Secretary or Vicar for Clergy and Religious (8.12) and the Promoter of Justice (8.13) may attend meetings of the Review Board as observers. Whenever reasonably practicable, the membership of the Review Board will include persons from the following categories:

- A clinician with experience in the detection and or treatment of child sexual abuse victims;
- A clinician with experience in the detection and/or treatment of child sexual abuse offenders;
- A survivor of child sexual abuse who has completed a course of treatment;
- A parent;
- An experienced and respected pastor of the diocese;

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14 Charter, Article 2; Essential Norms, Norm 5
15 Essential Norms, Norm 5
16 Essential Norms, Norm 5
Part IV: THE REVIEW BOARD

- An accomplished educator;
- An attorney;
- An individual with experience in investigations;
- An individual with experience in human resources;
- An individual trained in dispute resolution.

4.3.2 Members of the Review Board will be Catholics in full communion with the Church.\(^{17}\)

4.3.3 Members of the Review Board will not be employees of the Cleveland diocese. The pastor will be a priest assigned in the Diocese of Cleveland.

4.3.4 Members of the Review Board shall not serve concurrently on the Response Team.

4.4 APPOINTMENT\(^{18}\)

4.4.1 Members of the Review Board will be appointed by the Bishop and will not receive compensation; they will be reimbursed for necessary expenses.

4.4.2 Members will serve a five-year term\(^{19}\) or until a successor is appointed.

4.4.3 Terms will be staggered with no more than three persons' terms expiring in any given year.

4.4.4 Ordinarily, no member will be appointed for more than two consecutive terms.

4.4.5 As needed when vacancies occur, the Review Board will publicize openings, receive applications, interview applicants and nominate persons for appointment by the Bishop. Applicants shall submit a letter of intent to the Review Board, stating the reason they want to serve and listing their qualifications and competencies. Prior to presentation to the Bishop, nominated persons must be screened as outlined in Sections 1.2.6 and 1.2.7.

4.5 CONDUCTING BUSINESS

4.5.1 Officers: The Review Board will elect from its membership a chair, a vice-chair and a secretary, who will serve one-year terms. There is no limit on the number of terms a person may serve in these positions.

4.5.2 The chair will convene and preside at the meetings of the Review Board in accord with the provisions of this Policy. The vice-chair will perform these functions when the chair

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\(^{17}\) Essential Norms, Norm 5

\(^{18}\) Charter, Article 2

\(^{19}\) Essential Norms, Norm 5
is unable to do so. The secretary will receive and disseminate notices, reports and other communications.

4.5.3. **Quorum & Majority for Doing Business:** Seven members will constitute a quorum, and a majority of the quorum will prevail for all regular business. A concurrence of not less than seven members will be necessary for the Review Board to report its initial and preliminary assessment of a report as required in section 5.4.1(b)(i), to recommend whether an act of sexual abuse of a minor has occurred as provided in section 5.5.3, and to make recommendations related to ministry under section 5.7.

4.5.4. **By-Laws:** The Review Board may adopt by-laws to govern details of its procedures, such as the frequency of meetings, confidential maintenance of records, and the nature and quality of evidence it will accept. Such rules will provide, however, that the deliberations of the Review Board will be kept confidential. The Review Board rules may also determine the attendance of non-members for purposes of presenting information or addressing the Review Board and provide conditions and reasonable limitations for such appearances.

4.6 **AUTHORITY OF THE REVIEW BOARD**

4.6.1 The Review Board is authorized by the Bishop to:

- Identify qualified investigators;
- Receive and review the reports of the administrative investigation of the suspected sexual abuse, supporting documents and other evidence;
- Monitor administrative investigations;
- Direct the investigator to obtain additional information and/or to conduct further investigation;
- Request persons to appear before it, such as:
  - experts and/or consultants,
  - the person making the report,
  - the accused;
- Receive and review reports from the Response Team;
- Report to the Bishop after the Initial Assessment and Full Review following the Administrative Investigation;
- Assess whether the Policy is being followed;
- Conduct a review of the Policy at least every two years and submit a report to the Bishop.

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20 *Essential Norms*, Norm 4
21 *Essential Norms*, Norm 4B
4.6.2 The Review Board will make such other recommendations to the Bishop that, in its sole discretion, it determines to be appropriate to protect children.

4.7 CONFIDENTIALITY, DISCLOSURE OF INFORMATION & RECORD KEEPING

4.7.1 All Review Board members will adhere to rules of strict confidentiality with regard to all deliberations and information received.

4.7.2 Records will be maintained in such manner as to facilitate any process under canon law.

Part V: PROCEEDINGS REGARDING CLERICS, AND THE REVIEW PROCESS

Because the relationship which exists between a cleric and the diocesan bishop is distinct from the common law relationship of employee and employer, particular procedures are required for the alteration of that relationship under the law of the church. Whereas an employee exchanges services for current or future remuneration, but is not bound to his employment, a cleric becomes engaged in a threefold relationship to the church. By the fact of his ordination to the priesthood or diaconate, a cleric is bound to his calling in three ways: sacramentally, canonically through the covenant formed of the mutual obligations between the cleric and his bishop, and in ministry. The sacramental character of ordination remains in perpetuum. The canonical or legal relationship is terminated only when the cleric is reduced to the lay state, that is, dispensed of all obligations of being a cleric including that of celibacy. The ministerial status of a Latin Rite cleric is dependent upon the grant to the cleric of faculties and/or the conferral of an office by the diocesan bishop. The procedures given in this section address the specific steps to be followed when a cleric is accused of sexual abuse of a minor.

5.1 REFERRAL TO THE REVIEW BOARD

In the case of an accused priest or deacon, the chair of the Review Board or his designee will receive notice of the existence of a report and notify members of the Review Board that a report has been received. The case will be assigned to an investigator.

5.2 NOTIFICATION OF AN ACCUSED CLERIC

When notice of a report of sexual abuse is provided to an accused priest or deacon, that notice will be given by a representative of the Bishop. At that point the cleric will not be questioned about an alleged incident. He may respond if he wishes, but he has the right to remain silent when informed of the report. Silence does not signify a failure to cooperate with the process.
5.2.1 The cleric will be given a written statement that informs him that he is not bound to admit to the alleged offense, and that anything he says might be used against him in a secular criminal proceeding, in a civil lawsuit, or in a canonical penal process.\textsuperscript{22} The accused priest or deacon is encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese will supply canonical counsel for a priest or deacon.

5.2.2 An accused individual may be requested to seek and be urged to comply voluntarily with an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese and to the accused.\textsuperscript{23}

5.3 INVESTIGATION OF AN ACCUSED CLERIC

The investigation is administrative in nature. The purpose of the investigation is to ensure that complete, thorough and accurate information pertaining to any report is available, upon which to base decisions regarding clerical assignments, treatment of victim, and treatment of an offender. In the case of a cleric, the investigation will obtain information concerning the facts and circumstances that gave rise to the report suggesting sexual abuse of a minor by a priest or deacon, and concerning imputability, in view of a possible canonical penal process.\textsuperscript{24}

5.3.1 In the case of an accused cleric, the investigation described in section 3.4 will be conducted by an investigator recommended by the Review Board and approved by the Bishop,\textsuperscript{25} who is under contract with the diocese to investigate reports of this nature. The investigator will be compensated by the diocese.

5.3.2 A report of the status of the investigation will be submitted by the investigator to the Bishop and the Review Board, which will monitor the investigation, within 48 hours of its commencement.

5.3.3 The investigator is to coordinate the gathering of information and its evaluation with the Promoter of Justice.\textsuperscript{(8,13)}

\textsuperscript{22} CIC c. 221. If an accused priest or deacon denies a report which has at least the semblance of truth, his rights to due process must be fully respected. He will be given an opportunity to be heard during the “preliminary investigation” referred to in CIC c. 1717, so that his right of defense is respected. The administrative investigation serves as the preliminary investigation required under canon law in CIC c. 1717. See Section 5.4.3 of this Policy. The term “administrative investigation” encompasses all phases of any investigation.

\textsuperscript{23} Essential Norms, Norm 7

\textsuperscript{24} CIC c. 1717, §1

\textsuperscript{25} CIC c. 1717 §§1,3. When appointed by decree (sec. 5.4.3 of this Policy), the investigator shall serve as the delegate of the Bishop within the meaning of c. 1717 §1. The investigator has the same powers as an auditor (c. 1717, §3) and should observe the procedural norms of canons 1558-1571 insofar as applicable.
5.3.4 The investigator and the Review Board are to review every document, regardless of location, pertaining to the accused priest or deacon to determine whether there were ever any previous accusations against him.

5.4 INITIAL ASSESSMENT

When a report is received suggesting sexual abuse of a minor by a priest or deacon, or in any instance upon request of the Bishop, a period of Initial Assessment by the Review Board will commence immediately. An Initial Assessment is a period of time during which details of the report are gathered and evaluated by the Review Board together with basic information pertinent to the advice required in the following two sections. The Initial Assessment will be completed carefully but expeditiously.

5.4.1 a. As soon as practicable during the Initial Assessment period, the Review Board will provide its recommendation to the Bishop as to what actions concerning the ministry of the accused are prudent to control contact with minors, to protect the freedom of witnesses, to facilitate the investigation, to prevent scandal, to restore public trust, and to safeguard the course of justice while the investigation proceeds.

b. In addition to recommending interim actions as stated in a. above, the purposes of the Initial Assessment are:

i. to analyze the information available in order to provide an initial and preliminary assessment of the report which suggested sexual abuse, particularly as to whether it has at least some basis; and

ii. direct the course and scope of further investigation.

c. The Review Board will communicate its recommendations to the Bishop during the Initial Assessment as soon as it has sufficient information to form its advice on the items in a. and b. above.

5.4.2 With regard to the Review Board’s assessment of the report which suggested sexual abuse, the Review Board will advise the Bishop of its opinion based upon the report itself and objective factual bases, whether or not an act that constitutes sexual abuse of a minor has been described, which has at least the appearance of being real or genuine.26 The Review Board will include with that advice any other concerns related to the ministry of the accused. The Review Board will provide notice of its assessment to the alleged victim and to the accused, if he has been informed of the report.27

5.4.3 If the Bishop concludes that sufficient information has been gathered after considering the report, the investigation to that point, the evidence, and the advice of the Review Board, but that a report and evidence do not describe an act of sexual abuse of a minor, or

26 "saltum veri similem de delicto" CIC c. 1717, Essential Norms, Norm 4A
27 Essential Norms, Norm 6
if the alleged violation does not at least have the appearance of being real or genuine, the investigation may be closed. The acts of the investigation and all those matters which preceded the investigation will be deposited in the diocesan archives as required in canon 1719 of the Code of Canon Law.

5.4.4 a. If, after considering the report, the investigation to that point, the evidence, and the advice of the Review Board, the Bishop concludes that a report describes an act of sexual abuse of a minor, and if it at least appears to be real or genuine, the alleged offender will be withdrawn from the exercise of sacred ministry, and any ecclesiastical office, or function, and a “preliminary investigation” in accord with canon law will be opened. This withdrawal from the exercise of ministry, office, or function is a temporary administrative measure, pending the completion of a full investigation and resolution of the case.

b. Varying amounts of time are required to complete investigations. The investigator will maintain communication with the Review Board and will promptly provide a progress report at any point during the investigation upon request of the Bishop or of the Review Board.

c. Upon completion of the full investigation, the investigator will submit a comprehensive report along with all supporting documents and any other evidence to the Bishop and to the Review Board at the same time.

5.5 REVIEW FOLLOWING THE FULL INVESTIGATION

Following a completed investigation of a report concerning a cleric the Review Board will complete its Review of the case, unless a Review has been rendered unnecessary by the decision of an accused voluntarily to seek laicization. An investigation and Review will also be conducted at any time upon the request of the Bishop, or when requested by a priest or deacon who was temporarily withdrawn from the exercise of sacred ministry or from any ecclesiastical office or function prior to the promulgation of this Policy.

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28 "saltem veri similem de delicto" CIC c. 1717, Essential Norms, Norm 4A

29 Essential Norms, Norm 6. The administrative investigation will continue, but it serves as the preliminary investigation required in canon law, CIC c.1717. The phrase “preliminary investigation” is not used here in its common sense. That phrase relates this Policy to the procedures required by the Code of Canon Law.

30 CIC c. 1722 Upon collection of sufficient evidence that sexual abuse of a minor by a priest or deacon has occurred, the Bishop shall then apply the precautionary measures mentioned in canon 1722—i.e., remove 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.

31 The administrative investigation serves as the preliminary investigation under CIC c. 1717. See fn. 29
5.5.1 The purpose of the Review is to permit the Review Board to prepare a recommendation which will be considered by the Bishop in forming his opinion on the case. The recommendation will address the issue of whether sexual abuse of a minor occurred.32

5.5.2 The Review Board will determine the relevant evidence it will accept in conducting its reviews according to its own bylaws.

5.5.3 A recommendation that sexual abuse of a minor by a Cleric occurred will be made if:

1) The alleged offender admits to conduct defined by this Policy as sexual abuse; or
2) A civil court of criminal law finds the accused guilty of a crime that consists of conduct defined by this Policy as sexual abuse; or
3) A conclusion is reached by the Review Board, and accepted by the Bishop, that a preponderance of the information available shows that it is more likely than not that an act of sexual abuse occurred.

5.5.4 A recommendation may be made under this section regardless of whether the alleged offender has been convicted of a sexually oriented offense in a criminal court by civil authorities.

5.5.5 When there is sufficient evidence that sexual abuse of a minor by a priest or deacon has occurred, the Congregation for the Doctrine of the Faith is to be notified in accord with the requirements of law.33

5.5.6 The acts of the investigation, decrees initiating and closing the investigation, and all those matters which preceded the investigation, will be deposited in the diocesan archives as required in canon 1719 of the Code of Canon Law.34

5.6 CONTROLLING PRINCIPLES

5.6.1 An alleged offender will be considered innocent of an offense during the investigation.

5.6.2 Because sexual abuse of a minor is a grave offense, if the case would otherwise be barred by prescription the Bishop may apply to the Congregation for the Doctrine of the Faith for a derogation from prescription, indicating relevant grave reasons.35 If a canonical

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32 Charter, Article 5; Essential Norms, Norm 6. The accused priest or deacon will be promptly notified of the results of the investigation by the Bishop after he has considered the report of the investigation, the recommendation of the Review Board, and all of the evidence.


34 CIC c. 1719

35 Essential Norms, Norm 8A
penal trial, laicization, or dismissal from the clerical state becomes advisable or required, these processes will be conducted following current canonical legislation.

5.6.3 Applicable civil and canonical procedural rights will be accorded.\textsuperscript{36} In addition to proceedings under this Policy the diocese must observe all the various provisions of canon law.\textsuperscript{37} These provisions may include a request by the priest or deacon for dispensation from the obligations of Holy Orders and the loss of the clerical state, or a request by the Bishop for dismissal from the clerical state even without the consent of the priest or the deacon.

5.6.4 No priest or deacon who has been temporarily withdrawn from the exercise of his or her ministry, office, or function, will be permitted to return to ministry or service before the report against him which suggests sexual abuse has been made subject to a full Review pursuant to section 5.5.

5.6.5 For even a single act of sexual abuse of a minor as established after an appropriate process under canon law the offending priest or deacon will be removed permanently from ecclesiastical ministry and, if the case so warrants, dismissed from the clerical state.\textsuperscript{38}

5.7 RETURN TO MINISTRY

The Bishop will be assisted by the Review Board in his determination of the suitability of an accused priest or deacon for ministry. In the case where sexual abuse of a minor has not been established after an appropriate process in accord with canon law, and a priest or deacon has been withdrawn from the exercise of his ministry or an ecclesiastic office or function, the Review Board will examine the relevant facts and circumstances and advise the Bishop of its opinions. Such advice will also be given at any time upon request of the Bishop. The safety of children is the paramount consideration governing the formation of a recommendation regarding the return of a cleric to unrestricted ministry.

5.7.1 A priest, deacon, seminarian, or religious or other person who has canonical appointment by the Bishop against whom a violation of this Policy has not been established in a canonical process will be presumed to be eligible to return to ministry with children, but this presumption is not conclusive. All relevant factors should be considered including, but not limited to:

- Any psychological evaluation;
- Any treatment or re-training outcomes, if such were designated by the diocese;

\textsuperscript{36} Essential Norms, Norm 6
\textsuperscript{37} Canonical process is separate from the procedure for formation of advice by the diocesan Review Board.
\textsuperscript{38} Essential Norms, Norm 8
• The relative weakness or strength of the evidence against him;
• Whether violations of the diocesan *Standards of Conduct for Ministry* occurred;
• Whether the priest or deacon will submit to a monitoring or probationary arrangement deemed appropriate by the Bishop;
• Whether any additional or subsequent reports suggesting sexual abuse of a minor have been made against the priest or deacon; and
• Whether the Secretary or Vicar for Clergy and Religious can identify an appropriate and available ministerial assignment.

5.7.2 If, after consideration of all information and circumstances, the Review Board finds no reason has been shown for the exercise of caution, and if the Review Board is satisfied that no factors should prevent the return of the person to a ministry which includes regular contact with children, the Review Board will so advise the Bishop.

5.7.3 If, after consideration of all information and circumstances, the Review Board finds that there is reason for the exercise of caution, the Review Board will so advise the Bishop. In its report the Review Board will clearly state the basis for its reservations and its specific recommendations with regard to the future ministry of the individual.

5.8 OFFERING ASSISTANCE TO OFFENDERS

5.8.1 An offending priest, deacon, or religious or other person who has canonical appointment by the Bishop will be offered professional assistance for his or her own healing and well-being, as well as for the purpose of prevention. In such a case, an offender support person will maintain contact with the offender to assess the need for ongoing services, which in some cases may include career retraining.

5.8.2 Upon an admission of guilt, substantiation by internal investigation or successful prosecution of the offense, a mental health professional will be made available to the offending priest, deacon or person with a canonical appointment by the bishop. After a preliminary medical or mental health assessment, the diocese will make a referral for treatment, monitor the progress of treatment services, and, if requested, refer the individual for pastoral support and spiritual direction.

Part VI: COMMUNICATIONS

6.1 GENERAL

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39 *Charter*, Article 5
40 *Charter*, Article 7
6.1.1 The diocese will not enter into confidentiality agreements except for grave and substantial reasons brought forward by the victim/survivor and noted in the text of the agreement.\textsuperscript{41} This restriction does not extend to economic terms and conditions of any settlement agreement.

6.1.2 Care will always be taken to protect the rights of all parties involved, particularly those of the person alleged to have been sexually abused and the person against whom the charge has been made. In the case where sexual abuse has not been found by the Bishop to have at least a semblance of truth under section 5.4.4 or established after an appropriate process in accord with canon law, every reasonable and effective step practicable will be taken to restore the good name of the accused.\textsuperscript{42}

6.1.3 The diocese will provide convenient access to the final approved Policy for all affected and interested parties, and will similarly provide easy means of communication for persons wishing to obtain information about this Policy and its execution.

6.1.4 When needed to fill vacancies which occur on the Review Board, the diocese will solicit applicants by generating publicity and otherwise communicating the openings throughout the diocese.

6.2 DISCLOSURES\textsuperscript{43}

6.2.1 If, after the Initial Assessment, an accused has been removed from his position, the diocese will notify those parishioners, parents or others involved in the parish, school and/or other institution or service of the removal. Care will be taken in all instances to protect the identities of victims. This policy on communications will in no way be construed to contradict the provisions regarding reporting in Part II or in any other part of this Policy.

6.2.2 If a violation of this Policy has been established after an appropriate process in accord with canon law, the diocese will notify the parents and members of the parish, school or other institution or agency in which the accused provided service or ministry that the individual has been removed pursuant to this Policy on sexual abuse of minors.

6.2.3 The need for restoration of the reputation of an accused who is the subject of a report suggesting sexual abuse of a minor that was not shown under section 5.4 or 5.5 or established after an appropriate process in accord with canon law will be carefully analyzed. The accused will be consulted regarding his perceptions of any damage to his reputation. The diocesan office for communications will have the opportunity to consult with the response team, the investigator, and the Review Board. It will then formulate and carry out a plan tailored to each particular case in which there is a need, so that every

\textsuperscript{41} Charter, Article 3

\textsuperscript{42} Essential Norms, Norm 13

\textsuperscript{43} Essential Norms, Norm 13
reasonable and effective step practicable will be taken to restore the good name of the accused.\textsuperscript{44}

\section*{Part VII: POLICY REVIEW\textsuperscript{45}}

7.1 The Review Board will meet every two years for the sole purpose of reviewing the Policy on sexual abuse of minors. The Review Board will forward a report to the Bishop on completion of this review and include recommended amendments and revisions as needed for the Bishop’s final approval and promulgation.

7.2 In the interim, this mandated review will not preclude the Review Board from making recommendations to the Bishop to correct any deficiencies that become apparent.

\section*{Part VIII: DEFINITIONS}

8.1 \textbf{Sexual Abuse}\textsuperscript{46} is an offense against the sixth commandment: (a) committed with a minor, or (b) of which a minor is the object of sexual interest. This offense requires an external act that constitutes an objective violation of the sixth commandment. As used in this Policy, “sexual abuse” means sexual abuse of a minor.

Sexual Abuse includes, but is not limited to, all of the following behaviors.

A. Sexual contact, or (2) sexual conduct with a minor, or attempted sexual conduct with a minor, as those terms are defined below;

B. Engaging in the following conduct with a minor: to solicit, request, or demand sexual contact or sexual conduct; intentionally to expose one’s genitals, or engage in sexual conduct, or masturbate under circumstances in which the offender’s conduct is likely to be viewed by a minor; and to make lewd or indecent proposals;

C. To view, photograph, film or video record (in any medium) a minor in a state of nudity, for the purpose of sexual gratification or profit; or to view, acquire, possess or distribute pornographic images of minors for the sexual gratification of any person, by any means, in any medium, or using any technology; and

\textsuperscript{44} Essential Norms, Norm 13
\textsuperscript{45} Essential Norms, Norm 4B
\textsuperscript{46} Also defined in the Preamble to Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons, eff. May 15, 2006. “For purposes of these Norms, sexual abuse shall include any offense by a cleric against the Sixth Commandment of the Decalogue with a minor, as understood in CIC, canon 1395 §2... “Following the 2010 amendment of the motu proprio Sacramentorum Sanctitatis Tutela (“SST”), the USCCB added in 2011 a note to the Charter referring to the fact that the use of child pornography was added to the list in SST of offenses reserved to the Congregation for the Doctrine of the Faith, and punishable by dismissal from the clerical state.
D. Pay, coerce or otherwise cause a minor to engage in sexual contact or sexual conduct for hire, or permit (whether actively or passively), encourage, assist, or aid a minor to participate in acts mentioned heretofore.

Any of these acts constitute a violation of this Policy regardless of whether force or coercion are used, physical contact occurs, or a harmful outcome is discernable.\(^{47}\)

8.2 **Minor** and **Child** mean all of the following persons: any person who is under eighteen years of age; physically or mentally handicapped persons under twenty-one years of age; and a person of any age who habitually lacks the use of reason\(^{8,15}\).

8.3 **Sexual Conduct** means vaginal intercourse between a male and female, anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

8.4 **Sexual Contact** means any touching of an erogenous zone of another inside or outside of clothing, including, but not limited to, the thigh, genitals, buttock, pubic region, breast, or nipple for the purpose of sexually arousing or gratifying either person.

8.5 **Cleric or Clergy** means ordained priests and ordained deacons (including both transitional and permanent deacons) who are incardinates in the diocese. When they are engaged in ministry under the control or auspices of the Diocese of Cleveland, it also includes priests and deacons incardinates in other dioceses or religious orders. Prior to January 1, 1973, a seminarian became a cleric upon completion of the rite of tonsure.\(^{48}\)

8.6 **Volunteer** is anyone who works with children, without any express or implied promise of remuneration, more than (4) hours a month or who works with children more frequently than once a month. Examples include, but are not limited to, a catechist, coach, choir director, altar server coordinator, youth leader, interns, student teacher and others in similar capacities. It does not include the occasional volunteer, such as a driver or chaperone for individual activities.

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\(^{47}\) As to interpreting specific definitions of sexual behavior, the following statement appears in the Note to the 2011 *Charter*:

“If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995, p. 6). Ultimately, it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.”

The notes to the 2011 Charter also advise bishops that federal and state laws in the United States must be taken into account in their determinations.

\(^{48}\) *Motu Proprio* of Paul VI, *Ministeria quaedam* of 15 August 1972
8.7 Preliminary Investigation under the Code of Canon Law\textsuperscript{49} (c. 1717) is a formal investigation required prior to or as part of a canonical penal process with respect to a cleric. It is opened by decree if a report of sexual abuse of a minor by a cleric has at least a semblance of truth. In this Policy, the term “administrative investigation” encompasses all investigation of reports of sexual abuse, including that which serves as the preliminary investigation.

8.8 Church Personnel are priests, permanent deacons, transitional deacons, religious sisters and brothers, seminarians, certified pastoral ministers, parish life coordinators, members of pastoral teams, employees and volunteers of the diocese and diocesan parishes, institutions and organizations\textsuperscript{50}, and any person appointed by the Bishop to an office.

8.9 Response is the initial and continuing responsibility of the diocese to aid in the healing of all who are impacted by reports suggesting sexual abuse (victims, families, local community, alleged offender).

8.10 Restorative Justice is a systematic response to criminal acts that emphasizes healing the wounds of victims, offenders, and the affected community. It is a process whereby parties with a stake in a specific offense resolve collectively how to deal with the aftermath of that offense and its implications for the future. Reparation, restitution and healing are critical elements in this process.

8.11 Seminarian includes any student sponsored by the Diocese of Cleveland and participating in any of the various programs of priestly formation.

8.12 Vicar for Clergy and Religious is a priest appointed by the Bishop to act as his representative in dealing with clergy and religious communities in his diocese.

8.13 Promoter of Justice is a person appointed by the Bishop in all penal cases and in those contentious cases in which the public welfare is involved. The promoter of justice is to be of unimpaired reputation, a doctor or licentiate in canon law, proven in prudence and zeal for justice. In cases concerning clerics, the promoter of justice is to be a priest according to canon law.\textsuperscript{50}

8.14 Diocesan parishes, institutions, and organizations mean all parishes, offices, agencies, institutions, services, and programs under the authority of the Bishop in his governance of the diocese.

8.15 “Person of any age who habitually lacks the use of reason” refers to CIC can. 99, which states: “Whoever habitually lacks the use of reason is considered as incapable of personal responsibility and is regarded as an infant.” Under the Code of Canon Law, an “infant” is a person below the age of seven years (can. 97,2). This indicates that to “lack

\textsuperscript{49} CIC c. 1717.

\textsuperscript{50} Part Two, Title I, Article 9 of the \textit{motu proprio} Sacramentorum Sanctitatis Tutela, April 30, 2001, amended May, 2010
the use of reason" is a very serious impairment, not a slight or moderate emotional or cognitive disorder. “Habitual” indicates that the condition is permanent, or at least chronic in duration. Thus, a person impaired as described in can. 99 is considered to be equivalent to a young child; sexual abuse of such a person is equivalent to sexual abuse of a minor and is included among the grave offenses that are reserved to the Congregation for the Doctrine of the Faith.

June, 2016
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APPENDIX 1

SUMMARY OF CHANGES

BRIEF SUMMARY OF CHANGES IN THE DIOCESE OF CLEVELAND’S
POLICY FOR THE SAFETY OF CHILDREN IN MATTERS OF SEXUAL
ABUSE, REVISED 2016
TO THE 2007 POLICY

The commitment of the Diocese of Cleveland to protecting children, restoring trust in the
Church, and improving its responses to reports of sexual abuse by church personnel and clergy
has remained steady. The underlying prayerful approach to the protection of children from the
failings of adults, and to addressing the adults whose failings injure the young, has continued.
The fundamental guidelines remain as follows:

1. No person who is known to have sexually abused a minor will be permitted in
   service or ministry.

2. All persons affiliated with the diocese (clergy, employees and Volunteers) and with
diocesan parishes, institutions, and organizations will be educated in the prevention
of sexual abuse of minors.

3. Existing and prospective employees, volunteers, and clerics will be screened as to their
   suitability to work with children.

4. All persons affiliated with the diocese and diocesan parishes, institutions, and
organizations are required to report known or suspected sexual abuse of minors by church
personnel or clergy to (1) civil authorities, and (2) the diocese.

5. Persons who report sexual abuse will receive a non-judgmental response with genuine
   concern for their physical and spiritual well-being; outreach will be extended to the
   communities who suffer.

6. Reports of known or suspected sexual abuse of minors will be investigated objectively,
   with due regard for the reputations of the reporting party and of the accused, with no
   favor or prejudice.

7. The diocese will engage in open communication for the benefit of the church community.
8. Applicable procedural provisions of civil and canon law will be followed.

Sections 1.1.8; 1.1.10; and 3.3:

The changes in these sections update the Policy, either by using the current name for an office or by changing the tense of the requirement to indicate that the Diocese should maintain an action or an office that has already been established.

Section 1.2.10:

This section was added to the Policy to provide a recommended frequency for criminal record updates. A study by the Review Board concluded that in dioceses across the United States 5 years is the most commonly used guideline, however, the Diocese should have the flexibility to utilize the practices best suited to particular situations.

Part II introductory paragraph and Sections 2.1; 2.1.2; and 2.2.1:

A slight rewording of these sections will provide more specific instructions to persons who find themselves in a position to report suspected sexual abuse. The emphasis in the reporting requirement is that a suspicion or information must be reported, regardless of whether the reporting party has definite knowledge. The reporting party need not reach a definite conclusion of guilt before communicating with civil authorities. The phrase “information that suggests sexual abuse of a minor was committed” was introduced in the 2007 Revised Policy, but was not integrated throughout the document. This change further integrates that phrase.

Section 2.2.1:

Subsection “o” was added because of the growing use of cell phones, tablets, computers, electronic notebooks, readers, etc. An effective investigation of an incident involving improper solicitation, importuning, sexually suggestive messages, photos, or any other improper transmission by electronic means requires that the device be secured.

Sections 2.3.1 and 2.3.2:

The Victim Assistance Coordinator should receive initial reports that come through the diocesan response line. Diocesan personnel who receive information that raises at least a suspicion of sexual abuse of minors should also contact the response line. The Victim Assistance Coordinator will respond or contact the appropriate offices.
A separate section (2.3.2) was created to emphasize to diocesan personnel that each individual who receives information that suggests sexual abuse of a minor was committed by church personnel is personally responsible to report that information directly to civil authorities (i.e. children’s services or law enforcement), in addition to reporting that information to the Diocese. Passing the information to a superior diocesan official is not an acceptable alternative to directly reporting to civil authorities.

Section 6.1.2:

The amended section uses the accepted English translation of canon law, which obliges a bishop to make inquiries whenever information is received that a cleric has committed an offense, if it has “at least a semblance of truth.”

Section 8.1: Definition of “Sexual Abuse”:

In this proposed change to the Policy, the use of child pornography is added to the definition of Sexual Abuse, and the definition of Sexual Abuse was reorganized for clarity. In 2010 under canon law, the use of child pornography was added to the offenses by clerics, that are “reserved” to the Vatican Congregation for the Doctrine of the Faith (CDF), which will instruct a bishop as to the canonical process to be used. For this purpose, the acquisition, possession or distribution of pornographic images of children below the age of fourteen must be referred to the CDF for instructions.

It is important to note that under this Policy the use of pornography involving a minor of any age is a violation, however only cases in which the pornographic image is of a child below the age of fourteen must be referred to the CDF. In cases involving a matter that is not reserved to the CDF, the Essential Norms instruct that a bishop should use his powers of governance to impose sanctions on a cleric through an administrative (rather than judicial) act.

Section 8.2 Definition of “minor” and “child”:

This definition was changed to agree with clarifications in canon law that were adopted in 2010. Specifically, CIC can. 99, states: “Whoever habitually lacks the use of reason is considered as incapable of personal responsibility and is regarded as an infant.” Under the Code of Canon Law, an “infant” is a person below the age of seven years (can. 97,2), which indicates that to “lack the use of reason” is a very serious impairment, not a slight or moderate emotional or cognitive disorder. “Habitual” indicates that the condition is permanent, or at least chronic in duration. Thus, the sexual abuse of a person impaired as described in can. 99 is considered to be
Appendix 1: Summary of 2016 changes to the 2007 Policy

equivalent to sexual abuse of a minor; such a case must be referred to the Congregation for the
Doctrine of the Faith for instructions as to the canonical process to be used.

Section 8.3 and 8.4: Definitions of “sexual contact” and “sexual conduct”:

The references to the Ohio Revised Code were deleted because the Essential Norms and the
Charter both require that “If there is any doubt whether a specific act qualifies as an external,
objectively grave violation, the writings of recognized moral theologians should be consulted,
and the opinions of recognized experts should be appropriately obtained.” Whether an act
constitutes a violation of the “sixth commandment of the Decalogue” with a minor is not a matter
of state law but of moral theology. The Policy is not restricted to dealing with acts that
contribute crimes under state law, nor is it desirable to incorporate sometimes varying and
inconsistent judicial interpretations of state statutes into the Policy. The specific reference to the
Ohio Revised Code might have created the mistaken impression that decisions of Ohio courts are
controlling on the diocese in its interpretation of what constitutes a violation of the sixth
commandment. Rather, it should be recognized that violations of the Policy might include
behavior that is not criminal under state law.

Patricia M. Ritzert
Chair, Review Board for the Diocese of Cleveland
June, 2016
APPENDIX 2

Ohio Revised Code Section §2151.421 – Reporting child abuse or neglect

OHIO REVISED CODE
2151.421§
(A)
(1)
(a) No person described in division (A)(1)(b) of this section who is acting in an official or professional capacity and knows, or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect to the entity or persons specified in this division. Except as provided in section 5120.173 of the Revised Code, the person making the report shall make it to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. In the circumstances described in section 5120.173 of the Revised Code, the person making the report shall make it to the entity specified in that section.

(b) Division (A)(1)(a) of this section applies to any person who is an attorney; physician, including a hospital intern or resident; dentist; podiatrist; practitioner of a limited branch of medicine as specified in section 4731.15 of the Revised Code; registered nurse; licensed practical nurse; visiting nurse; other health care professional; licensed psychologist; licensed school psychologist; independent marriage and family therapist or marriage and family therapist; speech pathologist or audiologist; coroner; administrator or employee of a child day-care center; administrator or employee of a residential camp, child day camp, or private, nonprofit therapeutic wilderness camp; administrator or employee of a certified child care agency or other public or private children services agency; school teacher; school employee; school authority; person engaged in social work or the practice of professional counseling; agent of a county humane society; person, other than a cleric, rendering spiritual treatment through prayer in accordance with the tenets of a well-recognized religion; employee of a county department of job and family services who is a professional and who works with children and families; superintendent or regional administrator employed by the department of youth services; superintendent, board member, or employee of a county board of developmental disabilities; investigative agent contracted with by a county board of developmental disabilities; employee of the department of developmental disabilities; employee of a facility or home that provides
respite care in accordance with section 5123.171 of the Revised Code; employee of a home health agency; employee of an entity that provides homemaker services; a person performing the duties of an assessor pursuant to Chapter 3107. or 5103. of the Revised Code; third party employed by a public children services agency to assist in providing child or family related services; court appointed special advocate; or guardian ad litem.

(2) Except as provided in division (A)(3) of this section, an attorney or a physician is not required to make a report pursuant to division (A)(1) of this section concerning any communication the attorney or physician receives from a client or patient in an attorney-client or physician-patient relationship, if, in accordance with division (A) or (B) of section 2317.02 of the Revised Code, the attorney or physician could not testify with respect to that communication in a civil or criminal proceeding.

(3) The client or patient in an attorney-client or physician-patient relationship described in division (A)(2) of this section is deemed to have waived any testimonial privilege under division (A) or (B) of section 2317.02 of the Revised Code with respect to any communication the attorney or physician receives from the client or patient in that attorney-client or physician-patient relationship, and the attorney or physician shall make a report pursuant to division (A)(1) of this section with respect to that communication, if all of the following apply:

(a) The client or patient, at the time of the communication, is either a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired person under twenty-one years of age.

(b) The attorney or physician knows, or has reasonable cause to suspect based on facts that would cause a reasonable person in similar position to suspect, as a result of the communication or any observations made during that communication, that the client or patient has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the client or patient.

(c) The abuse or neglect does not arise out of the client’s or patient’s attempt to have an abortion without the notification of her parents, guardian, or custodian in accordance with section 2151.85 of the Revised Code.

(4) No cleric and no person, other than a volunteer, designated by any church, religious society, or faith acting as a leader, official, or delegate on behalf of the church, religious society, or faith who is acting in an official or professional capacity, who knows, or has reasonable cause to believe based on facts that would cause a reasonable person in a similar position to believe, that a child under eighteen years of age or a
mentally retarded, developmentally disabled, or physically impaired child under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child, and who knows, or has reasonable cause to believe based on facts that would cause a reasonable person in a similar position to believe, that another cleric or another person, other than a volunteer, designated by a church, religious society, or faith acting as a leader, official, or delegate on behalf of the church, religious society, or faith caused, or poses the threat of causing, the wound, injury, disability, or condition that reasonably indicates abuse or neglect shall fail to immediately report that knowledge or reasonable cause to believe to the entity or persons specified in this division. Except as provided in section 5120.173 of the Revised Code, the person making the report shall make it to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred. In the circumstances described in section 5120.173 of the Revised Code, the person making the report shall make it to the entity specified in that section.

(b) Except as provided in division (A)(4)(c) of this section, a cleric is not required to make a report pursuant to division (A)(4)(a) of this section concerning any communication the cleric receives from a penitent in a cleric-penitent relationship, if, in accordance with division (C) of section 2317.02 of the Revised Code, the cleric could not testify with respect to that communication in a civil or criminal proceeding.

(c) The penitent in a cleric-penitent relationship described in division (A)(4)(b) of this section is deemed to have waived any testimonial privilege under division (C) of section 2317.02 of the Revised Code with respect to any communication the cleric receives from the penitent in that cleric-penitent relationship, and the cleric shall make a report pursuant to division (A)(4)(a) of this section with respect to that communication, if all of the following apply:

(i) The penitent, at the time of the communication, is either a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired person under twenty-one years of age.
(ii) The cleric knows, or has reasonable cause to believe based on facts that would cause a reasonable person in a similar position to believe, as a result of the communication or any observations made during that communication, the penitent has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the penitent.
(iii) The abuse or neglect does not arise out of the penitent’s attempt to
have an abortion performed upon a child under eighteen years of age or upon a mentally retarded, developmentally disabled, or physically impaired person under twenty-one years of age without the notification of her parents, guardian, or custodian in accordance with section 2151.85 of the Revised Code.

(d) Divisions (A)(4)(a) and (c) of this section do not apply in a cleric-penitent relationship when the disclosure of any communication the cleric receives from the penitent is in violation of the sacred trust.

(e) As used in divisions (A)(1) and (4) of this section, “cleric” and “sacred trust” have the same meanings as in section 2317.02 of the Revised Code.

(B) Anyone who knows, or has reasonable cause to suspect based on facts that would cause a reasonable person in similar circumstances to suspect, that a child under eighteen years of age or a mentally retarded, developmentally disabled, or physically impaired person under twenty-one years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or other condition of a nature that reasonably indicates abuse or neglect of the child may report or cause reports to be made of that knowledge or reasonable cause to suspect to the entity or persons specified in this division. Except as provided in section 5120.173 of the Revised Code, a person making a report or causing a report to be made under this division shall make it or cause it to be made to the public children services agency or to a municipal or county peace officer. In the circumstances described in section 5120.173 of the Revised Code, a person making a report or causing a report to be made under this division shall make it or cause it to be made to the entity specified in that section.

(C) Any report made pursuant to division (A) or (B) of this section shall be made forthwith either by telephone or in person and shall be followed by a written report, if requested by the receiving agency or officer. The written report shall contain:

(1) The name and addresses of the child and the child’s parents or the person or persons having custody of the child, if known;

(2) The child’s age and the nature and extent of the child’s injuries, abuse, or neglect that is known or reasonably suspected or believed, as applicable, to have occurred or of the threat of injury, abuse, or neglect that is known or reasonably suspected or believed, as applicable, to exist, including any evidence of previous injuries, abuse, or neglect;

(3) Any other information that might be helpful in establishing the cause of the injury, abuse, or neglect that is known or reasonably suspected or believed, as applicable, to have
occurred or of the threat of injury, abuse, or neglect that is known or reasonably suspected or believed, as applicable, to exist.

Any person, who is required by division (A) of this section to report child abuse or child neglect that is known or reasonably suspected or believed to have occurred, may take or cause to be taken color photographs of areas of trauma visible on a child and, if medically indicated, cause to be performed radiological examinations of the child.

(D)

As used in this division, “children’s advocacy center” and “sexual abuse of a child” have the same meanings as in section 2151.425 of the Revised Code.

(1)
When a municipal or county peace officer receives a report concerning the possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, upon receipt of the report, the municipal or county peace officer who receives the report shall refer the report to the appropriate public children services agency.

(2)
When a public children services agency receives a report pursuant to this division or division (A) or (B) of this section, upon receipt of the report, the public children services agency shall do both of the following:

(a) Comply with section 2151.422 of the Revised Code;

(b) If the county served by the agency is also served by a children’s advocacy center and the report alleges sexual abuse of a child or another type of abuse of a child that is specified in the memorandum of understanding that creates the center as being within the center’s jurisdiction, comply regarding the report with the protocol and procedures for referrals and investigations, with the coordinating activities, and with the authority or responsibility for performing or providing functions, activities, and services stipulated in the interagency agreement entered into under section 2151.428 of the Revised Code relative to that center.

(E)

No township, municipal, or county peace officer shall remove a child about whom a report is made pursuant to this section from the child’s parents, stepparents, or guardian or any other persons having custody of the child without consultation with the public children services agency, unless, in the judgment of the officer, and, if the report was made by physician, the physician, immediate removal is considered essential to protect the child from further abuse or neglect. The agency that must be consulted shall be the agency conducting the investigation of the report as determined pursuant to section 2151.422 of the Revised Code.
(F)

(1) Except as provided in section 2151.422 of the Revised Code or in an interagency agreement entered into under section 2151.428 of the Revised Code that applies to the particular report, the public children services agency shall investigate, within twenty-four hours, each report of child abuse or child neglect that is known or reasonably suspected or believed to have occurred and of a threat of child abuse or child neglect that is known or reasonably suspected or believed to exist that is referred to it under this section to determine the circumstances surrounding the injuries, abuse, or neglect or the threat of injury, abuse, or neglect, the cause of the injuries, abuse, neglect, or threat, and the person or persons responsible. The investigation shall be made in cooperation with the law enforcement agency and in accordance with the memorandum of understanding prepared under division (J) of this section. A representative of the public children services agency shall, at the time of initial contact with the person subject to the investigation, inform the person of the specific complaints or allegations made against the person. The information shall be given in a manner that is consistent with division (H)(1) of this section and protects the rights of the person making the report under this section.

A failure to make the investigation in accordance with the memorandum is not grounds for, and shall not result in, the dismissal of any charges or complaint arising from the report or the suppression of any evidence obtained as a result of the report and does not give, and shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person. The public children services agency shall report each case to the uniform statewide automated child welfare information system that the department of job and family services shall maintain in accordance with section 5101.13 of the Revised Code. The public children services agency shall submit a report of its investigation, in writing, to the law enforcement agency.

(2) The public children services agency shall make any recommendations to the county prosecuting attorney or city director of law that it considers necessary to protect any children that are brought to its attention.

(G)

(1) (a) Except as provided in division (H)(3) of this section, anyone or any hospital, institution, school, health department, or agency participating in the making of reports under division (A) of this section, anyone or any hospital, institution, school, health department, or agency participating in good faith in the making of reports under division (B) of this section, and anyone participating in good faith in a judicial proceeding resulting from the reports, shall be immune from any civil or criminal liability for injury, death, or loss to person or property that otherwise might be incurred or imposed as a result of the making of the reports or the participation in the judicial proceeding.
(b) Notwithstanding section 4731.22 of the Revised Code, the physician-patient privilege shall not be a ground for excluding evidence regarding a child’s injuries, abuse, or neglect, or the cause of the injuries, abuse, or neglect in any judicial proceeding resulting from a report submitted pursuant to this section.

(2)
In any civil or criminal action or proceeding in which it is alleged and proved that participation in the making of a report under this section was not in good faith or participation in a judicial proceeding resulting from a report made under this section was not in good faith, the court shall award the prevailing party reasonable attorney’s fees and costs and, if a civil action or proceeding is voluntarily dismissed, may award reasonable attorney’s fees and costs to the party against whom the civil action or proceeding is brought.

(H)
(1)
Except as provided in divisions (H)(4) and (N) of this section, a report made under this section is confidential. The information provided in a report made pursuant to this section and the name of the person who made the report shall not be released for use, and shall not be used, as evidence in any civil action or proceeding brought against the person who made the report. Nothing in this division shall preclude the use of reports of other incidents of known or suspected abuse or neglect in a civil action or proceeding brought pursuant to division (M) of this section against a person who is alleged to have violated division (A)(1) of this section, provided that any information in a report that would identify the child who is the subject of the report or the maker of the report, if the maker of the report is not the defendant or an agent or employee of the defendant, has been redacted. In a criminal proceeding, the report is admissible in evidence in accordance with the Rules of Evidence and is subject to discovery in accordance with the Rules of Criminal Procedure.

(2)
No person shall permit or encourage the unauthorized dissemination of the contents of any report made under this section.

(3)
A person who knowingly makes or causes another person to make a false report under division (B) of this section that alleges that any person has committed an act or omission that resulted in a child being an abused child or a neglected child is guilty of a violation of section 2921.14 of the Revised Code.

(4)
If a report is made pursuant to division (A) or (B) of this section and the child who is the subject of the report dies for any reason at any time after the report is made, but before the child attains eighteen years of age, the public children services agency or municipal or county peace officer to which the report was made or referred, on the request of the child fatality review board or the director of health pursuant to guidelines
established under section 3701.70 of the Revised Code, shall submit a summary sheet of information providing a summary of the report to the review board of the county in which the deceased child resided at the time of death or to the director. On the request of the review board or director, the agency or peace officer may, at its discretion, make the report available to the review board or director. If the county served by the public children services agency is also served by a children’s advocacy center and the report of alleged sexual abuse of a child or another type of abuse of a child is specified in the memorandum of understanding that creates the center as being within the center’s jurisdiction, the agency or center shall perform the duties and functions specified in this division in accordance with the interagency agreement entered into under section 2151.428 of the Revised Code relative to that advocacy center.

5

A public children services agency shall advise a person alleged to have inflicted abuse or neglect on a child who is the subject of a report made pursuant to this section, including a report alleging sexual abuse of a child or another type of abuse of a child referred to a children’s advocacy center pursuant to an interagency agreement entered into under section 2151.428 of the Revised Code, in writing of the disposition of the investigation. The agency shall not provide to the person any information that identifies the person who made the report, statements of witnesses, or police or other investigative reports.

I

Any report that is required by this section, other than a report that is made to the state highway patrol as described in section 5120.173 of the Revised Code, shall result in protective services and emergency supportive services being made available by the public children services agency on behalf of the children about whom the report is made, in an effort to prevent further neglect or abuse, to enhance their welfare, and, whenever possible, to preserve the family unit intact. The agency required to provide the services shall be the agency conducting the investigation of the report pursuant to section 2151.422 of the Revised Code.

J

(1)

Each public children services agency shall prepare a memorandum of understanding that is signed by all of the following:

(a) If there is only one juvenile judge in the county, the juvenile judge of the county or the juvenile judge’s representative;

(b) If there is more than one juvenile judge in the county, a juvenile judge or the juvenile judges’ representative selected by the juvenile judges or, if they are unable to do so for any reason, the juvenile judge who is senior in point of service or the senior juvenile judge’s representative;

(c) The county peace officer;
(d) All chief municipal peace officers within the county;

(e) Other law enforcement officers handling child abuse and neglect cases in the county;

(f) The prosecuting attorney of the county;

(g) If the public children services agency is not the county department of job and family services, the county department of job and family services;

(h) The county humane society;

(i) If the public children services agency participated in the execution of a memorandum of understanding under section 2151.426 of the Revised Code establishing a children’s advocacy center, each participating member of the children’s advocacy center established by the memorandum.

(2)
A memorandum of understanding shall set forth the normal operating procedure to be employed by all concerned officials in the execution of their respective responsibilities under this section and division (C) of section 2919.21, division (B)(1) of section 2919.22, division (B) of section 2919.23, and section 2919.24 of the Revised Code and shall have as two of its primary goals the elimination of all unnecessary interviews of children who are the subject of reports made pursuant to division (A) or (B) of this section and, when feasible, providing for only one interview of a child who is the subject of any report made pursuant to division (A) or (B) of this section. A failure to follow the procedure set forth in the memorandum by the concerned officials is not grounds for, and shall not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of any reported child abuse or child neglect and does not give, and shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person.

(3)
A memorandum of understanding shall include all of the following:

(a) The roles and responsibilities for handling emergency and nonemergency cases of abuse and neglect;

(b) Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and reported cases of child neglect, methods to be used in interviewing the child who is the subject of the report and who allegedly was abused or neglected, and standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected.

(4)
If a public children services agency participated in the execution of a memorandum of understanding under section 2151.426 of the Revised Code
establishing a children’s advocacy center, the agency shall incorporate the contents of that memorandum in the memorandum prepared pursuant to this section.

(5) The clerk of the court of common pleas in the county may sign the memorandum of understanding prepared under division (J)(1) of this section. If the clerk signs the memorandum of understanding, the clerk shall execute all relevant responsibilities as required of officials specified in the memorandum.

(K)

(1) Except as provided in division (K)(4) of this section, a person who is required to make a report pursuant to division (A) of this section may make a reasonable number of requests of the public children services agency that receives or is referred the report, or of the children’s advocacy center that is referred the report if the report is referred to a children’s advocacy center pursuant to an interagency agreement entered into under section 2151.428 of the Revised Code, to be provided with the following information:

(a) Whether the agency or center has initiated an investigation of the report;

(b) Whether the agency or center is continuing to investigate the report;

(c) Whether the agency or center is otherwise involved with the child who is the subject of the report;

(d) The general status of the health and safety of the child who is the subject of the report;

(e) Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

(2) A person may request the information specified in division (K)(1) of this section only if, at the time the report is made, the person’s name, address, and telephone number are provided to the person who receives the report.

When a municipal or county peace officer or employee of a public children services agency receives a report pursuant to division (A) or (B) of this section the recipient of the report shall inform the person of the right to request the information described in division (K)(1) of this section. The recipient of the report shall include in the initial child abuse or child neglect report that the person making the report was so informed and, if provided at the time of the making of the report, shall include the person’s name, address, and telephone number in the report.

Each request is subject to verification of the identity of the person making the report. If that person’s identity is verified, the agency shall provide the person with the information described in division (K)(1) of this section a reasonable number of times, except that the agency shall not disclose any confidential information regarding the child who is the subject of the report other than the information described in those divisions.
Appendix 2: Ohio Revised Code sec. 2151.421

(3)
A request made pursuant to division (K)(1) of this section is not a substitute for any report required to be made pursuant to division (A) of this section.

(4)
If an agency other than the agency that received or was referred the report is conducting the investigation of the report pursuant to section 2151.422 of the Revised Code, the agency conducting the investigation shall comply with the requirements of division (K) of this section.

(L)
The director of job and family services shall adopt rules in accordance with Chapter 119. of the Revised Code to implement this section. The department of job and family services may enter into a plan of cooperation with any other governmental entity to aid in ensuring that children are protected from abuse and neglect. The department shall make recommendations to the attorney general that the department determines are necessary to protect children from child abuse and child neglect.

(M)
Whoever violates division (A) of this section is liable for compensatory and exemplary damages to the child who would have been the subject of the report that was not made. A person who brings a civil action or proceeding pursuant to this division against a person who is alleged to have violated division (A)(1) of this section may use in the action or proceeding reports of other incidents of known or suspected abuse or neglect, provided that any information in a report that would identify the child who is the subject of the report or the maker of the report, if the maker is not the defendant or an agent or employee of the defendant, has been redacted.

(N)
(1)
As used in this division:

(a) "Out-of-home care" includes a nonchartered nonpublic school if the alleged child abuse or child neglect, or alleged threat of child abuse or child neglect, described in a report received by a public children services agency allegedly occurred in or involved the nonchartered nonpublic school and the alleged perpetrator named in the report holds a certificate, permit, or license issued by the state board of education under section 3301.071 or Chapter 3319. of the Revised Code.

(b) "Administrator, director, or other chief administrative officer" means the superintendent of the school district if the out-of-home care entity subject to a report made pursuant to this section is a school operated by the district.

(2)
No later than the end of the day following the day on which a public children services agency receives a report of alleged child abuse or child neglect, or a report of an alleged threat of child abuse or child neglect,
that allegedly occurred in or involved an out-of-home care entity, the agency shall provide written notice of the allegations contained in and the person named as the alleged perpetrator in the report to the administrator, director, or other chief administrative officer of the out-of-home care entity that is the subject of the report unless the administrator, director, or other chief administrative officer is named as an alleged perpetrator in the report. If the administrator, director, or other chief administrative officer of an out-of-home care entity is named as an alleged perpetrator in a report of alleged child abuse or child neglect, or a report of an alleged threat of child abuse or child neglect, that allegedly occurred in or involved the out-of-home care entity, the agency shall provide the written notice to the owner or governing board of the out-of-home care entity that is the subject of the report. The agency shall not provide witness statements or police or other investigative reports.

(3) No later than three days after the day on which a public children services agency that conducted the investigation as determined pursuant to section 2151.422 of the Revised Code makes a disposition of an investigation involving a report of alleged child abuse or child neglect, or a report of an alleged threat of child abuse or child neglect, that allegedly occurred in or involved an out-of-home care entity, the agency shall send written notice of the disposition of the investigation to the administrator, director, or other chief administrative officer and the owner or governing board of the out-of-home care entity. The agency shall not provide witness statements or police or other investigative reports.

(O) As used in this section, “investigation” means the public children services agency’s response to an accepted report of child abuse or neglect through either an alternative response or a traditional response.

History. Amended by 131st General Assembly File No. TBD, HB 64, §101.01, eff. 9/29/2015.
APPENDIX 3

Children’s Services Agencies to Which Reports May be Made.

This appendix provides the names and telephone numbers of the county public children services agencies (PSCAs) to which reports of suspected child abuse are made. A person who is uncertain about whether he or she has a reportable suspicion should contact the PCSA for consultation.

Reports of suspected abuse can also be made to the municipal police department or county sheriff where the abuse is believed to have occurred. Early contact with law enforcement will allow for a more coordinated investigation with the PCSA. The law enforcement agency can be contacted directly or through 911.

ASHLAND COUNTY
Ashland County Department of Job and Family Services
15 W. 4th Street
Ashland, Ohio 44805
(419) 282-5001

Report suspected child abuse or neglect by calling (419) 282-5001 from 8:30 AM to 4:00 PM, Monday through Friday and Tuesdays until 6:00 PM. After business hours, report to the Ashland Police Department at (419) 289-3639 or the Ashland Sheriff’s Department at (419) 289-6552.

An Intake Worker will take the initial report and a lead investigator will be assigned to gather additional information. If further services are needed, case is transferred to an Ongoing Worker.

There is a plan of cooperation and mutual sharing of information between ACDJFS and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.

CUYAHOGA COUNTY
Cuyahoga County Department of Children and Family Services
3955 Euclid Avenue
Cleveland, Ohio 44146
(216) 696-5437 (KIDS)

Report suspected child abuse or neglect by calling the 24 hour Hotline at (216) 696-5437 (KIDS) If there are special concerns about confidentiality, ask to talk to a supervisor.

A Hotline worker will take the initial report. A caseworker will be assigned from the Special Investigations Unit, which investigates allegations involving agencies or organizations.

If further services are needed, case is transferred to the Ongoing Services Unit.
Appendix 3: Agencies to Which Reports are Made

There is a plan of cooperation and mutual sharing of information between Cuyahoga County Department of Children and Family Services and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.

GEauga County
Geauga County Department of Job and Family Services
P.O. Box 309
Chardon, Ohio 44024
(440) 285-9141

Report suspected child abuse or neglect by calling (440) 285-9141 from 8:00 AM - 4:30 PM Monday through Friday. After business hours, call the COPE line at (440) 285-5665 or 888-285-5665.
A Hotline Worker will take the initial report and an Intake Social Worker will be assigned to an investigation. If further services are needed, the case is transferred to an Ongoing Worker.
There is a plan of cooperation and mutual sharing of information between GCJFS and enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.

LAke County
Lake County Department of Job and Family Services
177 Main Street
Painesville, Ohio 44077
(440) 350-4000

Report suspected child abuse or neglect by calling the 24-hour Hotline at (440) 350-4000. (To connect to the Hotline, press 1).
A Hotline Worker will take the initial report and an Intake Worker will be assigned to do the investigation. If further services are needed, the case is transferred to the Ongoing Unit.
There is a plan of cooperation and mutual sharing of information between LCDJFS and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.

LORain County
Lorain County Children Services Board
226 Middle Avenue
Elyria, Ohio 44035
(440) 329-5340

Report suspected child abuse or neglect by calling (440) 329-5340 between the hours of 8:00 AM and 4:30 PM, Monday through Friday. After business hours, call (440) 329-2121.
A Referral Specialist will take the initial report and an Intake worker will be assigned complete the investigation. If further services are needed, case is transferred to an ongoing worker.

There is a plan of cooperation and mutual sharing of information between LCCSB and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.

**MEDINA COUNTY**

**Medina County Job and Family Services**
232 Northland Drive
Medina, Ohio 44256
1-800-783-5070

Report suspected child abuse or neglect by calling **1-800-783-5070** from 8:00 AM - 4:30 PM, Monday through Friday. After business hours, report to the Sheriff’s Department at **(330) 725-6631**.

A Screener will take the initial report and an Investigator will be assigned to gather additional information. If further services are needed, the case is transferred to an Ongoing Worker.

There is a plan of cooperation and mutual sharing between MCJFS MEDINA COUNTY and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.

**SUMMIT COUNTY**

**Summit County Children Services Board**
264 S. Arlington Street
Akron, Ohio 44306-1399
(330) 379-1880

Report suspected child abuse or neglect by calling the 24-hour Hotline at **(330) 379-1880**. An Information Referral Specialist will take the initial report and an Intake Social Worker will be assigned to do an investigation. If further services are needed, case is transferred to the Protective Services unit.

There is a plan of cooperation and mutual sharing of information between SCCSB and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.
WAYNE COUNTY
Wayne County Children’s Service Board
2534 Burbank Road
Wooster, Ohio 44691
(330) 345-5340

Report suspected child abuse or neglect by calling the 24-hour Hotline at (330) 345-5340. A Hotline Worker will take the initial report and an Intake Worker is assigned to do an investigation. If further services are needed, case is transferred to an Ongoing Worker. “High profile” cases and cases of suspected sexual abuse will be assigned to a sex abuse/high risk specialist. There is a plan of cooperation and mutual sharing of information between WCCSB and law enforcement. Law enforcement determines the extent of their involvement on a case-by-case basis.
APPENDIX 4
REPORT FOR CHILD PROTECTION
Catholic Diocese of Cleveland

Date of report ___________ Person making report _______________________

Address of person making report _______________________________________

Relationship of Reporting Party to Child ___________ Telephone number ___________

CHILD

Name ______________________ Date of birth ___________ Male _____ Female _____

Address: ___________________________________________________________

Child’s Parents/Guardian: ______________________________ Telephone: ___________

Address: ___________________________________________________________

Is (are) the parents or guardian aware of the allegation? _______________________

Where is the child now? _______________________________________________

SUSPECTED PERPETRATOR

Name ______________________ Age (or approximate) _______________________

Address: ___________________________________________________________

Relationship to child: _______________ Where is the alleged perpetrator now? ___________
Is the alleged perpetrator aware of the allegation(s)?

Does the accused have current access to the child or other children?

PUBLIC CHILDREN'S SERVICE AGENCY TO WHICH REPORT WAS MADE

_____ Ashland County Dept. of Job and Family Services
   419-282-5001
   419-282-5002

_____ Cuyahoga County Dept. of Children and Family Services
   216-696-5437 (KIDS)

_____ Geauga County Dept. of Job and Family Services
   440-285-9141
   440-285-9142

_____ Lake County Dept. of Job and Family Services
   440-350-4000
   440-350-4001

_____ Lorain County Children Services
   440-329-5340

_____ Medina County Job & Family Serv.
   800-783-5070

_____ Summit County Children Services
   440-379-1880

_____ Wayne County Children Services
   330-345-5340

Was report made to law enforcement (police or sheriff)? _____ yes _____ no

If yes, name person or department to whom reported:

REASON FOR REPORT  Describe the alleged sexual abuse, when and where the alleged sexual abuse occurred, and the circumstances surrounding the abuse.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Was any electronic communication or media device involved? _____ If so, what? _______

Is the device mobile? _____ Has it been secured? _____ Where? ____________________________

User Name: ___________________________ Password: ________________________________

User Name: ___________________________ Password: ________________________________
Appendix 4: Suggested Report for Child Protection

Please provide the name, address and telephone number of any other individuals who have knowledge of the alleged incident

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

THIS REPORT FORM WAS COMPLETED BY

Diocesan office, parish, agency or institution: _______________________________

Original: PCSA
Copy: Diocesan Records
Source: Diocesan Policy for the Safety of Children in Sexual Abuse Sec. 2.2.1 and App.4

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APPENDIX 5

OHIO REVISED CODE SECTIONS LISTED IN R.C. Sec. 109.572(A)(1)

The Ohio Revised Code imposes particular requirements upon religious and charitable organizations which use volunteers who have unsupervised access to children on a regular basis. Specifically, a requirement for parental notification exists in the event a volunteer has been convicted of one of the offenses listed in Ohio Revised Code sec. 109.572(A)(1). This Appendix 5 describes the offenses listed in that section as of December, 2015.

2903.01 – Aggravated Murder
2903.02 – Murder
2903.03 – Voluntary Manslaughter
2903.04 – Involuntary Manslaughter
2903.11 – Felonious Assault
2903.12 – Aggravated Assault
2903.13 – Assault
2903.16 – Failing to Provide for a Functionally Impaired Person
2903.21 – Aggravated Menacing
2903.34 – Patient Abuse; Neglect

2905.01 – Kidnapping
2905.02 – Abduction
2905.04 – (as it existed prior to July 1, 1996) Child Stealing
2905.05 – Criminal Child Enticement
   No person, by any means and without privilege to do so, shall knowingly solicit, coax, entice, or lure any child under the age of fourteen to accompany the person in any manner, including entering into a vehicle. Whether or not the person knows the age of the child.

2907.02 – Rape
   Rape includes sexual conduct with a person less than 13 years of age, regardless of whether the offender is aware of the victim’s age.

2907.03 – Sexual Battery
   No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply:
   o Coercion
   o Person is impaired
   o Person does not know the act is being committed
   o Mistaken as the person’s spouse
   o Other person’s natural or adoptive parent, guardian, or custodian
   o Offender is the person’s teacher, administrator, coach or person in authority in school setting
   o Offender is the person’s mental health professional

2907.04 – Unlawful Sexual Conduct With Minor
No person 18 years or older shall engage in sexual conduct when the offender knows the person is 13 years of age or older but less than 16, or the person is reckless in that regard.

2907.05 – **Gross Sexual Imposition**
Cause another to have sexual contact with the offender or cause two or more persons to have sexual contact when any of the following applies
- Force or threat of force
- For the purpose of preventing resistance, the offender substantially impairs the victim’s judgment.
- The offender knows the judgment or control is substantially impaired from drug or alcohol with the person’s consent for medical or dental treatment.
- Less than 13 years old regardless of whether the offender knows the age.
- Person’s ability to resist is impaired due to mental, physical, condition or advanced age.

2907.06 – **Sexual Imposition**
Cause another to have sexual contact with another or cause two or more persons to have sexual contact when any of the following applies
- Knows contact is offensive to the other person
- Ability of victim to appraise the nature of or control the touching offender’s conduct is substantially impaired.
- The offender knows the other person is unaware of sexual contact.
- Less than 13 years old regardless of whether the offender knows the age.
- Person’s ability to resist is impaired due to mental, physical, or advanced age.

2907.07 – **Importuning**
No person shall solicit a person who is less than 13 years of age to engage in sexual activity whether or not the person knows the age of such person.
No person shall solicit a person when the offender is 18 years of age or older and four or more years older than the other person, and the other person is 13 years of age or older but less than age 16.

2907.08 – **Voyeurism**
No person, for the purpose of sexually gratifying or arousing the person’s self, shall commit trespass or otherwise invade the surreptitiously invade the privacy of another, to spy or eavesdrop, or to photograph the other person in a state of nudity.

2907.09 – **Public Indecency**
No person shall expose private parts, engage in masturbation, engage in sexual conduct, or engage in an activity that would appear to be sexual conduct or masturbation, when likely to be viewed by others

2907.21 – **Compelling Prostitution**
No person shall compel another to engage in a sexual activity for hire; induce, encourage, solicit, request, or facilitate a minor to engage in sexual activity for hire; pay or agree to pay a minor whether or not the age of the minor is known;
2907.22 – **Promoting Prostitution**
No person shall knowingly establish, maintain, operate, manage, control, or have an interest in a brothel.
Supervise, manage, or control the activities of a prostitute in engaging in sexual activity for hire.
Transport another across state boundary in order to facilitate the other person engaging in sexual activity for hire.
Induce or procure another to engage in sexual activity for hire.

2907.23 – **Procuring**
Entice or solicit another to patronize a prostitute or brothel.

2907.25 – **Prostitution After Positive HIV Test**
2907.31 – **Disseminating Matter Harmful to Juveniles**
Directly offer or agree to sell, deliver, furnish, disseminate, provide, exhibit, rent, or present a juvenile, a group of juveniles, a law enforcement officer posing as juveniles any material or performance that is obscene or harmful to juveniles.

2907.32 – **Pandering Obscenity**
Create, reproduce, or publish any obscene material, when the offender knows that the material is to be used in commercial exploitation or will be publicly disseminated or displayed, or when the offender is reckless in that regard.

2907.321 – **Pandering Obscenity Involving a Minor**
Create, reproduce, or publish any obscene material that has a minor as one of its participants or one of its portrayed observers.

2907.322 – **Pandering Sexually Oriented Matter Involving a Minor**
Create, record, photograph, advertise, sell distribute, disseminate, exhibit, or display any material that shows a minor participating or engaging in sexual activity, masturbation, or bestiality.

2907.323 – **Illegal Use of Minor in Nudity-Oriented Material or Performance**
Photograph any minor, who is not the person’s child or ward in the state of nudity, or create, direct, produce, or transfer any material or performance that shows the minor in a state of nudity.

2911.01 – **Aggravated Robbery**
2911.02 – **Robbery**
2911.11 – **Aggravated Burglary**
2911.12 – **Burglary**
Former 2907.12 – **Defined Felonious Sexual Penetration**
2919.12 – **Unlawful Abortion**
2919.22 – **Endangering Children**
A parent or person in loco parentis may not create a substantial risk to the health or safety of the child, by violating a duty of care, protection, or support.

2919.24 – **Contributing to Unruliness or Delinquency of a Child**
2919.23 – **Interference with Custody**
2919.25 – Domestic Violence
2923.12 – Carrying Concealed Weapons
2923.13 – Having Weapons While Under Disability
2923.161 – Improperly Discharging Firearm at or into Habitation; School-Related Offenses
2925.02 – Corrupting Another with Drugs
2925.03 – Trafficking in Drugs
2925.04 – Illegal Manufacture of Drugs or Cultivation of Marijuana
2925.05 – Funding of Drug or Marijuana Trafficking
2925.06 – Illegal Administration or Distribution of Anabolic Steroids
2925.11 – Possession of Drugs
3716.11 – Placing Harmful Objects in Food or Confection
APPENDIX 6

ESSENTIAL NORMS FOR DIOCESAN/EPARCHIAL POLICIES DEALING WITH ALLEGATIONS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS

First Approved by the Congregation for Bishops, December 8, 2002

PREAMBLE

On June 14, 2002, the United States Conference of Catholic Bishops approved a Charter for the Protection of Children and Young People. The charter addresses the Church’s commitment to deal appropriately and effectively with cases of sexual abuse of minors by priests, deacons, and other church personnel (i.e., employees and volunteers). The bishops of the United States have promised to reach out to those who have been sexually abused as minors by anyone serving the Church in ministry, employment, or a volunteer position, whether the sexual abuse was recent or occurred many years ago. They stated that they would be as open as possible with the people in parishes and communities about instances of sexual abuse of minors, with respect always for the privacy and the reputation of the individuals involved. They have committed themselves to the pastoral and spiritual care and emotional wellbeing of those who have been sexually abused and of their families.

In addition, the bishops will work with parents, civil authorities, educators, and various organizations in the community to make and maintain the safest environment for minors. In the same way, the bishops have pledged to evaluate the background of seminary applicants as well as all church personnel who have responsibility for the care and supervision of children and young people.

Therefore, to ensure that each diocese/eparchy in the United States of America will have procedures in place to respond promptly to all allegations of sexual abuse of minors, the United States Conference of Catholic Bishops decrees these norms for diocesan/eparchial policies dealing with allegations of sexual abuse of minors by diocesan and religious priests or deacons.\(^{(1)}\)

These norms are complementary to the universal law of the Church and are to be interpreted in accordance with that law. The Church has traditionally considered the sexual abuse of minors a grave delict and punishes the offender with penalties, not excluding dismissal from the clerical state if the case so warrants.

For purposes of these Norms, sexual abuse shall include any offense by a cleric against the Sixth Commandment of the Decalogue with a minor as understood in CIC, canon 1395 §2, and CCEO, canon 1453 §1 (Sacramentorum sanctitatis tutela, article 4 §1).\(^{(2)}\)
Appendix 6: Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse

NORMS

1. These Essential Norms have been granted recognitio by the Holy See. Having been legitimately promulgated in accordance with the practice of the United States Conference of Catholic Bishops on May 5, 2006, they constitute particular law for all the dioceses/eparchies of the United States of America.\(^{(3)}\)

2. Each diocese/eparchy will have a written policy on the sexual abuse of minors by priests and deacons, as well as by other church personnel. This policy is to comply fully with, and is to specify in more detail, the steps to be taken in implementing the requirements of canon law, particularly CIC, canons 1717-1719, and CCEO, canons 1468-1470. A copy of this policy will be filed with the United States Conference of Catholic Bishops within three months of the effective date of these norms. Copies of any eventual revisions of the written diocesan/eparchial policy are also to be filed with the United States Conference of Catholic Bishops within three months of such modifications.

3. Each diocese/eparchy will designate a competent person to coordinate assistance for the immediate pastoral care of persons who claim to have been sexually abused when they were minors by priests or deacons.

4. To assist diocesan/eparchial bishops, each diocese/eparchy will also have a review board which will function as a confidential consultative body to the bishop/eparch in discharging his responsibilities. The functions of this board may include:
   A. advising the diocesan bishop/eparch in his assessment of allegations of sexual abuse of minors and in his determination of suitability for ministry;
   B. reviewing diocesan/eparchial policies for dealing with sexual abuse of minors; and
   C. offering advice on all aspects of these cases, whether retrospectively or prospectively.

5. The review board, established by the diocesan/eparchial bishop, 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/eparchy; but at least one member should be a priest who is an experienced and respected pastor of the diocese/eparchy in question, and at least one member should have particular 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 Promoter of Justice participate in the meetings of the review board.

6. When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation in accordance with canon law will be initiated and conducted promptly and objectively (CIC, c. 1717; CCEO, c. 1468). During the investigation the accused enjoys the presumption of innocence, and all appropriate steps shall be taken to protect his reputation. The accused will be encouraged to retain the assistance of civil and canonical counsel and will be promptly notified of the results of the investigation. When there is sufficient evidence that sexual abuse of a minor has occurred, the Congregation for the Doctrine of the Faith shall be notified. The bishop/eparch shall then apply the
precautionary measures mentioned in CIC, canon 1722, or CCEO, canon 1473—i.e., withdraw the accused from exercising the sacred ministry or any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist pending the outcome of the process.

7. The alleged offender may be requested to seek, and may be urged voluntarily to comply with, an appropriate medical and psychological evaluation at a facility mutually acceptable to the diocese/eparchy and to the accused.

8. When even a single act of sexual abuse of a minor by a priest or deacon is admitted or is established after an appropriate process in accordance with 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 (CIC, c. 1395 §2; CCEO, c. 1453 §1).\(^4\)

A. In every case involving canonical penalties, the processes provided for in canon law must be observed, and the various provisions of canon law must be considered (cf. Canonical Delicts Involving Sexual Misconduct and Dismissal from the Clerical State, 1995; Letter from the Congregation for the Doctrine of the Faith, May 18, 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/eparch how to proceed (Article 13, “Procedural Norms” for Motu proprio Sacramentorum Sanctitatis Tutela, AAS, 93, 2001, p. 787). If the case would otherwise be barred by prescription, because sexual abuse of a minor is a grave offense, the bishop/eparch may apply to the Congregation for the Doctrine of the Faith for a derogation from the prescription, while indicating relevant grave reasons. For the sake of canonical due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the diocese/eparchy will supply canonical counsel to a priest. The provisions of CIC, canon 1722, or CCEO, canon 1473, shall be implemented during the pendency of the penal process.

B. If the penalty of dismissal from the clerical state has not been applied (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.

9. At all times, the diocesan bishop/eparch has the executive power of governance, within the parameters of the universal law of the Church, through an administrative act, to remove an offending cleric from office, to remove or restrict his faculties, and to limit his exercise of priestly ministry.\(^5\) Because sexual abuse of a minor by a cleric is a crime in the universal law of the Church (CIC, c. 1395 §2; CCEO, c. 1453 §1) and is a crime in all civil jurisdictions in the United States, for the sake of the common good and observing the provisions of canon law, the diocesan bishop/eparch shall exercise this power of governance to ensure that any priest or deacon who has committed even one act of sexual abuse of a minor as described above shall not continue in active ministry.\(^6\)

10. The priest or deacon may at any time request a dispensation from the obligations of the clerical state. In exceptional cases, the bishop/eparch 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.

11. The diocese/eparchy will comply with all applicable civil laws with respect to the reporting of allegations of sexual abuse of minors to civil authorities and will cooperate in their investigation. In every instance, the diocese/eparchy will advise and support a person’s right to make a report to public authorities.\(^7\)

12. No priest or deacon who has committed an act of sexual abuse of a minor may be transferred for a ministerial assignment in another diocese/eparchy. Every bishop/eparch 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. Before such a diocesan/eparchial priest or deacon can be transferred for residence to another diocese/eparchy, his diocesan/eparchial bishop shall forward, in a confidential manner, to the bishop of the proposed place of residence any and all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people. In the case of the assignment for residence of such a clerical member of an institute or a society into a local community within a diocese/eparchy, the major superior shall inform the diocesan/eparchial bishop and share with him in a manner respecting the limitations of confidentiality found in canon and civil law all information concerning any act of sexual abuse of a minor and any other information indicating that he has been or may be a danger to children or young people so that the bishop/eparch can make an informed judgment that suitable safeguards are in place for the protection of children or young people. This will be done with due recognition of the legitimate authority of the bishop/eparch; of the provisions of CIC, canon 678, (CCEO, canons 415 §1 and 554 §2), and of CIC, canon 679; and of the autonomy of the religious life (CIC, c. 586).

13. Care will always be taken to protect the rights of all parties involved, particularly those of the person claiming to have been sexually abused and of the person against whom the charge has been made. When an accusation has been shown to be unfounded, every step possible will be taken to restore the good name of the person falsely accused.

Notes

1. These Norms constitute particular law for the dioceses, eparchies, clerical religious institutes, and societies of apostolic life of the United States with respect to all priests and deacons in the ecclesiastical ministry of the Church in the United States. When a major superior of a clerical religious institute or society of apostolic life applies and interprets them for the internal life and governance of the institute or society, he has the obligation to do so according to the universal law of the Church and the proper law of the institute or society.

2. If there is any doubt whether a specific act qualifies as an external, objectively grave violation, the writings of recognized moral theologians should be consulted, and the opinions of recognized experts should be appropriately obtained (Canonical Delicts, p. 6). Ultimately,
it is the responsibility of the diocesan bishop/eparch, with the advice of a qualified review board, to determine the gravity of the alleged act.

3. Due regard must be given to the proper legislative authority of each Eastern Catholic Church.

4. 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 that requires professional treatment. With regard to the use of the phrase “ecclesiastical ministry,” by Clerical members of institutes of consecrated life and societies of apostolic life, the provisions of canons 678 and 738 also apply, with due regard for canons 586 and 732.

5. Cf. CIC, cc. 35-58, 149, 157, 187-189, 192-195, 277 §3, 381 §1, 383, 391, 1348, and 1740-1747. Cf. also CCEO, cc. 1510 §1 and 2, 1°-2°, 1511, 1512 §§1-2, 1513 §§2-3 and 5, 1514-1516, 1517 §1, 1518, 1519 §2, 1520 §§1-3, 1521, 1522 §1, 1523-1526, 940, 946, 967-971, 974-977, 374, 178, 192 ,191, 2$ 193 ,3-1§§and 1389-1396.

6. The diocesan bishop/eparch may exercise his executive power of governance to take one or more of the following administrative actions (CIC, cc. 381, 129ff.; CCEO, cc. 178, 979ff.):

a) He may request that the accused freely resign from any currently held ecclesiastical office (CIC, cc. 187-189; CCEO, cc. 967-971).

b) Should the accused decline to resign and should the diocesan bishop/eparch judge the accused to be truly not suitable (CIC, c. 149 §1; CCEO, c. 940) at this time for holding an office previously freely conferred (CIC, c. 157), then he may remove that person from office observing the required canonical procedures (CIC, cc. 192-195, 1740-1747; CCEO, cc. 974-977, 1389-1396).

c) For a cleric who holds no office in the diocese/eparchy, any previously delegated faculties may be administratively removed (CIC, cc. 391 §1 and 142 §1; CCEO, cc. 191 §1 and 992§1), while any de iure faculties may be removed or restricted by the competent authority as provided in law (e.g., CIC, c. 764; CCEO, c. 610 §§2-3).

d) The diocesan bishop/eparch may also determine that circumstances surrounding a particular case constitute the just and reasonable cause for a priest to celebrate the Eucharist with no member of the faithful present (CIC, c. 906). The bishop may forbid the priest to celebrate the Eucharist publicly and to administer the sacraments, for the good of the Church and for his own good.

e) Depending on the gravity of the case, the diocesan bishop/eparch may also dispense (CIC, cc. 85-88; CCEO, cc. 1536 §1-1538) the cleric from the obligation of wearing clerical attire (CIC, c. 284; CCEO, c. 387) and may urge that he not do so, for the good of the Church and for his own good.

These administrative actions shall be taken in writing and by means of decrees CIC, cc. 47-58; CCEO, cc. 1510 §2, 1°-2°,1511,1513 §§2-3 and 5,1514,1517 §1, 1518, 1519 §2, and 1520) so that the cleric affected is afforded the opportunity of recourse against them in accordance with canon law (CIC, cc. 1734ff.; CCEO, cc. 999ff.).
7. The necessary observance of the canonical norms internal to the Church is not intended in any way to hinder the course of any civil action that may be operative. At the same time, the Church reaffirms her right to enact legislation binding on all her members concerning the ecclesiastical dimensions of the delict of sexual abuse of minors.

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The Diocese of Cleveland

Standards of Conduct
For Ministry

Revised 2016

Promulgated 15 June 2016
Effective 31 December 2016
Dear Brothers and Sisters in Christ,

The dignity of each member of our Church calls us to maintain the highest levels of compassion and respect as we fulfill our mission. As disciples of Jesus and trusted leaders within the Church community, your contribution to this mission is essential as you carry out your service to others.

For our diocese, these norms and guidelines have been expressed formally in the *Standards of Conduct For Ministry* since 2005. These Standards of Conduct are an important tool for maintaining such professionalism in all that we do. The promulgation of these Standards obliges all of us to a renewed consciousness of the need to protect each person’s dignity. And for those who are new to positions of service within the Diocese of Cleveland, these Standards continue to introduce a clear understanding of those expectations for everyone affiliated with the work of our diocese.

Therefore, it is important that we regularly exam and, as needed, update the norms and guidelines governing our work so that we may ensure that our mission to serve is done in a healthy and life-giving manner.

As with any aspect of formation for ministry, these *Standards of Conduct* require reflection, instruction, and discussion. Because there are some new features to these Standards, diocesan staff members are providing opportunities for all members of our diocesan community to be made aware of the new content and are also available to answer any questions or concerns which may arise. I also encourage leaders of our various programs to use these *Standards* as a basis for ongoing renewal and formation.

I thank you for your generous cooperation in promoting these *Standards* in your life and place of ministry.

After appropriate consultation, by this Decree, I formally adopt these *Standards of Conduct for Ministry (revised 2016)*. These *Standards* will take the place of the *Standards of Conduct for Ministry* promulgated in 2005. This decree is published by my authority as Bishop of Cleveland and is to apply to all Priests, Deacons, Lay Ecclesial Ministers, Administrators, Staff and Volunteers of the Diocese of Cleveland, its parishes and other Catholic Institutions within the Diocese.

The Decree will take effect on 31 December 2016.

+Richard Lennon
Bishop of Cleveland

Chancellor
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Revised 2016
I. INTRODUCTION

This is what Yahweh asks of you: only this, to act justly, to love tenderly, and to walk humbly with your God.¹

Standards of conduct are guidelines and norms derived from basic principles and values setting forth specific conduct expected of an individual in specific situations. Guidelines allow for discretion on the part of an individual, while norms are mandatory statements of what one must do in a certain situation.

Guidelines are statements to guide an individual in his or her actions and are not binding as are norms, allowing for particular situations in which the exercise of reasonable discretion may call for limited exceptions. Guidelines indicate objectives toward which an individual should strive, or conduct that individuals should ordinarily follow, recognizing that there may be exceptional circumstances. In this document, guidelines are indicated by the use of the word “should” or “should not.”

Norms indicate a mandatory statement that must be followed by individuals. Norms indicate a level of conduct below which no individual can fall. In this document, norms are indicated by the words or phrases “shall,” “shall not,” “must,” and “must not.”

Before each section of Standards of Conduct, there is text in italics which is a statement of the scope of application and provides guiding principles or definitions. The italicized text is not a standard of conduct but is explanatory only.

Responsibility for adherence to the Standards of Conduct for Ministry rests primarily with the individual. Clergy, staff, and volunteers who disregard the following Standards of Conduct may be subject to disciplinary action by the entity within the Diocese that employs, supervises, or authorizes their ministry or employment, whether it be the diocesan bishop, a pastor, a principal, the executive director of a corporation, or other appropriate person within the Church structure. Corrective action may take various forms – from a verbal reprimand to removal from employment of the ministry – depending on the specific nature and circumstances of the offense and the extent of the harm.

This document, unless otherwise stated, applies to clergy, volunteers and all other Church personnel in positions of trust.

These Standards of Conduct are to supplement and complement the diocesan Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007. Church Personnel are to follow both the Standards of Conduct and the Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007, as revised, amended or restated from time to time.²

The Standards of Conduct also meets the standard required by article 6 of the USCCB Charter for the Protection of Children and Young People that all clergy and any other Church personnel in positions of trust who have regular contact with children affirm a code of ethics and conduct.

¹ Micah 6:8
² The diocesan Policy for the Safety of Children in Matters of Sexual Abuse was promulgated in 2003, restated in 2007 as the Policy for the Safety of Children in Matters of Sexual Abuse: Revised, 2007 and again as the Policy for the Safety of Children in Matters of Sexual Abuse: Revised 2016. References to that Policy in these Standards of Conduct include the Policy as restated, revised or amended from time to time, and should always be interpreted as referring to the Policy as most recently promulgated.
Scope

Parts of this document apply to diocesan personnel, including clergy (priests and deacons), all other Church personnel (seminarian, candidates for ministry, religious, certified pastoral minister, parish life coordinator, diocesan or parish employee or any person appointed by the Bishop) and volunteers in positions of trust who have regular contact with children. Other parts of this document may apply only to a certain part of this group.

As an introduction to each section of this document, a statement will indicate the scope of the section, i.e., to whom it applies.

Codes of Ethics

These Standards of Conduct are intended to comply with article 6 of the USCCB Charter for the Protection of Children and Young People. These standards are a set of minimum expectations and do not prevent any group of professional ministers within the Diocese of Cleveland from developing a code of ethics for its own use, provided the group obtains appropriate approvals, the code developed does not contradict anything in this document, and the code developed does not replace or supersede this document or seek to do so.

Definitions

Clergy (Clerics) are ordained priests and ordained deacons (including both transitional and permanent deacons) who are incardinated in the Diocese of Cleveland, as well as priests and deacons incardinated in other dioceses or religious orders who are engaged in ministry under the control or auspices of the Diocese.

Church Personnel are Clergy (as defined above), brothers, seminarians, religious, certified pastoral ministers, parish life coordinators, members of a pastoral team, principals, teachers, diocesan or parish employees, employees of a corporation within the juridic person of the diocese, or any persons appointed by the Bishop.

Entity means any parish, institution, organization, corporation, office, department, program or other juridic collective under the auspices of the Diocese of Cleveland.

A Volunteer is a person who gives his services to the Diocese, a parish or other entity affiliated with the Diocese without any express or implied promise of remuneration. Volunteers who work with children are subject to the obligations of the Policy for the Safety of Children, which are not to be construed as inconsistent with any policies herein.³

Seminarian includes any student sponsored by the Diocese of Cleveland and participating in any of the various programs of priestly formation.

Candidate for Ministry includes anyone formally participating in any of the various formation or training programs for ministry, including seminarians, aspirants and candidates for the diaconate, and those in the pastoral ministry program.

³ Under this policy a volunteer is anyone who works with children more than four (4) hours a month or who works with children more frequently than once a month. Examples include, but are not limited to, a catechist, coach, altar server coordinator, youth leader, intern, student teacher and others in similar capacities. It does not include the occasional volunteer, such as solely a driver or chaperone for individual activities.
Minor means any person who is under eighteen (18) years of age, is a physically or handicapped person under twenty-one (21) years of age, and a person of any age who habitually lacks the use of reason.

Boundaries mark off the physical, spiritual, and psychological space which is the private preserve of a person upon which there should be no intrusion.

Conflicts of interest occur when individuals take advantage of a ministerial position or relationship to further their own personal, political, or financial interests. Conflicts of interest also arise when church personnel’s independent judgment is impaired by:
   a. prior dealings;
   b. becoming personally involved; or
   c. becoming an advocate for one (person) against another.

Confidentiality is a legally enforced expectation that a statement is private since it was made under circumstances showing that the speaker intended the statement only for the individual addressed. One of the circumstances leading to a determination of confidentiality may be the relationship between the speaker and the listener; another is the absence of other persons.

Professional Counseling refers to services provided by a licensed professional for assistance in dealing with personal problems that can include behavioral, job, marriage, and school, rehabilitative or emotional issues. A counselor is a licensed professional who utilizes the skills of active listening, empathy, reflection, educating, and problem solving. Some counselors administer and interpret psychological tests to assist with the counseling process. Psychotherapy is a general term referring to therapeutic interaction or treatment contracted between a trained professional and a client. The problems addressed are psychological in nature and can vary in terms of the causes, influences, triggers, and potential resolutions.

Pastoral Counseling refers to those caring acts of the Church under the guidance of a minister who addresses issues of care from the perspective of both Christian theology and the modern sciences, especially psychology. While not necessarily accompanying licensure or certification, pastoral counseling requires basic training and preparation.

Spiritual direction refers to services provided by a trained spiritual director and is directly concerned with a person’s actual experiences of his or her relationship with God.

Counselors, as used in this document, refer to a broad range of trained individuals who provide pastoral counseling, mental health counseling, school counseling, family and marriage counseling, vocational counseling and spiritual direction.

II. STANDARDS OF CONDUCT

A. Standards of Conduct Relating to Pastoral Counseling and Spiritual Direction

Scope: Pastoral Counselors and Spiritual Directors: Church personnel and volunteers who provide pastoral, spiritual, and/or therapeutic counseling services to individuals, families, or other groups.

Guiding Principle: Pastoral Counselors and Spiritual Directors and others who fall within the scope of these Standards of Conduct should respect the rights and advance the welfare of each person whom they Counsel.
Those who provide Pastoral Counseling and Spiritual Direction:

1. should not step beyond their competence in counseling situations and should refer clients to other professionals when appropriate;

2. should avoid whenever possible 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). When unavoidable, counseling should be preceded by an open discussion of the relationship and, if warranted, an appropriate written disclosure should be made with written consent by the counselee;

3. should not make audio- or video-recordings of sessions;

4. must never engage in sexual intimacies with the persons they counsel; this includes consensual and nonconsensual contact, forced physical contact, and inappropriate sexual comments;

5. must not engage in sexual intimacies with individuals who are close to the client – such as relatives or friends of the client – when there is a risk of exploitation or potential harm to the client; they should presume that the potential for exploitation or harm exists in such intimate relationships;

6. should assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries in all counseling and counseling-related relationships;

7. should avoid physical contact of any kind (i.e., touching, hugging, holding);

8. should conduct sessions in appropriate settings at appropriate times;
   a. should not conduct sessions in private living quarters; those who are clerics must not conduct sessions in private living quarters or areas;
   b. should not hold sessions at places or times that would tend to cause confusion about the nature of the relationship for the person being counseled;

9. should maintain a log of the times and places of sessions with each person being counseled (this log should be retained by the counselor).

B. Conflicts of Interest

Scope: These standards apply to Church personnel and volunteers in positions of trust.

Guiding Principle: Church personnel and volunteers should avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity, professionalism, and ministerial conduct into question.

1. Church personnel and volunteers should disclose to the individual all relevant factors that potentially could create a conflict of interest.

2. Church personnel and volunteers should inform all parties when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.
   a. Church personnel and volunteers should never take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.
   b. Church personnel and volunteers should not provide a counseling service to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. The counselor must establish and maintain clear, appropriate boundaries.
c. When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, the pastoral counselor or spiritual director
   i. must clarify with all parties the nature of each relationship;
   ii. should anticipate any conflict of interest;
   iii. if a conflict of interest arises, must take appropriate actions to eliminate the conflict; and
   iv. should obtain from all parties written consent to continue services.

d. When a conflict of interest has arisen and cannot be reconciled, Church personnel should advise the parties that he or she can no longer provide services and make a referral for continued ministry.

C. Confidentiality

Scope: The following standards apply to Pastoral Counselors, Spiritual Directors, and other church personnel and volunteers who provide services to individuals, families, or other groups (hereinafter “counselors”).

All Church personnel are expected to maintain confidentiality within the scope of their duties and as delineated in any job descriptions and employee practices.

The following obligations are independent of the confidentiality of the confessional. Under no circumstances whatsoever can there be any disclosure – even indirect disclosure – of information received through the celebration of the Sacrament of Reconciliation.

Guiding Principle: Information disclosed in ministerial settings during the course of counseling, advising, or spiritual direction shall be held in the strictest confidence possible.

1. At the commencement of the counseling relationship, the counselor should discuss the nature of confidentiality and disclose its limitations with each person in counseling and obtain a signed acknowledgement of the disclosure.

2. Information obtained in the course of sessions should be confidential, except for compelling professional reasons or as required by law.
   a. If there is clear and imminent danger to the person being counseled or to others, the counselor should disclose sufficient information necessary to protect the parties potentially affected and to prevent harm.
   b. Before disclosure is made, if feasible, the counselor should inform the person being counseled about the disclosure and the potential consequences.

3. The counselor should keep minimal records of the content of sessions. This may include, but is not limited to, dates and times of appointments, general summary of content in order to assist counselor with personal recall, and other pertinent information in order to assist the individual receiving counseling.

4. While counseling a minor, the counselor may discover a serious threat to the welfare of the minor. If communication of confidential information to a parent, legal guardian, children’s services agency or law enforcement is essential to the child’s health and well-being, the counselor should:
Stanards of Conduct for Ministry

a. Attempt to secure written consent from the minor for the specific disclosure.

b. If consent is not given, the counselor should disclose sufficient information necessary to protect the health and well-being of the minor. Consultation with the appropriate church supervisory personnel is required before disclosure, but is not to delay the disclosure.

5. In some circumstances, a legal privilege that applies to confidential communication may seem to prevent a counselor from disclosing misconduct by a counselee, but a counselor must take care to follow the legal requirements for reporting and the diocesan Policy for the Safety of Children.

D. Conduct With Youth

Scope: These standards apply to Church personnel and volunteers in positions of trust who have regular contact with minors.

Guiding principle: Church personnel and volunteers working with youth shall maintain a relationship with the youth with whom they are working that is open and transparent to co-workers and supervisors, and is worthy of the trust placed in the Church personnel and volunteers.

1. Church personnel and volunteers must be aware of their own and others' vulnerability when working alone with youth. They should use a team approach to managing youth activities.

2. Church personnel and volunteers should not meet with a minor alone in a separate room unless there is a window on the door, or the door is open, except in the case of a sacramental confession within a church building.

3. Church personnel and volunteers should be committed to a lifestyle that serves as an example of chastity at all times.

4. Physical contact with youth can be misconstrued and:

a. Shall occur only when completely nonsexual and otherwise appropriate, and

b. Should never occur in private.

c. Church personnel and volunteers should avoid using inappropriate expressions of physical affection with minors, including but not limited to: Close or lengthy embraces; kisses on the mouth; holding minors over two years of age on the lap; touching bottoms, chests or genital areas; sleeping in bed with a minor; wrestling with minors; piggyback rides; any type of massage given to or received from a minor; any form of unwanted affection; or compliments that relate to physique or body development.

5. Church personnel and volunteers should refrain from the use of alcohol, tobacco and other materials or substances which minors cannot legally purchase, use or possess when working with youth, and they must not share with, or allow the use of materials or substances by minors which minors cannot legally purchase, use or possess.

6. Staff and volunteers should not provide shared, private, overnight accommodations for individual young people 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.

7. All youth trips, especially overnight ones, should have a sufficient number of adult chaperones over the age of 21 present. A member of the clergy, a volunteer, or any Church personnel should never be sole chaperone for any trip or activity. When staying overnight with minors, no clergy, Church
personnel or volunteers should sleep in the same bed, sleeping bag, small tent, or bedroom with minors.

8. Church personnel and volunteers should never accompany minors to movies, sporting events or other forms of entertainment without at least one other adult chaperone over the age of 21 being present.

9. Church personnel and volunteers should never be present in locker rooms or other dressing rooms used by minors without another adult over the age of 21 being present. They should not linger or hang around or spend long periods in locker rooms or other dressing rooms.

10. Church personnel and volunteers should not give expensive gifts or gifts of a personal nature to minors nor accept expensive gifts or gifts of a personal nature from minors without prior express permission of the minor’s parents or legal guardians.

11. Church personnel and volunteers should never obtain or possess sexually explicit or pornographic materials, and must not participate in the distribution or receipt of pornographic materials through any medium or share these materials in any way with minors. Clergy, Church personnel and volunteers must never possess or access child pornography through any medium.

12. Church personnel and volunteers should avoid taking unfair advantage of counseling relationships with minors for personal benefit or gratification.

13. Church personnel and volunteers should not give rides in motor vehicles to minors unless another adult is present and the permission of the minor’s parent or legal guardian is granted.

E. Sexual Conduct

Scope: These Standards of Conduct apply to all Church personnel and volunteers.

Guiding Principle: Church personnel and volunteers must not, for sexual gain or intimacy, exploit the trust placed in them by the faith community.

1. Since all are called by Baptism to the virtue of chastity, Church personnel and volunteers who are committed to a chaste lifestyle should be an example of chastity in all relationships at all times.

2. Church personnel and volunteers who provide pastoral counseling or spiritual direction shall not develop inappropriate intimate relationships with minors, other staff and parishioners and should behave in a professional manner at all times.

3. No Church personnel or volunteer shall exploit another person for sexual purposes.

4. Suspected sexual misconduct must be taken seriously and reported to the appropriate person in the parish, community/institute, diocese, or organization and also to civil authorities and the diocesan Victim Assistance Coordinator if the situation involves a minor, following the Policy for the Safety of Children. The procedures of this policy shall be followed to protect the rights of all involved.

5. Church personnel and volunteers should review and know the contents of the child abuse regulations and reporting requirements for the State of Ohio and should follow these mandates. Information on the reporting obligation and offices to whom reports are to be made can be found in Appendix 2 and Appendix 3 of the Policy for Safety of Children; Article 2 of the policy also delineates the obligation to report. This policy can be found on the Diocese of Cleveland website under Diocesan Initiatives, then Child Protection, then Office for Protection of Youth and Children and then Documents and Policies.
F. Harassment

Scope: These standards apply to all Church personnel and volunteers.

Guiding Principle: Church personnel and volunteers must not engage in physical, psychological, written, or verbal harassment of other Church personnel, volunteers, parishioners or others, and must not tolerate such harassment by other Church personnel or volunteers.

1. “Harassment” encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:
   a. Physical or mental abuse;
   b. Racial insults;
   c. Derogatory ethnic slurs;
   d. Unwelcome sexual advances or touching;
   e. Sexual comments or sexual jokes;
   f. Display of offensive materials;
   g. Requests for sexual favors used as a condition of employment, or to effect other personnel decisions, such as promotion or compensation.

2. The concept of “harassment” can include the concept of “bullying” and the two overlap. It is not the intention of the Standards of Conduct to exclude actions regarded as “bullying” by using the word “harassment;” bullying involves harassment.

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.
   a. Church personnel and volunteers should provide and/or contribute to a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
   b. Church personnel and volunteers must never intentionally post on their personal social networking site or to any social networking site materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to anyone. (See Section K below.)
   c. Allegations of harassment should be taken seriously and reported immediately to the appropriate person in the parish, community/institute, diocese, or organization. The policy and procedures of the diocese, parish, community/institute or organization, as appropriate, will be followed to protect the rights of all involved.

G. Organizational Records and Information

Scope: These standards apply only to pastors, administrators, parish life coordinators, and any other persons who may be in charge of a parish, parochial vicars, parish staff and any others who may have charge of or access to sacramental records.

Guiding Principle: Confidentiality should be maintained in creating, storing, accessing, transferring and disposing of parish, religious community/institute, or organizational records.

1. Sacramental records shall be regarded as confidential. When compiling and publishing parish, religious community/institute, or organization statistical information from these records, great care must be taken to preserve the anonymity of the individuals.
2. Sacramental records are not open to the public.
   a. Information regarding adoption and legitimacy remains confidential, regardless of age of the document.
   b. Only staff members who are authorized to access the records and supervise their use should handle requests for more recent records.

3. A parish or other entity’s financial records are confidential unless review is required by the diocese or an appropriate government agency. Individuals in charge of diocesan, parish, or church-related corporate financial records should contact the Diocesan Legal Office with regard to any request for their release or disclosure.

4. Individual contribution records of the parish, religious community/institute, or organization should be regarded as private and should be maintained in strictest confidence.

H. Reporting Ethical or Professional Misconduct

Scope: These standards apply to Church personnel and volunteers.

Guiding Principle: Church personnel and volunteers should report their own ethical or professional misconduct and the misconduct of others and must report sexual abuse of minors in accord with the Policy for Safety of Children and state or local laws.

1. When an uncertainty exists about whether a situation or course of conduct violates this document or other religious, moral, or ethical principles, Church personnel and volunteers should consult with:
   a. peers,
   b. others knowledgeable about moral or ethical issues, or
   c. the Chancery office.

2. When it appears that a member of the clergy, Church personnel, or a volunteer has violated one or more of these Standards of Conduct, the matter should be reported to the individual’s supervisor or next higher authority.

3. If it is a matter of sexual abuse of a minor, reporting shall be done to the appropriate legal authority and to the Victim Assistance Coordinator, according to the Policy for the Safety of Children.

4. Members of the clergy, Church personnel and volunteers should hold each other accountable for maintaining the highest ethical and professional standards.

I. Administration

Scope: These standards apply to Church personnel who are employers and supervisors.

Guiding Principle: Employers and supervisors shall treat justly Church personnel and volunteers in the day-to-day administrative operations of their ministries.

1. Personnel and other administrative decisions made by church personnel shall meet civil law and canon law obligations and also should reflect Catholic social teachings and these Standards of Conduct.
2. No employer or supervisor should use his or her position to exercise unreasonable or inappropriate power, authority or domination.

J. Well-Being of Church Personnel and Volunteers

**Scope:** These standards apply to Church personnel and volunteers.

**Guiding Principle:** Church personnel and volunteers should be responsible for their own spiritual, physical, mental, and emotional health.

1. Church personnel and volunteers should be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.
2. Church personnel and volunteers should seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.
3. Church personnel and volunteers should not engage in inappropriate use of alcohol and drugs and must not engage in illegal use of alcohol and/or drugs.
4. Church personnel and volunteers should address their own spiritual needs.
5. Those in serving in roles of leadership should always maintain an interest in the well-being of all Church personnel and volunteers.

K. Use of Social Media and All Forms of Electronic Communication

**Scope:** These standards apply to all Church personnel and volunteers.

**Guiding Principle:** Personnel, employed or as volunteers, who use the various forms of social media, e-mail, or the Internet should use these forms of communication for appropriate ministry and not to develop personal relationships with those whom they serve, especially minors.

1. **Meaning of “Social Media”**
   a. “Social media,” for purposes of this document, refers to Internet, network, and mobile-based tools for sharing information and communicating in interactive dialogue. Social media is a constantly developing field which currently includes but is not limited to: Facebook, Twitter, YouTube, Google+, MySpace, LinkedIn, blogs, Yelp, Foursquare, Flickr, Instagram, texting, and various mobile device “apps.”
   b. Because technology is constantly evolving, the ethical principles in these *Standards of Conduct* apply to new forms of communication developed after the issuance of these standards. A change in technology does not exempt Church personnel or volunteers from diocesan principles and standards.

2. **No Privacy in Electronic Communications**
   a. Electronic mail, social media, or Internet communications, and Internet browsing in a school, parish or other diocesan entity are not private. Such communications and Internet use in the course of ministry or with persons served in ministry, that are made using the Internet service, hardware or software owned, leased or licensed by any diocesan, parish,
institution or agency of either of the foregoing or any other entity owned or sponsored by the diocese or a parish (hereinafter referred to as “entity”) (with or without permission) are subject to oversight and scrutiny and may be monitored, reviewed or accessed without the knowledge or consent of the sender or recipient.

b. All computers, cell phones and other digital or electronic devices owned or leased by an entity may be inspected at any time without any advance notice, including such devices assigned to an individual for his exclusive use.

3. Open and Transparent Electronic Communication or Use of Social Media by Church Personnel and Volunteers

a. Church Personnel and Volunteers shall discuss with supervisors and pastors their planned use of social media, e-mail communication, or the Internet before applying it to an area of ministry, especially with minors.

b. Church personnel and volunteers shall carefully compose appropriate communication, especially communication that is intended for minors, to eliminate any wording that could be interpreted as sexually suggestive and copy an adult who is a ministerial supervisor on the communication so that it is public and verifiable.

c. When the director of a ministry determines that communication via electronic, digital or social media is appropriate to ministry, each entity promoting that ministry should provide all Church personnel and appropriate volunteers in the program with individual email addresses and/or other access accounts which indicate the name of the entity and the specific ministerial function. There are two methods for providing email to church personnel and volunteers.

Preferred method – entities should provide email accounts specific to the domain of their parish/institution web site (i.e. DRE@stgeorge.com).

Other method – supervisors could establish a web-based account (i.e., stgeorgeDRE@gmail.com). The password in this case should be known by the supervisor and the individual church personnel or volunteer.

d. Church personnel and volunteers should use these official ministry e-mail addresses or accounts for communications and social media access rather than their personal addresses or access accounts to communicate with persons related to their ministry, especially minors.

4. Supervision of Electronic Communications

a. A supervisor or other designated person of an entity shall have the ability to access the communications pertaining to work of every church personnel or volunteer. Access should be made available by the system administrator using the system's administrative functions. The sharing of individual passwords is never recommended to gain access to an account. In the event that an individual’s official email is web-based (i.e. Gmail, Ymail, AOL, etc.), a common password to that account should be known by the individual and the supervisor.

b. Church personnel and volunteers should not use the entity’s hardware, Internet portal, or software for personal communications not related to the entity.
Standards of Conduct for Ministry

c. The use of personal, as opposed to entity or an employer’s, social media may be an occasion for disciplinary action, including termination of employment or status as a volunteer, especially if there is violation of the norms in these Standards of Conduct in relation to parish or entity activity.

d. Evidence of the accessing, storing, or transmitting of pornographic images is cause for immediate disciplinary action, including termination of employment or status as a volunteer.

e. Any evidence of criminal activity, such as suspected child pornography, found on an entity computer by any Church Personnel or volunteer shall be reported to law enforcement officials, as well as to the appropriate supervisor.

5. Guides for the Use of Electronic Communication and Social Media

a. Electronic communication from Church personnel or volunteers should be brief, simple, and clear as to its stated purpose of business.

b. Personal remarks other than common courtesies appropriate in the situation, especially when addressing minors, should be avoided. Excessive familiarity or a purely social relationship is not appropriate in ministry; adults in ministry may develop a cordial and supportive relationship with minors, but must refrain from excessive familiarity or friendship with minors.

c. When using any form of social media, e-mails, or the Internet, all policies contained in the Standards of Conduct apply. This especially applies to rules of confidentiality, conduct with youth, sexual conduct, and harassment. The Church personnel or volunteer should utilize the resources and techniques made available through Virtus training.

d. Church personnel and volunteers are to see that their own personal social networking site does not contain any material that is pornographic, indecent, or inconsistent with the teachings of the Catholic Church.

e. Church personnel and volunteers shall not post on their own social networking sites any image of a minor with whom they are working or have previously worked in a parish or entity. When sharing a photo that includes a minor on the entity’s social networking site, written permission shall be obtained from the minor’s parent or legal guardian. The identity of any minor should never be included as part of the picture or description.

f. Church personnel and volunteers should not examine or patrol social networking sites of the minors with whom they work, monitor minors’ behavior on those sites, or seek out a minor’s personal site for details of his or her personal life.

6. Administrative Matters

a. Copyrighted Material. Use of an entity’s system or systems for unauthorized copying of copyrighted software or content is expressly prohibited. Moreover, proprietary information belonging to others must not be placed on an entity’s system without the prior written approval of the owner. Any Church personnel or volunteer who violates these rules may be disciplined.

b. If Church personnel or volunteer receives notice, in writing or otherwise, or becomes aware that an entity’s system(s) is being used or is proposed to be used to create, disseminate, store,
upload or download any messages, communications or other material in violation of copyrights, trademarks, patents, intellectual property or other property rights of any party, such Church personnel or volunteer shall inform the entity director or his or her designee in writing of such use or proposed use. The entity may remove or disable access to any material that is claimed to be infringing or to be the subject matter of infringing activity.

c. The entity may establish a policy or policies to protect information from unauthorized and inappropriate access, publication or modification; such a policy may also supplement, but not contradict these Standards of Conduct, to address particular activities, ministries, staff, expertise in technology, system or site, its own hardware and software.

d. All church personnel and volunteers must adhere to any such policy or policies. Failure to adhere to such policy or policies may be an occasion for disciplinary action, including termination of employment or status as a volunteer.

e. If Church personnel and volunteers do use these forms of communication to communicate with a minor or minors, then a policy should be issued to parents telling them that such communication is likely to occur.

f. Any site or system established by an entity must have an adult as the administrator of the system or site; the administrator is to be selected by the director of that entity.

g. The Office of Communications shall from time to time issue norms and guidelines to provide further guidance for the implementation of this Section of the Standards of Conduct. Parishes, schools and other entities within the Diocese of Cleveland are encouraged to contact the Social Media Coordinator within the Office of Communications for Best Practices in creating, monitoring and educating their audiences about social media use.

L. Priests

Scope: This applies to all ordained priests who are incardinated in the Diocese of Cleveland, as well as priests incardinated in other dioceses or religious orders who are engaged in ministry under the control or auspices of the Diocese of Cleveland.

Guiding Principle: Priests should exercise professional caution in all interactions with minors.

1. Whenever possible, a priest should avoid being alone with a minor, excluding sacramental confession (normally taking place within a church), counseling and spiritual direction (normally occurring in the professional offices of the church or rectory with an open door or a closed door with a window).

2. Minors are permitted only in the public areas of a rectory and never in the private living quarters of a priest. Minors are not permitted in any private residence, cabin, condominium, summer home or other dwelling whether leased or owned by a priest unless the minor is accompanied by his or her parents or guardians.

3. Minors are not permitted to work in rectories or parish offices.

4. Priests should not give alcohol to minors or share alcohol with minors, except for distribution of Holy Communion under both species.
5. Priests who find themselves attracted to minors or who frequently seek their companionship rather than that of adults should seek advice and assistance from the Secretary and Vicar for Clergy and Religious, who may suggest a professional evaluation with a trained psychological expert.

6. Conversations or discussions of a topic of a sexual nature with minors should be limited to the priest’s teaching office or made in response to specific questions.

7. Priests should share concerns about suspicious or inappropriate behavior of a cleric or other Church personnel with a minor with the Secretary and Vicar for Clergy and Religious, in addition to following the reporting duties delineated under Ohio law and the Policy for the Safety of Children.

8. With regard to minors within a priest’s extended family or in cases where priests may have children, priests should follow these Standards of Conduct with due discretion, diligence and prudence, adapting those standards which should be adapted because of family relationships.

M. Permanent Deacons

Scope: This applies to all ordained permanent deacons who are incardinaded in the Diocese of Cleveland, as well as permanent deacons incardinaded in other dioceses or religious orders who are engaged in ministry under the control or auspices of the Diocese of Cleveland.

Guiding Principle: Permanent deacons should exercise professional caution in all interactions with minors.

Permanent deacons should follow the same Standards of Conduct as priests and as clergy, church personnel and volunteers with regard to relationships arising out of ministry. With regard to their own family and their own private dwellings, permanent deacons should follow these Standards of Conduct with due discretion, diligence and prudence, adapting those standards which should be adapted because of family relationships.
Standards of Conduct for Ministry, Revised 2016
Diocese of Cleveland
Acknowledgment Form

Diocesan, Religious, and Extern Clerics

I have received a printed or electronic copy of the Standards of Conduct for Ministry (Revised, 2016). I have read and understand these Standards of Conduct and I agree to abide by them. I understand that a violation of these standards can result in disciplinary action, up to and including termination and/or removal from ministry.

I participated in the mandatory in-service on the 2016 Revised Policy for the Safety of Children in Matters of Sexual Abuse and the Standards of Conduct on (date) ____________________.

Priest
Diocesan
Extern
Religious ____________________ Congregation

Deacon
Diocesan
Extern
Religious ____________________ Congregation

Parish/Assignment _____________________________________________

Date ________________________

All clerics are to return this acknowledgment form to:
Office of the Chancellor
Diocese of Cleveland
1404 East Ninth Street
Cleveland, Ohio 44114-1722
EMPLOYEE HANDBOOK*

* The contents of this handbook apply to employees of Catholic Charities Corporation and Diocese of Cleveland Facilities Services Corporation.
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Welcome to Catholic Charities, Diocese of Cleveland

Dear Co-worker,

I want to express a warm welcome to you as you join us in carrying out the mission of the Catholic Diocese of Cleveland through your ministry in the Catholic Charities, Diocese of Cleveland.

As Catholic Charities, we work under the direction of the Bishop of Cleveland to continue the mission of the Church; we provide vision and leadership for all those in our eight counties who respond to the health and human needs and the social concerns of the people of the Catholic Diocese of Cleveland. As an employee of Catholic Charities, you will be working with the human services system, social action, parish and community ministries, and affiliated agencies such as Catholic nursing homes, assisted-living facilities and hospitals.

The Catholic Diocese of Cleveland has continued the journey of faith begun by its ancestors in 1847. We, the present day employees, continue that rich heritage of faith that has been passed on to us by responding to the needs and challenges we face today. We strive to make practical in our everyday work the words of the Gospel, “In so far as you did this to one of the least of these sisters and brothers of Mine, you did it for Me” (Mt. 25:40). We know you, too, will share our commitment and will experience much satisfaction as you fulfill your role in Catholic Charities.

This Employee Handbook will assist you in becoming oriented to Catholic Charities, Diocese of Cleveland. Through our policies and procedures, we are committed to creating a place of work that is characterized by our values of Dignity of Person, Concern for the Poor, Justice, Hope and Stewardship. Please feel free to ask questions at any time.

Again, welcome and thank you for joining us! May your days with Catholic Charities be blessed as you serve God’s people with your special gifts and talents.

Sincerely,

Patrick Gareau
President/CEO
Catholic Charities, Diocese of Cleveland
Receipt and Acknowledgement of Catholic Charities, Diocese of Cleveland Employee Handbook

This employee handbook is an important document intended to help you become acquainted with Catholic Charities, Diocese of Cleveland. It is a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Employee Handbook:

- I understand that the policies, rules and benefits described in the Employee Handbook are subject to change at the sole discretion of Catholic Charities at any time. I understand that this handbook supersedes all other previous handbooks.

- I understand that my employment is terminable at will, either by myself or Catholic Charities, regardless of the length of my employment or the granting of benefits of any kind.

- I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” employment relationship unless expressed in writing with the understanding specifically set forth and signed by myself and the President/CEO of Catholic Charities Corporation.

- I am aware that during the course of my employment confidential information about individuals served by Catholic Charities may become available to me. I understand that:
  1. I am only entitled to access that information which is necessary for me to do my job and may make no effort to access any other items of confidential information;
  2. I am responsible for the security of any such information in my possession and will make every effort to protect it; and
  3. I may share that information only as directed by the Catholic Charities Privacy Protection Policy and its associated procedures.

If I am asked to share such information with anyone other than another Catholic Charities employee responsible for providing service to the individual in question, I will refer the inquiry to my supervisor or to the Catholic Charities General Counsel.

- I understand that if the content is changed in any way, Catholic Charities may require an additional signature from me to indicate that I am aware of and understand any new policies.

- I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the Catholic Charities’ Employee Handbook.

<table>
<thead>
<tr>
<th>Employee's Printed Name</th>
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3
About This Handbook

This handbook is an overview of our employment practices, policies and benefits. Catholic Charities, at its option, may change, delete, suspend or discontinue any part or parts of the employment practices, policies and benefits in this handbook at any time without prior notice. Changes in policies will be communicated in the Catholic Charities Operations Manual, which is located on the intranet. Further details on any of the topics in this handbook, may be found in the Catholic Charities' Operations Manual available on the Intranet. No statement or promise by a supervisor or director may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Neither this handbook nor any other written or verbal communication from Catholic Charities management representatives, constitutes an employment contract or is otherwise binding on Catholic Charities. Employment with Catholic Charities is not for a fixed term or definite time period and may be terminated at any time by either the employee or Catholic Charities for any reason.

In the event of conflict between this handbook and a Collective Bargaining Agreement, the Agreement will prevail.

This Employee Handbook supersedes all previous handbooks for Catholic Charities. Details on any Human Resources policy in this Employee Handbook can be obtained through the Intranet or your supervisor by referencing the Catholic Charities Operations Manual, which includes all Catholic Charities policies and procedures. Additional details regarding benefit plans are available in the Plan documents.

The contents of this handbook apply to Catholic Charities, Diocese of Cleveland employees. This handbook also applies to the employees of The Diocese of Cleveland Facilities Services Corporation.
Catholic Charities
Diocese of Cleveland

Mission Overview

Who Are We?

We operate as one of five secretariats that assist the Bishop of the Catholic Diocese of Cleveland in carrying out the mission of the Church. Within the Diocese of Cleveland we are designated as the Secretariat for Catholic Charities. Our official name registered with the State of Ohio is Catholic Charities Corporation; publically, however, we are known as Catholic Charities, Diocese of Cleveland – or simply Catholic Charities.

We provide vision and leadership for the many staff members who respond to the health and human needs and the social concerns of the people of the eight counties of the Diocese of Cleveland.

The Diocese of Cleveland began in 1847 when people from other countries settled in Cleveland and the surrounding territory. These immigrants were men and women of faith who built churches to pray in, schools to hand on the faith to their children and hospitals, orphanages and settlement houses to care for those in need. At the start of the twentieth century, many of the religious orders joined together, under the guidance of Bishop John P. Farrelly and a young priest named Charles LeBlonde, to better serve those in need in the Diocese. In 1912, Catholic Charities opened its first office in the Diocese. Today, we remain one of the oldest and largest Catholic Charities organizations in the country, as well as one of the premiere social service agencies in Northeast Ohio.

Within the present Diocesan structure, Catholic Charities continues this rich heritage of our ancestors by providing direction, under the guidance of the Bishop, for ministering to and with the people of God.

What is Important to Us?

The Gospel message and the social teachings of the Roman Catholic Church, which we are invited to proclaim by our lives of service;

The traditions and teachings of the Roman Catholic Church continued by the people in the Diocese of Cleveland;

The social mission of the Roman Catholic Church as the continuation of the work of Jesus in the world today.

What Are We About?

We strive to extend the reign of God in this time and place as we work with others to build a just and compassionate society that respects the dignity of every person.
Mission

Under the leadership of the Bishop of Cleveland, and inspired by the Gospel, Catholic Charities continues the mission of Jesus by responding to those in need through an integrated system of quality services designed to respect the dignity of every person and build a just and compassionate society.

Values

To fulfill our mission, we will be guided by these values:

Dignity of Person  "...in the Divine image God created humanity..." (Genesis 1:27)

Concern for the Poor  "For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me, ill and you cared for me, in prison and you visited me. In so far as you did this to the least of these sisters and brothers of Mine, you did it for Me." (Mt. 25:35-36, 40)

Justice  "This is what God asks of you: only this, to act justly, to love tenderly and to walk humbly with your God." (Micah 6:8)

Hope  "I came that they may have life and have it more abundantly." (John 10:10)

Stewardship  "As each one has received a gift, use it to serve one another as good stewards of God’s varied grace.” (Peter 4:10)

Vision

We are the people of God in the Catholic Diocese of Cleveland continuing the journey of faith begun in 1847 by pioneers who explored the wilderness, farmers who tilled the earth and immigrants, wave after wave, who built the cities and worked in the factories.

We are women and men of faith and courage and love; a people come from many lands and places – some long ago, some recently; a people who have suffered – and who still suffer – a gifted people, a diverse people.

Enriched by our many cultures and voices and called through faith and Baptism, we proclaim God’s living word; we witness to God’s presence in all of life; we celebrate God’s love in worship and prayers.

Responding to the needs and challenges we now face: with faith received from those who have gone before us nurtured in prayer and worship together, we pass this faith on to our children and to those who have not yet heard the Good News; with love binding us together and reaching out with compassion, we serve our brothers and sisters in need; with hope relying on the power of the risen Christ and the grace of God at work within us, we extend the reign of God in this time and place.
 Philosophy Statement 

- We believe each person is created with an inherent God-given dignity; therefore, the Secretariat for Catholic Charities commits resources to promoting respect for, and reverencing, the sanctity of all human life.

- We believe the Gospel and social teachings of the Church call us to respond to the needs of our brothers and sisters who are systematically marginalized from social systems and face difficulties in resolving their human care needs; therefore, we work toward preventing and eliminating conditions that are obstacles to a person’s right to life, human dignity and belonging to family and community.

- We believe a system serving the needs of people must also support their self-direction; therefore, through our services, we foster growth of individuals to enable them to become independent and to contribute to the common good.

- We believe people who serve in our system will successfully fulfill our mission; therefore, we establish quality standards, strive to achieve excellence in all we do and provide ongoing professional development.

- We believe a quality system of services is characterized by respect for the dignity of persons, justice, hope, stewardship and a concern for the poor; therefore, comprehensive communications and ongoing support and education of all associated with the system is essential.

- We believe cultural diversity, collaborative efforts and unity are integral to building the community of God; therefore, we serve, and serve with, all people regardless of their background, and encourage partnerships with individuals, groups, parishes and organizations.

- We believe advocacy efforts to improve the physical, social and emotional well-being of all persons improve social conditions and provides for persons to become their own advocates.

- We believe the faith life of the people of God is enriched and flourishes when the leaders of parishes and communities are nourished; therefore, we partner with leaders through education, formation and consultation.

- We believe volunteers are a unique gift to our system, sharing our mission through service, advocacy and financial support; therefore, we encourage their participation and offer ongoing opportunities for development.

- We believe we are able to provide to those in need because of the efforts of those who raise and manage funds; therefore, we support these functions.

- We believe that as a Catholic provider of health and human services we receive funding from various levels of government and other payers for our qualified services.

- We believe sites where programs and services are provided require facilities that reflect a respect for the dignity of every person; therefore, quality facilities are provided and standards for continuous improvement are established.

- We believe our system of services strengthens its Catholic identity by responding to, and being guided by, the teachings of the Roman Catholic Church and specifically by the Catholic Charities USA Code of Ethics and the Ethical and Religious Directives for Catholic Health Care Services.
EMPLOYMENT POLICIES and PRACTICES

The success of Catholic Charities in fulfilling its mission depends on each employee. As we serve those in need, we must respect co-workers, supervisors and all those with whom we have contact, and must respect the dignity of each person.

A few ways to demonstrate our respect for every person and our desire to serve are to:
• provide quality services in a respectful and courteous manner,
• communicate in a spirit of hope and honesty with co-workers and clients,
• be stewards in our day-to-day activities by doing our best.

Together, we will be able to fulfill our mission in a manner characterized by our values.

Fair Employment Practices
In accordance with the various local, state and federal laws as well as the rules and regulations applicable to equal employment opportunity, Catholic Charities is committed to providing equal employment opportunities without regard to race, color, religion, national origin, sex, age, disability, genetic information or veteran status.

Some positions require that the applicant be a practicing Roman Catholic.

In addition, Catholic Charities does not condone nor tolerate harassment on the job. Harassment is defined as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Such conduct or behavior that creates a hostile or abusive work environment is absolutely prohibited. Such behavior may include jokes, graffiti, pictures, or posters, sexually explicit language, leering stares, touching, innuendos and favoritism.

In regard to sexual harassment, unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which explicitly or implicitly affect or enter into the employment situation are prohibited.

Employees are encouraged to inform the harasser directly that the conduct is unwelcome and must stop. Employees should also report harassment to management at an early stage to prevent its escalation. Alternatively, employees may report complaints of harassment to the Human Resources Department.

Disability Accommodation
Catholic Charities complies with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA).

Drug-Free Workplace
Catholic Charities provides its employees with a drug-free workplace. Employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.
The unlawful manufacture, sale, distribution, dispensation, possession, or use of mood altering substances at the workplace including Catholic Charities’ property, or coming to work under the influence of such substances, is a violation of safe work practices and will be subject to disciplinary action, including possible termination.

Alcohol must not be consumed on the job or on Catholic Charities’ premises (including personal vehicles) except as authorized by the president/CEO or designee.

Employees are not permitted to work while under the influence of alcohol or with prohibited drugs in their systems.

Employees with alcohol or drug related problem, are encouraged to voluntarily participate in a State-certified treatment program.

Abuse of prescription or over-the-counter drugs will be treated as an alcohol-drug abuse problem under this policy. An employee who believes he or she has a problem with abuse of prescription drugs may elect to participate in a State-certified treatment program.

An employee identified through a Catholic Charities investigation as being impaired to work may not avoid disciplinary action by requesting to participate in an approved certified treatment program. Each case will be evaluated to determine whether the employee will be offered the opportunity to participate in a State-certified treatment program and/or will be subject to discipline.

Alcohol and drug tests may be required for employees in the following circumstances:

- During and after participation in a State program for a period of time as determined by Catholic Charities;
- When required by law or applicable regulations;
- When there is reasonable suspicion that an employee is working under the influence of alcohol or drugs.

If testing shows the presence of illegal drugs, Catholic Charities may take disciplinary action up to and including suspension and/or termination. Refusal to submit to a drug test by an employee of Catholic Charities in the event of reasonable suspicion will be considered positive presence of illegal drugs as described and may result in disciplinary action up to and including termination.

If you learn about drug theft by an employee or any other person you must report such information to the appropriate director or the Human Resources Department.

Catholic Charities offers an ongoing drug-free awareness program which includes: the dangers of drug abuse in the workplace; the specifics of this drug-free workplace policy; available resources for alcohol and other drugs counseling and rehabilitation; and penalties or consequences that may be imposed upon employees for drug abuse violations occurring in the workplace.
Further information about the Drug-Free Workplace Policy is available in detail in the *Catholic Charities Operations Manual.*

**Conflict Resolution**
Catholic Charities tries to resolve concerns and misunderstandings that occur between or among employees in a prompt, objective and constructive manner. When a conflict or misunderstanding occurs, follow these steps: Inform a supervisor: Employees with a concern about policies, practices, procedures, or any issue arising in the workplace should talk with their immediate supervisors. **If it isn’t practical to discuss it with the supervisor:** If it is inappropriate to express your concern to your supervisor, assistance should be sought from the next level of management in the department or the Human Resources Department. **If the conflict is not resolved:** If after discussion with your immediate supervisor is not resolved to your satisfaction, you may next review the matter with the next level of management.

Catholic Charities does not permit any supervisor, manager, director or employee to engage in any form of retaliation because of a conflict being investigated. If an incident occurs that could be considered retaliation, employee affected should contact the human resources director.

**Former Employees**
Depending on the circumstances, Catholic Charities may consider a former employee for re-employment, who is subject to Catholic Charities’ usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of his/her previous employment with Catholic Charities.

**Work Schedule**
Because Catholic Charities is a service organization, the needs of those we serve are primary. With this in mind, your supervisor will provide your schedule of daily work hours, breaks and lunches. You will be notified promptly whenever a change is necessary. Should you have any questions concerning your work schedule, please ask your supervisor.

**Termination Procedures**
While we hope both you and Catholic Charities will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your job. For a smooth transition, if you anticipate having to terminate your position by resignation with Catholic Charities, you are requested to notify your supervisor in writing at least two (2) weeks in advance of the date that you are to leave or you may not be eligible for rehire.

Any Catholic Charities property issued to you must be returned to Catholic Charities at the time of your termination, or whenever it is requested by your supervisor or a member of management. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization for this purpose.
**Personnel Files**
It is the policy of Catholic Charities to collect, maintain and use employee personal information as to ensure its accuracy and relevancy, preserve privacy of the information, satisfy business needs and conform to applicable legal requirements. To preserve an individual's privacy, only those who have a legitimate "need to know" may have access to employee information.

Employees may request to review their personnel file by directing a written request to the Human Resources Department. Employee records will be available for review within two days of the request, and at a mutually convenient time during normal business hours.

**At Will Employment**
All employment with Catholic Charities is "at will," which means that your employment can be terminated with or without cause and with or without notice, at any time, at the option of either yourself or Catholic Charities, except as otherwise provided by law.

**Employment Classifications**
At the time you are hired, you are classified as either regular or temporary and full-time or part-time. At this time, you are also told whether you qualify for overtime pay when you work more than 40 hours in a week. Unless otherwise specified, the benefits described in this handbook apply only to regular full-time and regular part-time employees who work the required number of hours specified in the benefits plan. All other policies described in this handbook and communicated by Catholic Charities apply to all employees, with the exception of certain wage, salary and time-off limitations that apply only to "non-exempt" (see the definition that follows) employees. If you are unsure of your job classification, ask your supervisor.

**Full-time Employees**
An employee who works at least thirty-seven and a half (37.5) hours per week is considered a full-time employee.

**Part-time Employees**
An employee who generally works less than a regularly scheduled thirty-seven and a half (37.5) hour workweek is considered a part-time employee.

**PRN Employees**
An employee who works on an unscheduled, as needed basis.

**Regular Employees**
Employees hired to work a regular schedule on an ongoing basis (generally with an expected employment of greater than six months of continuous employment) are categorized as regular employees.
Temporary Employees
From time to time, Catholic Charities may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months of continuous employment. Summer employees are considered temporary employees.

If you are a temporary employee, you are not eligible for benefits described in this handbook, except as required by law. Temporary employees classified as "non-exempt" (see the definition that follows), who work more than 40 hours during any workweek will receive overtime pay.

"Non-exempt" and "Exempt" Employees
At the time you are hired, you are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of 40 hours per week. These employees are referred to as "non-exempt" in this handbook. This means that they are not exempt from and receive overtime pay. Overtime is paid at a rate of time and one half for hours worked over 40 hours per week.

Exempt employees are those whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Employment Verification
All requests for verification of employment must be submitted in writing to the Human Resources Department. You must provide signed written authorization to Human Resources before information will be released.

As an employee, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, and you receive a request for a reference, you should forward the request to the Human Resources Department.

Information from an employee’s personnel file will not be released to an external source unless the employee has signed a written waiver/release.

Information will be released in response to duly authorized requests from law enforcement agencies, including investigations, summonses, subpoenas and judicial orders.

Secondary Employment
If you are employed by Catholic Charities, we expect that any outside activity must not interfere with your ability to properly perform your job duties.
Employees who currently hold or are considering secondary employment must notify their supervisor beforehand and obtain approval from their director before continuing or accepting employment. The director will discuss with you whether it will interfere with your job at Catholic Charities or pose a conflict of interest. Failure to obtain approval for secondary employment or noncompliance with the aforementioned conditions will result in disciplinary action up to and including termination.

**Employment of Relatives**
If you and any member of your immediate family are employed by Catholic Charities, one may not supervise the other or work in an area that could create a conflict between positions, or an opportunity for collusion with another relative. The executive director, general counsel and director of human resources will determine on a case-by-case basis whether potential for collusion exists. Your immediate family as it relates to employment of relatives includes: spouse, children, siblings, parents, grandparents, grandchild, aunt, uncle, niece, nephew, first cousin, and step, in-law and half relationships of the above.

Should two present employees who work together or supervise each other become relatives through adoption or marriage, will choose which employee accepts a transfer into an available position suitable to their skill and experience, or who resigns. If the employees are unable to make a decision, the employee with the least seniority must be transferred or resign.

**Criminal Background Check**
Final candidates will be fingerprinted by the Human Resources Department before reporting for duty at the service site. Additionally, Catholic Charities reserves the right to fingerprint any and all other applicants and existing employees at any time. In compliance with licensing standards, OBCII and FBI checks are completed for all Head Start, Early Learning Center and Parmadale positions.

**Fingerprint Procedures for Existing Staff**
If you have not previously been fingerprinted but are transferring or are being promoted to a new position, you must complete the fingerprint and background check process detailed for new hires and the process must be initiated before you may transfer into the new position.

Current employees must notify their supervisor and/or the Human Resources Department within 24 hours of any arrest or charge of any criminal offense that is brought against you (excluding misdemeanor traffic violations). Failure to notify your supervisor and/or the Human Resources Department within 24 hours of any arrest or charge will result in immediate dismissal from employment. If the charges result in a conviction, you must notify your supervisor and/or the Human Resources Department within 24 hours of the conviction. Failure to notify the employer of any conviction of any criminal offense will result in your immediate dismissal from employment. Additionally, if a current employee is convicted of any of the crimes listed in the relevant portion of the ORC, s/he will be immediately terminated from employment.
Random Fingerprint Checks
Catholic Charities requires ongoing fingerprint checks of employees on a random basis. If an employee has been convicted of any of the crimes relevant to his/her position as detailed in the relevant ORC citations or has failed to notify his/her supervisor and/or the Human Resources Department of a criminal charge or conviction, the employee is subject to immediate dismissal of employment.

Exclusion Databases
The Human Resources Department verifies that final applicants being considered for employment in a position funded by either Medicare or Medicaid are not listed in the Exclusion Database. This step is required to comply with the Department of Health and Human Services’ Office of the Inspector General and the U. S. Government Patriot Act and 2005 Combined Federal Campaign Compliance guidelines. Additionally, we are required to verify that a prospective employee is not listed on the Sexual Civil Child Abuse Registry (SCCAR) maintained by the State of Ohio nor listed on the Diocese of Cleveland’s registry.

In compliance with various federal regulations, the Human Resources Department will access various databases to determine eligibility for employment generally and/or within certain programs. Annually, the Human Resources Department will match the current list of all employees against the most current database(s) as defined above to verify that continuing employment is appropriate.

Transporting Persons Served
If you use your own personal vehicle to transport clients or program participants as part of your regular duties and responsibilities, you must be 21 years of age or older and you must provide a copy of your driver’s license and proof of insurance with minimum automobile liability insurance as required. You are subject to a Moving Vehicle Record check.

If you use a Catholic Charities-supplied vehicle you are subject to the following, depending on the specific job function and size of the vehicle: required to complete a physical, may be subject to random drug and alcohol tests and may be required to obtain a commercial driver’s license.

A Moving Vehicle Record check will be requested if you transport clients or program participants as a regular part of your job. A more detailed discussion of transporting clients or program participants is in the Catholic Charities Operations Manual.

STANDARDS OF CONDUCT

Conduct Standards
Whenever people gather together with a common mission to achieve goals, some standards of conduct are needed to help everyone work together efficiently, effectively and harmoniously. At Catholic Charities, we are guided by our values to create a positive workplace environment. Each employee is expected to live these values along with the accepted standards of conduct.

Refer to the Catholic Charities Operations Manual for more details about conduct standards.
Whistleblower Policy
Catholic Charities is committed to maintaining a workplace where employees, independent contractors, volunteers and board members are free to raise good faith concerns regarding Catholic Charities business practices. You are encouraged to report suspected violations of the law on the part of Catholic Charities entities to the Corporate Compliance Officer (Patricia Holian @ 216-334-2902 or pmholian@clevelandcatholiccharities.org); to identify potential violations of Catholic Charities’ policy, including those contained in the Catholic Charities Operations Manual; and to provide truthful information in connection with any official inquiry or investigation.

Catholic Charities prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations or identify potential violations of Catholic Charities policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation should immediately report the incident to his or her supervisor, the Corporate Compliance Officer (Patricia Holian @ 216-334-2902 or pmholian@clevelandcatholiccharities.org) or the Director of Human Resources (Mark Griffiths @ 216-334-2909 or mgiffiths@clevelandcatholiccharities.org). Reports are investigated promptly and in a manner intended to protect confidentiality. The Catholic Charities Operations Manual provides more detailed information.

Corporate Compliance
Catholic Charities has a Corporate Compliance program that is committed to preventing, detecting and resolving inappropriate business practices, improper or unethical conduct, and/or violations of law. The organization also makes an ongoing effort to improve the quality of operational performance.

The primary point of contact for monitoring and reporting on matters pertaining to corporate compliance is the executive vice president/COO (Patricia Holian @216-334-2902 or pmholian@clevelandcatholiccharities.org). In addition, other members of the organization that may be contacted include the general counsel (Lisa Black @ 216-334-2904 or lblack@clevelandcatholiccharities.org) and the chief financial officer (Wayne Peel @ 216-334-2921 or wcpeel@clevelandcatholiccharities.org).

Code of Ethical Conduct
Catholic Charities is guided by its core documents when making decisions about service offerings and when carrying out its daily operations. These core documents include the Philosophy of the Secretariat for Health and Human Services, the Ethical and Religious Directives for Catholic Health Care Facilities and the Code of Ethics, Catholic Charities USA. This Ethical Conduct Policy applies specifically to business operations of the system. Such ethical practices include, but are not limited to, all areas of client rights, billing practices, marketing and advertising practices, admission and discharge practices and avoidance of conflict of interest in contractual relationships.
The purpose of this Ethical Code of Conduct for Catholic Charities, along with the supporting organizational documents, is to serve as a standard for professional conduct for employees, management, volunteers and board members as the mission, values, philosophy and vision of Catholic Charities are realized. It is the belief of this organization that all associated with or representing Catholic Charities have a responsibility in its business and client service operations to act in ways that reflect the mission and values and merit the trust and confident of peers and the general public we serve. The Catholic Charities Operations Manual provides more detailed information.

Client Confidential Information
While working at Catholic Charities you will be made aware of important information that often will need to be kept confidential. In safeguarding the information received, Catholic Charities earns the respect and further trust of the people we serve and our suppliers. This obligation to maintain confidentiality continues even after you leave our employment. Any violation of confidentiality seriously injures the dignity of the person(s). Therefore, you should not discuss confidential information except as authorized by the Catholic Charities Privacy Protection Policy and its associated policies. If you are questioned by someone outside Catholic Charities or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, refer the request to your supervisor or to Catholic Charities’ General Counsel.

Client Rights
In accord with our mission and values, we respect the dignity of each person by safeguarding the rights of clients and their significant others (family, primary caregiver, significant other or guardian) at all times. These rights are included in the standard operating policies, core documents of the organization and in site-specific policies and procedures.

Unacceptable Activities
We expect each individual to act in accordance with the values of Catholic Charities. Acting in a professional manner is to your benefit as well as to Catholic Charities. If you have any questions concerning any work or safety rule or whether an activity constitutes acceptable behavior, see your supervisor for an answer. The Catholic Charities Operations Manual provides more detailed information. Occurrences of unacceptable activities may result in immediate termination.

Examples of unacceptable activities, include, but are not limited to:

- Child abuse, child molestation, or endangering of children in job related activities.
- Employees are not permitted to carry any kind of dangerous or protective weapon while on premises or while on business.
- Gambling, betting activity, or any lottery is prohibited on premises or while conducting business.
- Violation of established operating policies and procedures.
- Violation of security or safety rules or failure to observe safety rules or practices.
• Negligence or any careless action, which endangers the life or safety of another person.

• Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.

• Theft of Catholic Charities' property or the property of fellow employees; unauthorized possession or removal of any Catholic Charities property, including documents, from the premises without prior permission from management; unauthorized use of Catholic Charities' equipment or property for personal reasons; using Catholic Charities equipment for profit.

• Dishonesty, falsification, or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Catholic Charities; alteration of Catholic Charities records or other documents.

• Giving confidential or proprietary Catholic Charities information to other organizations or to unauthorized Catholic Charities employees or other unauthorized persons.

• Gossiping or spreading rumors; engaging in behavior designed to create discord or lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

• Engaging in immoral conduct or indecency while on Catholic Charities' property.

• Engaging in any act of harassment, sexual, racial, or other; telling sexist or racial-type jokes; making racial or ethnic slurs. Using obscene or abusive language toward any supervisor, employee, client, or vendor, or indifference or rudeness toward a client or employee, or disorderly or antagonistic conduct on Catholic Charities' premises.

• Sleeping or loitering during work hours.

• Physically or verbally abusing or neglecting clients or employees.

• Excessive absenteeism.

• Excessive tardiness.

• Intentional or unintentional inappropriate use and/or disclosure of protected health information.

• Failure to report conditions or treatment that physically or emotionally endangers clients.

• Creating or contributing to unsanitary conditions.

These listed examples are provided to illustrate unacceptable activities. Nothing in this handbook is intended to modify or change in any way the "at will" status of our employees. As such, employment with Catholic Charities or the Diocese of Cleveland Facilities Services Corp. may be terminated with or without cause, and with or without notice at any time, except as otherwise provided by law.
**Progressive Discipline**
If your performance is unsatisfactory or if you violate the rules and regulations, appropriate disciplinary action may have to be taken up to and including termination of employment without prior warning or notice. These are the classifications: Employee/Verbal Counseling; Written Warning; Suspension from Duty without Pay; and Termination. In administering the progressive disciplinary policy, a supervisor, manager, or director may begin disciplinary action at any of the stages, depending upon the seriousness of the offense committed. For further detailed discussion of the progressive discipline policy refer to the *Catholic Charities Operations Manual*.

**Absence or Tardiness**
From time to time, it may be necessary for you to be absent from work. Sick days and personal days have been provided for this purpose.

If you are unable to report to work or if you will arrive late, contact your supervisor within one hour of your start time. If you know in advance that you will need to be absent, you are required to obtain approval for this time off directly from your supervisor.

When you call to inform Catholic Charities of an unexpected absence or late arrival, ask for your supervisor directly. If you are unable to place the call yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with another designated supervisor. Absence from work for three (3) consecutive workdays without notifying your supervisor or the Human Resources Department will be considered a voluntary termination.

**Record of Absence or Tardiness**
If you are absent because of illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor. If you are absent five (5) or more days because of illness, you are required to provide written documentation from a doctor that you are able to resume normal work duties before you will be allowed to return to work. You are responsible for any charges made by your doctor for this documentation.

Your supervisor will make a note of any absence or tardiness and the reason in your personnel file. Your attendance record will be considered when evaluating requests for such occurrences as promotions, transfers, leaves of absence, approved time off, and scheduling layoffs.

**Child Sexual Abuse Prevention Training**
All employees are required to complete the initial Awareness Training of the Diocesan Child Sexual Abuse Prevention Training within their initial 90 days of employment. Employees are strongly encouraged to register on-line to attend one of these sessions. Additionally, all employees are required to complete the continuing education portion of this training, which is provided online, on an on-going basis. If you are not able to access on-line training, contact your director or supervisor, who is responsible for printing and distributing articles to staff to ensure completion of this continuing education requirement.
Concealed Weapons
The possession of any and all weapons on premises by Catholic Charities’ staff, clients, program participants, vendors and any and all other visitors is prohibited. This prohibition also applies to any individual with a State issued license to carry a concealed handgun.

The definition of premises includes all buildings and facilities (owned, leased or subject to short-term rent), parking lots and company vehicles. The prohibition of weapons extends to the weapons being on the person, or in the person’s property (such as a briefcase or purse) including his or her vehicle when the vehicle is on company property or being used in the conduct of company business.

Exceptions to this must be granted in writing by the president/CEO, Catholic Charities Corporation. This authorization must be maintained at the location where the exception is authorized.

Employees violating this policy will be subject to immediate discharge. Clients, program participants, vendors and any and all visitors found in violation of this policy will be expelled immediately from the premises and will be subject to criminal trespassing charges (ORC 2911.21).

Conflict of Interest
Catholic Charities expects that all employees will avoid activities that create a conflict of interest with their responsibilities to the organization. If you have any concerns about a conflict of interest due to a specific activity or relationship with an outside person or organization, please discuss it with your supervisor.

You should disclose all conflicts in writing to your supervisor. Sufficient detail must be given to allow a complete and objective assessment of the conflict.

As a condition of employment, written certification concerning Conflict of Interest Policy compliance is required from all employees. Upon initial employment, you completed the Statement of Compliance Regarding the Conflict of Interest Policy. On each performance review date thereafter, you must complete a Statement of Compliance Regarding the Conflict of Interest Policy. A more detailed discussion of Conflict of Interest expectations is in the Catholic Charities Operations Manual.

Client/Staff Interaction Policy

Behavioral Health Programs
Social interaction with clients is permitted and in some cases encouraged when deemed to be therapeutically appropriate and in accordance with programmatic guidelines. Examples of such interaction include taking clients to social and recreational events, attending significant events of clients such as graduations, funerals, baptisms, and taking a client out to eat when providing case management or outreach intervention. Interactions must be approved by at least your immediate supervisor. You are not permitted to visit clients' homes or engage in social interactions with clients during your "off hours" without the permission of your supervisor. Contact with clients after their discharge is discouraged except to
participate in social events as described previously, and only with the permission of
the immediate supervisor.

**Community-based Programs**
Social interaction between employees and program participants (or former
participants) is to be governed by the best interests of the participant and the
program. Before interacting socially with clients, you must inform and get approval
from your supervisor.

As deemed appropriate, directors may prohibit social interaction outside of structured
programs of the sites if staff involvement will be detrimental to the interests of the
program participant (or former participant) or the program itself. Questions regarding
these guidelines should be directed to the appropriate director or the Human
Resources Department.

**Foster Care/Adoption**
If you wish to become a foster parent or adopt a client/former client of the
organization you must resign your position before making any formal or informal
contact with the client/former client. Failure to adhere to this Client/Staff Interaction
policy may result in disciplinary action up to and including termination.

**Dress Code/Personal Appearance**
Out of respect for your own dignity and that of others, you are expected to dress and
groom yourself in accordance with generally accepted social and business standards,
particularly if your job involves dealing with clients or visitors in person. Each site
supervisor or director is responsible for establishing a reasonable dress code
appropriate to the job you perform. With the approval of the director, Friday of each
week may be considered a casual dress day; however, a professional appearance is
still required. At Parmadale Institute, a specific dress code is in place and must be
followed.

**Gifts**
You are not to accept, receive or benefit from any gift, gratuity, property or service of
any kind or nature regardless of value, which may be directly or indirectly offered as a
result of, or in anticipation of, your position or performance of duties with Catholic
Charities. The acceptance of gifts places executives and employees in a compromising
position that is not in the best interest of Catholic Charities.

**Personal Phone Calls, Mail and Internet Access and Use**
Personal phone calls should be kept to a minimum and must not interfere with your
work. Emergency calls regarding illness or injury to family members, changed family
plans or calls for similar reasons may be made at any time, unless otherwise stated by
your supervisor. Incoming urgent calls will be directed to you.

Catholic Charities may not be used as a personal mailing address. Additionally, you
may not use the postage meter or Catholic Charities' stamps for personal mail.

Finally, Internet services may only be accessed by authorized users in accordance with
the requirements outlined in the *Catholic Charities Operations Manual*. Additionally,
Catholic Charities reserves the right to audit and monitor all Internet usage. Employees
and other authorized users have no privacy right to any data received or distributed on
or through the network. To protect the integrity of the network, the uploading and
downloading of files may only be accomplished after proper authorization is granted.

Catholic Charities’ Internet services may not be used to access, view, create, transmit,
distribute, sell or print any material that is obscene, pornographic, threatening,
abusive, harassing, discriminatory, disparaging or otherwise violates any policy of the
Catholic Diocese of Cleveland or Catholic Charities.

If you violate this policy, you are subject to disciplinary action up to and including
immediate termination.

**Personal Property Items**
The liability guidelines of our insurance carrier do not cover personal property items.
Therefore, Catholic Charities cannot assume any responsibility for loss or damage to
the personal property of any employee. If your personal property is damaged in the
line of duty, you may submit a written statement of loss to the Human Resources
Department, within fifteen (15) calendar days.

Catholic Charities will make reasonable compensation for damage to clothing, watches
or eyeglasses incurred in the line of duty. It is strongly recommended that you do not
wear clothes, jewelry or watches of substantial value.

**Damage to Personal Vehicle Caused by Client or Program Participant**
If a client or program participant damages your vehicle, you must submit any claim for
damages to your own insurance company.

As stated, the liability guidelines of our insurance carrier do not cover personal
property items. Therefore, Catholic Charities cannot assume responsibility for loss or
damage to your personal property. However, Catholic Charities may reimburse you of
any deductible on the policy up to $500, if you are able to show proof of insurance
coverage, an estimate for damages, and proof that the accident occurred on Catholic
Charities’ property. Requests for reimbursement for any deductible will be evaluated
on a case-by-case basis. Submit requests and supporting documentation to the
Human Resources Department within 15 days of the incident.

**Personal Use of Catholic Charities’ Property**
In some instances, you may be allowed to borrow certain Catholic Charities equipment
for your personal use while on our premises. In no instance may this be done off our
premises or without prior management approval. Catholic Charities is not liable for
personal injury incurred while using corporate property for personal projects. You are
responsible for returning the equipment in good condition and are required to pay for
any damages that occur while using the equipment for personal projects. Negligence in
the care and use of Catholic Charities property may be considered cause for
suspension and/or termination.

You must return Catholic Charities property that was issued to you at the time you
terminate employment or when your site or designated representative requests its
return. You are responsible to pay for any lost or damaged items. The value of any
property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

**Property and Equipment Care**
You are expected to exercise care in the use of Catholic Charities’ property and to use such property only for authorized purposes. Negligence in the care and use of Catholic Charities property may be considered cause for disciplinary action up to and including termination. Unauthorized removal of corporation property from the service site or its conversion to personal use is considered cause for disciplinary action up to and including termination.

Work stations and/or offices may be decorated discreetly. Posters, pictures or other visual materials that may be demeaning or offensive in regard to race, religion, sex, national origin, age, military service or disability may not be posted.

**Political Activity**
Political activity must be conducted on your own time and outside service site property. You must refrain from giving the impression that you represent the service site and are acting on its behalf. Non-work related political literature or paraphernalia is not allowed on the premises.

**Private Practice**
Employees who engage in private practice must clearly represent that work as an entirely personal endeavor not sanctioned by or connected with Catholic Charities.

**Tobacco Use in the Workplace**
Catholic Charities provides an environment free of tobacco use for all clients/patient, visitors, volunteers and employees. This policy applies to the use of all tobacco products.

All interior areas of the workplace are tobacco free with no exceptions. Tobacco products are not permitted to be used anywhere in the workplace, including all indoor facilities and company owned vehicles.

Signs must be clearly posted at all entrances and other prominent places. Compliance with this policy is mandatory for all employees and individuals visiting the organization, with no exception. Employees who violate this policy are subject to disciplinary action.

**Speaking or Writing on Behalf of Catholic Charities**
If you speak or write as a representative of Catholic Charities, you may not accept any personal compensation or honorarium. Instead, the sponsoring organization should make the honorarium payable to Catholic Charities.

**Standards of Conduct for Ministry**
These Standards of Conduct are intended to comply with article 6 of the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People. “All clergy and any other church personnel in positions of trust who have regular contact with children affirm a code of ethics and conduct. Any individual (clergy, employees, or volunteers) who disregard these Standards of Conduct may be
subject to disciplinary action up to and including termination of employment.”

(Standards of Conduct for Ministry, Diocese of Cleveland, 2005)

Twelve guiding principles are included in the Standards of Conduct for Ministry around topics of: Pastoral Counseling and Spiritual Direction; Conflicts of Interest; Confidentiality; Conduct with Youth; Sexual Conduct; Harassment; Organizational Records and Information; Reporting Ethical or Professional Misconduct; Administration; Well-Being of Church Personnel and Volunteers; Priests; and Permanent Deacons. For a more detailed discussion of the Standards of Conduct for Ministry and expectations, refer to the Catholic Charities Operations Manual.

**Workplace Violence and Threatening Behavior**
Acts of violence, threats, harassment, intimidation and other disruptive behavior are prohibited. Unacceptable behavior includes, but is not limited to, oral or written statements and gestures or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Unacceptable behavior either observed, experienced or that an employee otherwise becomes aware of on Catholic Charities premises, must be reported to the appropriate supervisor and the Human Resources Department. If there is an immediate threat of harm, call police via 911. All reports of incidents are taken seriously and will be dealt with appropriately.

**WAGE and SALARY POLICIES**

Our values of justice, stewardship and dignity of person guide Catholic Charities in its wage and salary policies. The compensation provided to its employees is for the purpose of obtaining and retaining competent individuals to perform the services that Catholic Charities provides.

**Job Descriptions**
The Human Resources Department maintains a job description for each position at Catholic Charities. Your job description may be updated from time to time. If you wish to see your job description, please ask your supervisor or contact the Human Resources Department.

**Pay Period and Pay Day**
Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight. You are paid every other Friday for time worked through the previous Saturday.

**Direct Deposit**
As a condition of employment, you must have a bank account and report the account number to Catholic Charities in order to begin direct deposit of your earnings. Contact the Human Resources Department for details and the necessary authorization forms. If there are any changes to your account(s) and/or financial institution, it is imperative that you provide the necessary information to the Human Resources or Payroll Department to redirect the deposit of your earnings. Failure to do so may result in your termination of employment.
Deductions from Paycheck (Mandatory/Other)
Catholic Charities is required by law to make certain deductions from your paycheck each time it is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your federal and state withholding forms regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to your supervisor or the Human Resources Department immediately to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Catholic Charities complies with any mandatory deductions from your paycheck, such as court ordered child support.

Overtime Pay
The Fair Labor Standards Act (FLSA), requires that all time worked in excess of forty (40) hours per week by non-exempt employees be compensated at the rate of time and one-half. Vacation, personal days, holidays, and sick pay are not treated as hours worked.

Flexible Time
Non-exempt employees are provided flexible time on a one-hour for one-hour basis in the same work week in which the overtime hours are worked, with prior approval from your supervisor, so that the total number of work hours does not exceed 40 hours. Any hours not provided for on a one-hour for one-hour basis in the same workweek must be paid as overtime.

Error in Pay
Every effort is made to avoid errors in your paycheck. If you believe an error has been made, please inform the Payroll Department immediately. The necessary steps will be taken to research the problem and to ensure that any necessary correction is made properly and promptly.

We prohibit improper deductions from your pay as specified in the FLSA regulations and we will make a good faith commitment to comply with the FLSA in the future should an improper deduction be made.

Timekeeping Policy
Non-exempt employees
- All non-exempt employees must enter the time they begin work, begin the meal period, end the meal period and end the work shift on their timesheet or by punching the time card provided at the time clock assigned for this purpose.
- Non-exempt employees may not sign in (or clock in) more than seven minutes prior to their appointed starting time and must sign out (or clock out) no later than seven minutes following the end of their shift unless they are scheduled by their supervisor to work overtime or to make up time. Employees who fail to comply
with this requirement are subject to disciplinary action up to and including termination of employment.

- Pay is computed on the basis of the hours recorded and approved on the time sheet or time card.
- Errors made on the time sheets or in the clocking of time cards must be reported immediately to the supervisor. Both you and your supervisor must initial manual adjustments to time records in ink.
- If you knowingly sign in or punch the time record of another employee, you are subject to disciplinary action up to and including termination.
- All overtime must be approved by the supervisor in advance of it being worked.
- If you falsify pay records in any way you will be subject to immediate termination.
- You are to sign your time record at the end of each week (or the end of the pay period in the case of a bi-weekly time sheet). Your signature is an acknowledgement that the hours recorded are accurate.

**Electronic Time Clocks**
Sites that use electronic time clocks will publish rules relative to the use of clocks. Rules will be consistent with the policy described previously.

**Exempt Employees**

- Exempt employees are employees who under the Federal Wage and Hour laws are exempt or not subject to the timekeeping and overtime requirements of the Law. Employees are paid a salary or fixed amount per week regardless of the actual hours worked. The rules listed are established to properly categorize earnings into the appropriate earnings category such as to regular, sick, holiday and vacation pay.
- Exempt employees are required to submit, to their supervisors, bi-weekly timesheets reflecting days worked during the two-week period and properly indicating paid time off taken as described.
- Regular, sick and holiday and/or vacation pay are determined on the basis of information contained on the time sheets.

**Paid Time Off**
A notation is to be made for those days taken as approved time off. In the space marked "Daily Totals" for a particular day, indicate the number of hours to be paid and an abbreviation of the reason for the absence. Abbreviations are as follows:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL</td>
<td>Sick</td>
</tr>
<tr>
<td>VA</td>
<td>Vacation</td>
</tr>
<tr>
<td>PERS</td>
<td>Personal Day</td>
</tr>
<tr>
<td>BRV</td>
<td>Bereavement</td>
</tr>
<tr>
<td>JRY</td>
<td>Jury Duty</td>
</tr>
<tr>
<td>HOL</td>
<td>Holiday</td>
</tr>
</tbody>
</table>

For non-exempt employees, the paid time off as summarized should reflect actual hours taken.

For exempt employees, the workweek is defined as a standard number of hours (e.g. 37.5 hours per week or 40 hours per week). As an exempt employee, however, you may actually work more or less hours than this "standard" during any particular week. For
recordkeeping purposes, the paid time off should be based upon this standard workweek both in terms of hours and days worked. For example, if your standard workweek is defined as 5 days/40 hours and you take one day of vacation, that vacation day is defined as eight (8) hours even though had you worked that day you might have worked more or less than eight (8) hours.

**Performance Reviews**
The primary reason for performance reviews is to identify your strengths and developmental opportunities, evaluate performance with respect to established goals and evaluate skills and knowledge in order to reinforce good performance and develop ways to improve. It is important that you have a complete understanding of the competencies and goals set forth. If, at any time, you have a question, you should meet with your supervisor to discuss it. The Performance Review System is designed so that you are an active participant in the goal-setting and evaluation process.

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor rates your performance. Performance reviews are conducted annually.

**ADVANCEMENT/DEVELOPMENT OPPORTUNITIES**

**Continuing Education**
Catholic Charities may offer you the opportunity to attend training programs to enhance your skills and knowledge of the work/position within the organization. If you believe a particular course or seminar is appropriate for you or co-workers, inform your supervisor.

When appropriate you may receive regular pay (instead of having to take a vacation or personal day) for participating in continuing education, and all, or a portion, of your expenses may be paid. Check with your supervisor for details.

If you are taking a pre-approved seminar that offers continuing education credit, be sure to give your supervisor a copy of the Continuing Education Credit Certificate or other document to include in your personnel file.

**Job Posting Policy**
We attempt to advise all employees about career opportunities by generating and posting a notice on the Catholic Charities Intranet site. The notice remains for employees’ consideration until the position is filled.

Qualified internal candidates will be considered for an interview if they have been in their current position for at least one year with satisfactory performance and have submitted an on-line application, available on the Catholic Charities’ Intranet site. Employees who have received a disciplinary action within the past 90 days are not eligible to apply for posted positions.

Any exceptions to these eligibility guidelines must be approved by the Human Resources Department.
Educational Reimbursement
Regular, full-time employees with one year of service are eligible to participate in the Educational Reimbursement Program. (Employees in Head Start Program eligible for grantee sponsored tuition assistance are not eligible for this benefit.) This program is designed to assist with the cost of tuition for classes (up to 9 hours per semester) at an accredited school, college or university. Payment is made directly to the college once the employee submits the educational assistance paperwork to and has it approved by Human Resources. Classes must be directly related to either your current position or a potential future position within Catholic Charities and/or lead to an undergraduate or graduate degree. Additional details are available in the Catholic Charities Operations Manual.

HEALTH and SAFETY

Fire and Disaster Drills
There will be scheduled drills throughout the year for employee safety. Follow the procedures for your service site.

Injury/Health Hazards
You should immediately report any injury or illness to your supervisor, no matter how slight. Your supervisor will assist you and take the necessary steps to ensure your safety. Certain injuries may require the use of Infection Control Standards and Procedures. Catholic Charities has specific guidelines and time frames for addressing specific situations. Contact your supervisor, safety officer for your site or the Quality and Training Department for more information.

EMPLOYEE COMMUNICATION

Bulletin Boards
Catholic Charities’ bulletin boards are a way of informing employees of new policies, changes to procedures, job opportunities and special events. Read the bulletin boards regularly.

Only authorized personnel are permitted to post, remove or alter any notice on the bulletin board(s). If you want to have notices posted on any Catholic Charities bulletin board(s), see your supervisor for instructions.

Intranet (http://ws1:8080/intranet/)
The Information Systems Department of Catholic Charities maintains the Intranet. Through this technology, we are able to communicate instantaneously with all sites. The Intranet contains the Catholic Charities Operations Manual, job postings, policy updates, forms, system news and more.

THE BENEFITS PACKAGE

In addition to salary, you may be eligible for other benefits, which are summarized here. Catholic Charities will periodically review the benefits program and will make modifications as appropriate.
For more details, refer to the Catholic Charities Operations Manual, specific benefit handbooks or plan documents. If there is a conflict of any information provided herein and the applicable plan document, the plan document will prevail.

**Eligibility for Benefits**
As a regular full-time or part-time employee, you may be eligible to enjoy the following benefits as soon as you meet eligibility requirements described. Temporary and part-time employees who work less than 20 hours per week are not eligible for benefits except as otherwise provided by law. Portions of these benefits may not be applicable as described to employees covered by a collective bargaining agreement.

**Holidays**
Regular full-time and part-time employees are eligible for holiday pay if they are normally scheduled to work on that day. You are not eligible to receive holiday pay if you are a temporary or part-time employee working less than 20 hours per week. Days will be prorated for part-time employees.

The following holidays are recognized by Catholic Charities as paid holidays:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>When Celebrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>3rd Monday in January</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>3rd Monday in February</td>
</tr>
<tr>
<td>Good Friday</td>
<td>As observed</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4th</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday in November</td>
</tr>
<tr>
<td>Day after Thanksgiving Day</td>
<td>4th Friday in November</td>
</tr>
<tr>
<td>Christmas Eve Day</td>
<td>December 24th</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25th</td>
</tr>
<tr>
<td>New Year’s Eve Day</td>
<td>December 31st</td>
</tr>
</tbody>
</table>

Holidays cannot be carried over from year to year and are not payable upon termination. You may take time off to observe your religious holidays. If available, a personal day or a vacation day may be used for this purpose; otherwise, the time off is without pay. You must notify your supervisor at least ten (10) business days in advance of the holiday.

Whenever a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday, whichever is closest, will be recognized as a paid holiday.

You are not eligible to receive holiday pay when you are on an unpaid leave or are suspended from work. To qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday unless you are on vacation or paid leave.

Any non-exempt employees who work on a Catholic Charities’ holiday will be paid their regular rate for hours worked plus holiday pay (based upon your normally scheduled hours for that day) or receive a day off in the same workweek in lieu of the holiday.
**Personal Days**
Regular full-time and part-time employees regularly scheduled to work at least 20 hours per week, receive a personal day(s) that they can schedule with the approval of their supervisor in accordance with this schedule:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Personal Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>1 day</td>
</tr>
<tr>
<td>5-9</td>
<td>2 days</td>
</tr>
<tr>
<td>10 and up</td>
<td>3 days</td>
</tr>
</tbody>
</table>

The director or supervisor must be given a 24 hour notice for a personal day. Unused personal day(s) may not be accumulated from year to year and are not payable upon termination.

You may not schedule a personal day until after 90 days of employment. Days will be prorated for part-time employees.

**Vacation**
Catholic Charities grants vacation with pay to provide qualifying employees with periods for rest and recreation in recognition of services performed. Although every effort will be made to accommodate your request, vacations may not interfere with the operation of the sites. Therefore, supervisors and directors will schedule vacations with consideration to staffing requirements, employees' length of service/seniority and employee preference.

All regular full-time and part-time employees regularly scheduled to work at least 20 hours per week, are entitled to vacation with pay following the first 90 days of employment. The vacation year consists of 13 months, beginning January 1 and ending January 31 of the following year. All vacation time should be taken during this 13-month period. The respective executive director will review any exceptions beyond this 13-month period on a case-by-case basis. If the respective executive director approves additional time, vacation may be extended two (2) more months.

Vacations cannot be carried over from one vacation year to another except as described in this paragraph. **Note:** At our Parmadale Institute, vacation is earned and taken on an employment anniversary date basis and the vacation year consists of 12 months with the respective executive director approving an additional 3 month extension if warranted.

The amount of vacation earned will depend upon the length of service with Catholic Charities. The pay rate for employees is the employee's rate at the time vacation is taken. All vacation for a given number of years of service is available at the beginning of the calendar year in which that service anniversary falls for employees on the calendar year vacation system.
**Vacation Allowances:** Use the Vacation Allowances Table below to determine the vacation allowance for exempt and non-exempt employees.

<table>
<thead>
<tr>
<th>Exempt</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Service</td>
<td>Vacation</td>
</tr>
<tr>
<td>1 through 4</td>
<td>3 weeks</td>
</tr>
<tr>
<td>5 and more</td>
<td>4 weeks</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vacation is prorated during your first year of employment as follows:

<table>
<thead>
<tr>
<th>Percent of Vacation Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year of Employment</td>
</tr>
<tr>
<td>1st Quarter of the Year</td>
</tr>
<tr>
<td>2nd Quarter of the Year</td>
</tr>
<tr>
<td>3rd Quarter of the Year</td>
</tr>
<tr>
<td>4th Quarter of the Year</td>
</tr>
</tbody>
</table>

Upon separation of employment, an employee will receive a lump sum payment as entitled, based on the quarter of separation, less vacation taken. If you have taken more than allowed, based on the separation date, the excess allowance is deducted from the final pay.

<table>
<thead>
<tr>
<th>Percent of Vacation Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of Separation</td>
</tr>
<tr>
<td>1st Quarter of the Year</td>
</tr>
<tr>
<td>2nd Quarter of the Year</td>
</tr>
<tr>
<td>3rd Quarter of the Year</td>
</tr>
<tr>
<td>4th Quarter of the Year</td>
</tr>
</tbody>
</table>

**Note:** If you are hired and separated within a calendar year, you are not entitled to a vacation allowance, with the exception of employees hired in the 1st quarter and separated in the 4th quarter. In this case, employees are entitled to 75% of the first year entitlement minus vacation time taken.

Hours of the vacation "week(s)" will be prorated for part-time employees. For further details or information, see your supervisor.

**Health/Dental/Vision Insurance**
Catholic Charities provides health/dental benefits through the Diocesan Health Benefits Office of the Catholic Diocese of Cleveland. Regular employees hired after 7/1/2004 who work a minimum of 35 hours per week are eligible for this benefit. This coverage requires an employee contribution via payroll deduction. Coverage is effective on the first day of employment. The Human Resource Department provides plan details and enrollment information. If you work at least 1040 hours a year, you are eligible to participate in the Health Care Plan at your own expense.

Eligible (as described previously) employees can also purchase group vision insurance. Both single and family vision coverage require a monthly contribution.
<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Salary Continuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 1 year</td>
<td>4 weeks (per year)</td>
</tr>
<tr>
<td>After 2 years</td>
<td>8 weeks (per year)</td>
</tr>
<tr>
<td>After 3 years</td>
<td>12 weeks (per year)</td>
</tr>
</tbody>
</table>

You are required to exhaust all available current and banked (if applicable), sick time, before the Salary Continuation Plan takes effect.

**Long-Term Disability Insurance**
All regular full-time and part-time employees who work a minimum of 20 hours per week are eligible for coverage after six months of continuous service. The income continuation benefit you receive under the Long-Term Disability Plan equals 60% of your monthly pay if you are totally disabled as defined by the Plan. Benefits are payable after 90 days of consecutive disability. Benefits generally will continue in most cases until recovery or age 65 as long as you meet the disability guidelines. This benefit is fully integrated with any Workers' Compensation payment and Social Security Disability Income, if applicable.

**Long-Term Care**
All regular full-time and part-time employees who work a minimum of 20 hours per week are eligible for Group Long-Term Care Insurance Coverage through the Diocesan Health Benefits Office. Employee contribution rates are based upon the age of the employee upon enrollment in the chosen plan. Contact the Human Resources Department for details.

**Leaves of Absence**
Occasionally, for medical, personal or other reasons, you may need to be temporarily released from the duties of your job with Catholic Charities, but may not wish to submit your resignation. In general, a leave of absence is an official authorization to be absent from work for a specified period of time. Under certain circumstances, you may be eligible for a leave of absence.

Time off for any reason during a workday will count first against your allotted sick days, personal days or vacation as appropriate. Once you have used all of your earned sick days, personal days or vacation, unless specifically for conditions that follows, any time off will be without pay.

**Bereavement Leave**
At a time of loss, through death, of an immediate family member, your supervisor may grant up to three workdays of bereavement leave with pay. Members of the immediate family are considered to be spouse, children, parents, brothers, sisters, grandchildren, grandparents, step-children, step-parents, parents-in-law, son/daughter-in-law, brother/sister-in-law, a person who is legally acting in one of the above capacities or another relative living in the employee’s residence. For absences for the death of a relative other than a member of the employee’s immediate family, you are allowed one day of absence with pay. Catholic Charities reserves the right to request proof of a relative’s death.
Flexible Spending Program
Catholic Charities lets you set aside a certain amount of your paycheck into an account before paying income taxes. Regular employees who work a minimum of 20 hours per week are eligible for this benefit. During the plan year you can use funds in the account to pay for: qualified healthcare expenses not covered by insurance; day care expenses for a dependent child or elder so you can work; transit and parking expenses related to getting to and from work.

The Human Resources Department provides plan details and enrollment information. Coverage for new employees is effective on the first day of employment. Open enrollment is conducted each year during the month of June if you postpone enrollment at the time of hire.

Life Insurance
Term life insurance is provided at no cost to any regular employee who works a minimum of 20 hours per week. The death benefit provided is equal to two times the employee's annual salary. This coverage is effective on the first day of the month following date of employment.

You can purchase additional voluntary term life insurance coverage to help protect your physical and financial well-being. You can apply for voluntary life for yourself, spouse or children by completing an enrollment form at time of hire. Otherwise, during annual enrollment during the month of October of each year, you can apply by completing an enrollment form and a medical evidence of insurability form.

Sick Days
To qualify for sick days you must be a regular full-time or part-time employee (regularly scheduled to work at least 20 hours per week) and have completed your first 90 days of employment. For non-exempt employees, time taken off before this will be without pay. You will earn 1 and 1/4 sick days per month or 15 days per year. Sick days can be accumulated to a total of 30 days. Sick days may be used for your own illness, doctor appointments or the care of a member of your immediate family (spouse, child, parent or parents-in-law, grandparents or sibling living in your home). If you must be absent from work because of a personal illness, you will be eligible to receive your regular straight time pay. Advise your supervisor as soon as possible that you will be absent from work due to illness. Sick days will be prorated for part-time employees.

Accumulated sick days are not paid upon termination of an employee's service.

Short-Term Disability Protection (Salary Continuation)
All regular full-time and part-time employees who work a minimum of 20 hours per week are eligible for the Salary Continuation Plan. This Plan continues the employee's salary for the length of time the employee must be out of work (more than 5 consecutive workdays due to illness or hospitalization and with doctor's certification) to a maximum of 12 weeks.

The number of weeks authorized for payment is based on the information provided by the physician and pending review and approval of the Plan's administrator. The benefit is based on length of service as described:
Paid bereavement leave under this policy applies to all regular full-time and part-time employees who work a minimum of 20 hours per week, following the completion of the first 90 days of employment. You are not eligible to receive paid bereavement benefits while absent from work because of a designated holiday or unpaid leave.

**Jury Duty**

It is your duty as a citizen to report for jury duty if called. If you are called, Catholic Charities permits you to take the necessary time off, and we wish to help you avoid any financial loss because of service. Catholic Charities will continue to pay your regular salary for 30 days. Should additional time off be required, Catholic Charities may reimburse you for the difference between your jury pay and your regular pay. You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons. On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

**Family Medical Leave Act**

If you are eligible, you may be entitled to family or medical leaves of absence if you are unable to come to work due to pressing family or medical concerns as described under the Family Medical Leave Act (FMLA), which is administered in accordance with applicable law. See required posting of this Act at your site’s bulletin board or other communication area.

A third-party Administrator administers all of Catholic Charities’ FMLA requests and on-going administration. To report absences under FMLA, employees are to first notify the supervisor of any absence and then employees need to report their absence to the FMLA third-party Administrator at the phone number provided by Human Resources.

Refer to the Human Resources Department or the Catholic Charities Operations Manual for further information.

**Educational Leave**

Under certain conditions, you may request an educational leave by meeting eligibility requirements and educational leave criteria as described in the Catholic Charities Operations Manual.

**Military Leave of Absence**

Employees who are required, as members of the National Guard or a reserve unit, to attend a training period will be granted the necessary time off and may be paid the difference between military pay and normal salary (less travel allowance) not to exceed two weeks per year.

Upon return from military leave of absence, you must report for work at the beginning of the next regularly scheduled workday after the expiration of the last calendar day necessary to travel to the site from place of training.
**Medical Leave**
If you are unable to work because of an illness or disability and FMLA leave has been exhausted, you may request an extended medical leave of absence for up to a maximum of 12 weeks. Requests must be made in writing and directed to the Human Resources Department no less than two (2) weeks prior to the expiration of the FMLA leave. You may continue participation in the medical plan while on medical leave. If, however, you have exhausted your sick days and/or salary continuation you are responsible for the full (employer/employee) cost of the monthly health care premiums.

To qualify for a medical leave, you must provide a physician’s statement to certify that you continue to suffer from a serious illness or injury (as defined in the Family Medical Leave Act Policy), and that you will, in all likelihood, be able to return to work following the leave. You must notify your supervisor of your expected date of return as soon as the date of return is known.

If you are requesting reinstatement from a medical leave, you should be physically capable of completing former duties in a satisfactory manner with or without reasonable accommodation. Upon returning from medical leave, you must present a physician’s statement, which releases you to return to work. This statement should also include a description of any special accommodation needed to perform your essential job functions, if applicable.

It is the intention of Catholic Charities to return you to your former position. If this is not possible, a comparable position at a different site may be offered. If reinstatement as described above is not possible, your status will be converted from leave status to terminated status.

**Medical Leave for Employees with Fewer than One Year’s Service**
If you do not yet qualify for Family Medical Leave, but have to be out for an extended period of time for your own medical condition, you may be granted an unpaid leave of absence.

Employees with at least six (6) months of service are eligible for a leave for up to a maximum of 12 weeks; must work at least a regularly scheduled 20 hours per week; and any accrued sick time must be exhausted before the employee goes on an unpaid status.

Employees with less than six (6) months of service are eligible for a leave for half the amount of their length of service up to a maximum of six (6) weeks; must work at least a regularly scheduled 20 hours per week; any accrued sick time must be exhausted before the employee goes on an unpaid status; no other time or leave will be granted.

A request for a leave must be submitted in writing to the supervisor and the Human Resources Department at least two (2) full weeks in advance indicating the reason and length of leave requested. You must get your physician to complete the Physician Certification form and provide reasonable assurance that you will be able to return to work by the expiration of the leave. Upon returning to work, you must provide written documentation from your physician indicating you are able to resume normal
work duties with or without accommodation, otherwise you will not be allowed to return to work.

The employee and supervisor agree and understand that upon return, the employee will go back to the same position and if that position is not available, a comparable position with the same level of pay and benefits would be sought. If no such position is available at the completion of the leave, the employee will be terminated.

You are responsible for paying the employee portion of your monthly health care premium and long term care premium (if applicable) for the duration of your granted leave.

If you fail to report to work following the expiration of the leave, it will be considered a voluntary resignation.

**Administrative Leave**
The director of Human Resources (or designee) may grant an Administrative Leave of Absence in the event of an on-going investigation of alleged wrong doing involving the employee or the employee's work group. This leave may or may not be paid depending on whether the leave is for an internal investigation or for an arrest or indictment.

**Note:** Administrative Leave should by no means be construed as an implication of wrong doing or finding of fault. It is a mechanism by which the rights of all involved in the investigation, including the employee(s), are protected.

**Retirement Plan**
The Cleveland Catholic Charities Defined Contribution Retirement Plan is designed to play a part in assisting employees to plan to achieve financial security for the future, particularly during their retirement years.

All regular full-time and part-time employees, who work a minimum of 20 hours per week or regular part-time employees working less than 20 hours per week but who complete 1,000 hours of service in a plan year, are eligible to participate. You are eligible to participate in the Plan on the first day of the month after completion of three (3) months of service.

Under this plan, Catholic Charities contributes an amount (equal to a designated percentage of the employee’s salary) to a tax-deferred account set up in the employee’s name and invested as directed by the employee. The employee is 100% vested in this account after five years of eligible service.

Eligible employees can voluntarily contribute a percentage of their pre-tax earnings (up to 50% but not more than the annual dollar limit prescribed by law) to be invested in a tax-deferred account and invested as directed by the employee. Catholic Charities will match $.50 for each dollar you contribute up to 6% of your compensation. You are always 100% vested in your contributions. No employer match as described previously is provided to Head Start employees.
An external Plan Custodian administers this plan. Participants are provided with quarterly statements reflecting their account activity.

**Social Security**
The Social Security Program provides benefits for you at retirement or earlier if you become disabled. Catholic Charities matches your contributions dollar for dollar.

**Service Awards**
Each year, Catholic Charities honors its long-term employees with service awards. Service awards are given every fifth year beginning with the fifth service year.
Community Services of Summit County
Seasonal Staff
Health and Safety Handbook
and
Emergency/Disaster Preparedness Plan

Effective March 1, 2011
Updated 2/2015
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PURPOSE STATEMENT
The dignity of each person is a central theme in Catholic social teaching and a core value of CC. Our trained and committed staff is the key to accomplishing our mission and goals. Therefore, it is the policy of CC that every employee, including volunteers is entitled to work under the safest possible conditions. The objective is to protect the health and safety of all individuals participating at camp. To this end, every reasonable effort will be made in the areas of accident prevention, fire protection and health preservation. The CC Safety Committee will have major responsibility to pursue aggressively accident prevention programs and training with management and staff.

This plan is based on an all-hazard approach. It outlines our approach for safety, health and emergency situations. It will provide general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response and recovery. Local government also has the responsibility for organizing, training and equipping local emergency facilities. The plan will describe our emergency response as an organization and assign responsibilities for a variety of tasks.

For most emergency functions, successful operation will require a coordinated effort from a number of departments, agencies and groups. This plan addresses actions that should be conducted before, during and after an injury or emergency.

The directors and supervisors have the primary role in identifying hazards, planning for them, responding to and aiding in the recovery from emergencies. They will be accountable for the health and safety of all CC employees, participants, volunteers and visitors under their supervision. Directors and supervisors have the responsibility to prepare themselves to cope with emergency situations, manage affairs and manage property in ways that will aid Bath Township in emergencies. They are also responsible to insure that all employees work in compliance with established safe work practices and procedures.

We believe that practically all accidents can be prevented by heightening our staff’s awareness of safety issues and by taking common-sense precautions. The prevention of accidents is our joint obligation. In order to provide a safe place for you to work and for our patrons to participate in programs, no safety precaution is knowingly overlooked. Familiarize yourself with all safety regulations, reporting requirements and, in the course of your work, report to your supervisor any hazards, unsafe working conditions, or injury to yourself or fellow employees. Make it a part of your job here at CC to work safely, think safety, and assist in the prevention of accidents to yourself, our program participants and your fellow workers.

Personal and organizational commitment to health and safety must form an integral part of CC from the director to all employees. Let us all work as a team to accomplish this important goal!

This plan is located in the red Master Emergency Binders that are located in the Camp Office/Lodge, Kitchen Office, Nurse’s Station, Day Camp Office and Stables.

The Catholic Charities and it’s appointee is responsible for developing and maintaining these policies. They can be revised and updated as needed.
Catholic Charities – Summit County

STAFF SAFETY and HEALTH and EMERGENCY/DISASTER PREPAREDNESS PLAN

* For purposes of identifying staff mentioned throughout this document please use the following key:

Director: Catherine Adamek
Associate Director: Tess Flannery
Camp Director: Amanda Schuster
Supervisors: Program Directors, Coordinators
Ranger: Dave Ziga
Safety Officer: Kim Ausel
Participant: Participant, Campers, Members, Clients, Children, Visitors, etc.

PART I. GENERAL INFORMATION

Important/Emergency Contact Telephone Numbers. To be placed next to all phones.

Emergency: 9-1-1
*Non-Emergency Fire Department: 330-666-3738
*Non-Emergency Police Department: (330) 666-3736
Poison Control: 330-379-8562
First Energy (Power Outage) (888) 544-4877

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Christopher</td>
<td>330-666-6230 (unlisted)</td>
</tr>
<tr>
<td>Catherine Adamek - Director</td>
<td>216-319-0620</td>
</tr>
<tr>
<td>Tess Flannery - Associate Director</td>
<td>330-256-5140</td>
</tr>
<tr>
<td>Amanda Schuster - Camp Director</td>
<td>330-612-4297</td>
</tr>
<tr>
<td>Dave Ziga – Camp Ranger</td>
<td>330-666-9366</td>
</tr>
<tr>
<td>Kim Ausel - Safety Officer</td>
<td>330-807-5782</td>
</tr>
<tr>
<td>Angelo Mercorelli-Maintenance Technician</td>
<td>216-408-9490</td>
</tr>
<tr>
<td>Akron Main Office</td>
<td>330-762-2961 or 330-762-2000</td>
</tr>
</tbody>
</table>

Media Inquires
All media inquiries pertaining to emergencies or incidents must be directed to the Catholic Charities President/CEO, Patrick Gareau, at 216-334-2903. All other media inquiries must be directed to the Director of Marketing and Communication, Samantha Mealy, at 216-334-2906.

Incident/Injury Reporting
An Incident/Injury Report must be completed immediately for anyone including clients, visitors, employees & other stakeholders at the program sites for all injuries, incidents & near misses. The Incident/Injury report must be written by the staff member, signed by their supervisor and forwarded to the Safety Officer immediately. To ensure that the appropriate leadership staff are aware of dangerous or crisis situations, it is important that staff notify their supervisor regarding all incidents big or small.
Major Unusual Incidents/MUI (INCIDENTS ADVERSELY AFFECTING HEALTH AND SAFETY)
All staff will receive MUI training during orientation. All MUI reports must be completed and submitted to the camp director or supervisor & the appropriate administrative agency within four (4) hours of the incident.

a. CC will follow Ohio Administrative Code (OAC) 5123:2-17-02 regarding Incidents Adversely Affecting Health and Safety. This rule applies to any person or agency providing services to individuals with developmental disabilities.
b. CC accepts the responsibility to review and report abuse and neglect, other designated major unusual incidents and unusual incidents.
c. Any person providing services to an individual is required to report alleged, suspected, or actual occurrences of abuse or neglect to the statutorily responsible agent.
d. As per section 5123.61 of the Ohio Revised Code, any person who makes these reports will be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such action except for liability for perjury or unless the person has acted in bad faith or with malicious purpose.
e. Reports and investigations of alleged abuse or neglect and other MUIs will be kept confidential. These reports are not public records as defined in section 149.43 of the Ohio Revised Code. Records will be provided to parties authorized to receive them in accordance with sections 5123.613 and 5126.044 of the Revised Code, to any governmental entity authorized to investigate the circumstances of the alleged abuse or neglect, misappropriation, or exploitation and to any party to the extent that release of a record is necessary for the health or safety of an individual.
f. Failure to report suspected abuse or neglect is a Major Unusual Incident and may result in penalties under the law, and/or appropriate action as defined in the personnel policy. Substantiated incidents of failure to report may result in the person’s name being added to the “Abuser Registry” maintained by the Ohio Department of DD.
g. In the event of an MUI, follow the directives of the appropriate section of the MUI manual and document the incident appropriately. MUI's must be reported to the appropriate County Board of DD within a time span that may be as short as 4 hours. Therefore, it is imperative that you consult the manual for guidance. When in doubt as to the proper course of action, seek assistance from the camp director or supervisor.
h. After making the initial report, documentation should be sent to the Director of Adult Day Services to be filed in the agency MUI log at the same time that it is given to the County MUI department. All follow up documentation must also be sent to the Director of Adult Day Services as it is available.
i. The Director of Adult Day Services will maintain the MUI log and follow all reporting protocols required by law.

Camper Supervision Ratios
Staff/camper ratios that are based on the recommended ratios set by our organization and the American Camp Association are to be followed during all camping programs run by CC. The following ratios are to be followed for each program.

<table>
<thead>
<tr>
<th>Resident Camp</th>
<th>Overnight Campers Day-only</th>
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</thead>
<tbody>
<tr>
<td>Age</td>
<td>Staff</td>
</tr>
<tr>
<td>4-5 years</td>
<td>1</td>
</tr>
<tr>
<td>6-8</td>
<td>1</td>
</tr>
<tr>
<td>9-14</td>
<td>1</td>
</tr>
<tr>
<td>15-18</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resident Discovery Camp</th>
<th>Staff</th>
<th>Campers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needing constant and individual assistance or supervision</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Needing close, but not constant assistance or supervision</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Needing occasional assistance</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Needing minimal assistance</td>
<td>1</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SumFun Camp</th>
<th>Staff</th>
<th>Campers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>
Staff Age Requirements
All staff must be at least 18 years of age and at least two years older than the minors with whom they are working.

PART II. FIRST AID AND HEALTH CARE

Safety Training
All staff will be trained to comply with American Camping Association and Developmental Disabilities standards.

First aid and Universal Precaution Kits
Throughout the campus of Camp Christopher there are 9 locations that have first aid kits available for use during medical emergencies.
The location areas are as follows:
Throughout the campus of Camp Christopher there are 9 locations that have universal precaution kits.
The location areas are as follows:

Administering First Aid
1. Staff members should provide first aid to participants as outlined in orientation and training. First aid kits are located at every program site. Staff are required to take a first aid kit with them to all activities away from their regular program site e.g. hikes, field trips, etc.
2. All accidents and sicknesses must be reported to the health care staff. The health care staff are required to log all non-emergency first aid events in the First Aid Log. Non-emergency first aid includes over-the-counter medications for minor pain or allergies, cleaning and bandaging cuts or abrasions, minor bleeding control, etc.
3. In case of an accident:
   a. Inform health care staff and/or supervisor immediately. If an emergency, call 9-1-1.
   b. Remain calm and reassure participant.
   c. If fall is involved, do not move the injured party.
   d. If the participant must be transported to the hospital, the camp director or supervisor or other responsible staff member should escort the participant in the ambulance, unless the paramedics direct otherwise. The injured participant’s medical form/s must go with him/her to the hospital.
   e. The health care staff or camp director will notify the parent/guardian ASAP.

Be sure that proper documentation is completed IMMEDIATELY! For people with disabilities, this may be considered a Major Unusual Incident, and therefore, must be reported to the county board of developmental disabilities in which the individual resides within 4 hours (see Major Unusual Incidents on page 6).

Hand Washing
Proper hand washing methods should be utilized by ALL EMPLOYEES to protect participants and themselves from bacteria and infection. This includes:
1. Using warm to hot water.
2. Using (anti-bacterial) soap.
3. Scrubbing hands together for a minimum of 60 seconds.
4. Rinsing thoroughly

Cover Your Cough
Staff must cover their mouth and nose with a tissue when they cough or sneeze. Place tissue in waste basket when finished. If no tissue is available cough or sneeze into your upper sleeve and not your hand. Please encourage campers to do the same.
Medications
Absolutely no medications (prescription or over-the-counter) are permitted to be kept in cabins. All camper medications brought on site must be turned into the nurse. Staff must secure medications (prescription or over-the-counter) outside of cabins. Staff may request a locked unit for medications or other personal belongings.

The Health Care staff are required to report any Medication Variances to Catholic Charities immediately via the Medication Variance form. See the camp director or safety officer for more information.

Proper Attire
Staff are encouraged to wear protective clothing and footwear. Examples include long pants and closed toed/heeled shoes. Appropriate footwear must be worn at all times supporting the entire foot. The only exception to this is during water activities.

Restroom and Personal Care Policies
Here are several guidelines to follow regarding restroom use and the personal care needs of participants:

1. Participants should use the restroom at least once every 3-4 hours. For those participants who wear briefs (diapers), they should be changed at least once every 3-4 hours, and as needed.
2. The supervisors or other delegated employee shall keep a schedule for changing participants and assisting them in the restroom. Only those participants who are unable to use the restroom independently should be monitored on this schedule. As staff assists a participant, the staff member should initial the changing schedule and include any important notes (i.e. rash noted, etc.).
3. All staff assisting in the restroom or in changing briefs must use personal protective equipment.
4. Participants should NEVER be in the restrooms unattended. Staff should attempt to have another individual in the restroom with them as they supervise the participants using the restroom. It is best if the other individual is another staff person, but if necessary, a participant who can communicate clearly will suffice as a witness.
5. When changing a participant’s briefs, privacy and sanitation must be secured as well as the setting will allow.
6. A participant should never be left unattended on a counter or table during changes of clothing, briefs or any other time.
7. Staff should properly dispose of gloves when finished, and thoroughly wash hands.
8. Vandalism including graffiti of the restrooms or any of the CC property will not be tolerated. Please report any incidents of this to your supervisor.

Participants should provide their own restroom supplies, but if necessary, supervisors or other delegated employees can use petty cash to purchase needed supplies to keep a participant clean and comfortable.

Communicable Diseases
Communicable Diseases/Parasites: Any time a staff member notices symptoms of a communicable disease or body parasite on a participant, he/she will be taken to the health care office area immediately. The parent/guardian of the participant will be contacted and asked to pick up him/her as soon as possible. The participant will remain isolated from others while waiting for a parent/guardian to pick them up. Symptoms of the following will result in the participant being isolated and sent home: TB, Hepatitis, Herpes, Measles, Mumps, Rubella, Chicken Pox, Impetigo/Skin Infection, Lice, Scabies, Shingles, Strep Throat, Respiratory Illness, Pneumonia, Influenza, Gastroenteritis, Conjunctivitis and other as diagnosed by physician. The participant will not be readmitted to camp until the CC office receives a note from a doctor stating that the participant is not contagious. The participant must also be free of rash, fever, and cough.

The Health Care staff are required to report all communicable diseases to Catholic Charities at the end of each month via the Infection Control form. See your camp director for more information.
Exposure Control for Bloodborne Pathogens - 2013
This written plan has been developed to reduce, remove or control employee exposure to the Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens as defined in the OSHA (Occupational Safety and Health Administration) Standard 29 C.F.R. 1910.1030. This plan also meets the compliance standards of Ohio House Bill (H.B.) 308, Public Employees Risk and Reduction Act. Additional information on this standard may be obtained from the Catholic Charities Human Resources Departments at St. Augustine Manor and Parmadale.

Location of Written Exposure Control Plan
This Exposure Control Plan will be kept on file at each site.

Definitions Per OSHA Standard 29 C.F.R 1910.1030
Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in human beings. It includes but is not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
Exposure Incident: A specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that occurs during the performance of an employee’s duties.
Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may occur during the performance of an employee’s duties.
Parenteral: Piercing mucous membranes or skin through needle sticks, human bites, cuts and abrasions.
Other Potentially Infectious Materials: The following human body fluids are potentially infectious:
- semen
- vaginal secretions/discharge
- synovial (joint) fluid
- pleural (lung) fluid
- amniotic (uterine) fluid
- breast milk
- any body fluid visibly contaminated with blood
- all body fluids in situations where it is difficult or impossible to tell the difference between body fluids.

Tasks and Duties determining occupational exposure
The Human Resources Department has determined that employees in the following job classifications of Catholic Charities Corporation and the Diocese of Cleveland Facilities Services Corporation have some occupational risk to an exposure of bloodborne pathogens. This determination was made after reviewing employees’ tasks and duties.

Cleaning and disposing of possibly contaminated articles or surfaces. Exposure to blood and other potentially infectious waste while cleaning facility. May have direct contact with blood/body fluids if engaged in facility repair or inspection (plumbing), or transporting waste.

<table>
<thead>
<tr>
<th>Custodial Serv Supv</th>
<th>Custodial Worker</th>
<th>Camp Maintenance II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Custodial Worker</td>
<td>Janitor I, II</td>
<td>Maintenance Tech I, II</td>
</tr>
</tbody>
</table>

May have direct contact with blood/body fluid if engaged in personal hygiene for participants; first aid and CPR response; crisis intervention; mediation administration; cleaning up after participants; transporting waste; providing participant with direct care (standing, walking, eating) during home visits or on site; monitoring participant activity during transport; providing physical intervention to insure safety of personnel and property; participation in recreational activities; administration of drug testing; providing treatment to participants. In addition to those listed below, all 24 hr/residential facilities’ employees are included in the “Occupational Risk” category (Parmadale Institute, Matt Talbot Inn, Matt Talbot for Recovering Men and Matt Talbot for Women).
Methods of Implementation and Control

Universal Precautions
Universal Precautions will be observed at Catholic Charities as a means to prevent employees from contact with blood and other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Engineering/Work Practice Controls
Engineering and work practice controls are implemented to eliminate or reduce the exposure risk to employees. Engineering Controls isolate or remove the hazard or isolate the employee from an exposure. Work Practice Controls alter the manner in which a job is performed. If the possibility of exposure still remains after these controls have been implemented, appropriate personal protective equipment (PPE) will be used.

Specific Engineering/Work Practice Controls include:
Hand washing and other general hygiene measures
- Hand washing is a primary infection control measure, which protects both the employees and consumers/clients. Appropriate hand washing must be diligently practiced. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin must be washed with liquid soap and water. Mucous membranes must be flushed with copious amounts of water. All employees must wash their hands immediately after removing latex gloves. Hand washing facilities are available to all personnel. If hand washing facilities are not available immediately, employees should use disposable benzalkonium chloride towelettes or similar product as supplied in kit to clean exposed areas until access to running water and soap is available.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.
- Food and drink will not be kept in refrigerators, freezers, shelves and cabinets or on counter tops where blood or other potentially infectious materials may be present.
- Employees should not put their hands or arms into any waste containers or bags.
Sharps Management

- Contaminated needles or other contaminated sharps will not be bent, recapped, or removed. Shearing or breaking contaminated needles is prohibited. Broken glass contaminated with blood should be placed in a metal container with a secure lid, such as a coffee can.
- Containers used to dispose of sharps must be able to close, be puncture resistant, labeled or color-coded, leak proof on sides and bottom and maintained upright throughout its use. Containers are to be easily accessible to personnel and located as close as feasible to the immediate areas where sharps are used or found. **Note:** Containers holding sharps will be located in a locked cabinet when not in use.
- Do not overfill the container holding sharps. Containers that are two-thirds full will be promptly disposed of. Full containers should be disposed of properly. Place the container in a separate trash bag, separate from other trash labeled and handled as Hazardous Waste. Pick up and disposal of hazardous waste in all counties should use biohazard pick-up by the sites' designated trash hauler, such as BFI. A disposal receipt should be obtained from the company.
- Regulated waste is kept in closed containers that can hold all contents without leakage during handling, storage and transport, and is color-coded or labeled. Regulated waste is collected at residential sites, by the maintenance or designated individual on a predetermined schedule. Regulated waste is then picked up by the sites' designated trash hauler, such as BFI. A disposal receipt should be obtained from the company.

Housekeeping

- The workplace will be maintained in a clean and sanitary condition. Every employee is responsible for keeping work areas clean.
- When a blood spill occurs, special materials will be used. The materials include:
  - latex gloves
  - hypochlorite bleach
  - absorbent material
  - spatula/scaper
  - plastic disposable bags
- All equipment and work surfaces in contact with blood or other potentially infectious material will be cleaned with a 5.25% bleach (hypochlorite) solution of 1 cup bleach to 9 cups of water. The mixture should be made each time a spill occurs as the solution becomes ineffective if stored. Wear eye protection if solution is placed in a spray container so eye contact can be avoided.
- Laundry – Color coded or labeled bags or containers are available where the clothing is used to store them prior to cleaning. Laundry soiled with potentially infectious waste is sorted and rinsed off-site. Staff should be instructed to handle contaminated laundry as little as possible.
- At residential sites, contaminated laundry, which is wet and presents a reasonable likelihood of soak-through or leakage from the bag or container, is stored and transported in bags or containers that prevent soak-through and/or leakage of fluids to the exterior.
- At residential sites, linen soiled with potentially infectious waste is picked up by the laundry department for cleaning. The containers used for pick up are labeled or color-coded.
- Most spill materials may be disposed in a regular plastic bag. A hazardous material bag should be used if there is copious amount (dripping) of blood or other potentially infectious material.
- All mops, bins, pails, cans and similar containers intended for re-use in the work place which have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials will be decontaminated with a bleach (hypochlorite) solution. Soak cleaning tools in the hypochlorite solution for 20 minutes.
- Broken glass must never be picked up with one's hands. Broken glass is cleaned by using a brush and dustpan, or tongs.

Personal Protective Equipment

When there is a risk for occupational exposure, employees will be provided with appropriate personal protective equipment. The following employees are required to use the supplied equipment listed.

- **Employees administering first aid:** Latex gloves when tending to an injury where blood or other potentially infectious material is present. Facemask, non-vented goggles, or protective glasses when there is an increased risk for splashing of blood or other potentially infectious material.
- **Custodial Staff:** Latex gloves and all disposable equipment used in cleaning up blood or other body fluids.
• Day Care Staff: Latex gloves when potential for biting, scratching, or contact with open wounds may occur. Latex gloves when changing diapers.

➤ Any work garments soaked or permeated by blood or other potentially infectious material will be removed immediately or as soon as possible. The site will arrange for appropriate laundering.
➤ All personal protective equipment shall be removed prior to leaving the site where it was used. Non-contaminated equipment will be returned to its designated storage area, while contaminated equipment will be either disposed of or cleaned and decontaminated.
➤ Disposable gloves are NOT to be washed or decontaminated for re-use. All contaminated gloves are discarded after use. Hands must be washed immediately after gloves are removed.
➤ The following respiratory equipment is required:
  • Mouthpiece (CPR Micro-shield Clear Mouth Barrier) and resuscitation bags, which are located in first aid kits.

**Hepatitis B vaccination**

All employees identified by job classification as having a risk of occupational exposure will be offered the Hepatitis B immunization at no cost to the employee once training is completed.

This immunization will be offered within ten (10) working days after the employee has received the requisite training and before starting the initial assignment. Employees who have already been immunized or have a medical condition which contraindicates the administration of the immunization, will not be immunized. Employees may voluntarily decline the immunization for any reason.

Employees who are offered the HBV immunization shall sign the Acceptance/Declination Form. Employees who initially decline the immunization may have the immunization provided at later date at the employer’s expense. The Acceptance/Declination form will be kept in the employee’s personnel record.

The Human Resources Department will make arrangements for the immunization and will maintain HBV immunization and bloodborne pathogen education records and waivers on all employees.

**Post-Exposure Evaluation and Follow-Up**

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, contact with blood or other potentially infectious materials that result from the performance of an employee’s duties. To qualify the incident as an exposure, the supervisor will use the Evaluation for Post-Exposure Incident Form. This form must be forwarded to the Human Resources Department. The form is filed in the employee’s personnel record regardless of whether the incident was qualified as exposure.

When an employee experiences an exposure incident, it is reported immediately to the supervisor. If the supervisor qualifies the incident as an exposure, the employee will be given a Consent Form for post-exposure evaluation. The employee will also be given the Statement of Understanding for Testing Prophylaxis to give to his/her health care provider. If an employee chooses not to be tested for the HIV virus, he/she must complete the Refusal for HIV Antibody Blood Test.

If the source of the exposure is known, the supervisor will contact the source or source’s parents. The supervisor will request permission for the source to be tested, using the Request and Consent for Testing form.

**NOTE:** If source individual is already known to be infected with HBV or HIV, source testing will not be repeated. The source is not obligated or required by law to release confidential medical information to the employee.

All employees who are exposed will be offered confidential post-exposure evaluation and follow up at the employer’s expense.

The evaluation consists of:
• Completion of the Incident Report that documents the route of exposure, source (if known), circumstances under which the exposure occurred and all pertinent medical records.
• Identification and documentation of the source individual, unless the employer can establish that identification is not feasible or is prohibited by law (i.e. a minor).
• Offering the employee blood testing for HBV and HIV serological status.
• Post-exposure prophylaxis, when medically indicated.
• Counseling concerning precautions to take during the period after the exposure incident. The employee will be given information on potential illnesses and symptoms to be aware of.
• Evaluation of reported illnesses.

Human Resources will ensure that the health care professional responsible for the employee’s HBV vaccination is provided the following:
• A copy of the OSHA Standard.
• A description of the exposed employee’s duties as they relate to the exposure incident.
• Documentation of the route of exposure and circumstances under which the exposure occurred by using the Workers’ Compensation First Report of an Injury, Occupational Disease or Death.
• Results of source individual’s blood testing, if available.
• All medical records relevant to the appropriate treatment of the employee, including vaccination status, which is the employer’s responsibility to maintain.

If the employee is medically evaluated and tested, the employee will provide the Human Resources with a copy of the evaluating health care professional’s written opinion within 15 days of the completion of the evaluation. The written opinion for post-exposure evaluation and follow-up is limited to the following information:
• That the employee has been informed of the results of the evaluation.
• That the employee has been told about any medical conditions resulting from exposure to bloodborne pathogens, which require further evaluation or treatment.
• All other findings or diagnoses shall remain confidential and will not be included in the written report.

NOTE: This confidential medical information will be forwarded to the Human Resources Department for safekeeping.

Communications of Hazards to Employees
Employees will be informed of hazards through a system of biohazard waste bags and labels.

Warning labels will be affixed to containers of regulated wastes, refrigerators and freezers containing blood or other potentially infectious materials; and other containers used to store, transport, or ship blood or other potentially infectious materials. Contaminated equipment will also be labeled in this manner.

Labels are fluorescent red with lettering or symbols in a contrasting color. The label is either an integral part of the container or affixed as close as possible to the container, which will prevent loss unintentional label removal. The label shall have the biohazard symbol and the text “Biohazard”, as shown in Figure 1.

![Biohazard Symbol](Figure 1)

Employee Training
All employees will participate in an on-line bloodborne pathogens training program upon their initial orientation/training. Training is conducted electronically and will be followed by an on-line test. Employees that do not receive a passing grade will be required to retake the training and test.

Record Keeping
A medical record will be established and maintained for each employee who experiences an occupational exposure to bloodborne pathogens. The record will be maintained for the duration of employment plus 30 years. These records will be maintained by the Human Resources Department. The medical record will contain the following information:
• Employee’s name and social security number.
- Employee’s HBV vaccination status to include vaccination dates or any medical records relative to the employee’s ability to receive the HBV vaccine.
- A copy of examination results, medical testing, and any follow-up procedures.
- The employer’s copy of the health care professional’s written opinion.
- A copy of the information provided to the health care professional when employee was initially evaluated.

The medical records must be kept confidential. No medical information may be disclosed or reported without employee’s express written consent to any person within or outside the workplace.

Documentation of training will be maintained in the employee’s personnel file for three (3) years from the date of each training. The training documentation will include:
- Date(s) of training sessions
- Outline of information provided
- Names and qualifications of persons conducting the training
- Signatures and job titles of the employees attending the training

**Sharps Injury Log**

All percutaneous injuries from contaminated sharps will be recorded on an Incident Report Form. Information must include:
- Date of the injury
- Type and brand of the device (syringe, suture, needle)
- Department or work area where the incident occurred
- Explanation of how the incident occurred

**Annual Review**

This Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to reflect new requirements, tasks, and other requirements.

**PART III: RISK MANAGEMENT/PREVENTION**

**Participant Pick-Up/Drop-Off – For all Camps: Resident, Discovery, Day & SumFun**

It is part of the duty of the employees to protect the welfare of all participants. Employees must be conscientious and only release participants to the care of parties authorized by parent or guardian. Parents/guardians and anyone authorized are required to show proper identification each time they pick-up a camper. This includes those being picked up at camp and at the various bus/van locations. Staff must ensure that they are checking the camper medical forms to ensure the person picking up the camper is authorized. Staff must also check the ID of the authorized person each and every time the camper is picked up. In the event that the person picking up the camper does not have proper ID and/or is not authorized, the staff member must contact the camp director or supervisor and may not release the camper until the director or supervisor permits the employee to do so.

**DO NOT ALLOW ANYONE TO REMOVE A PARTICIPANT FROM A CC PROGRAM WITHOUT AUTHORIZATION FROM THE PARENT/GUARDIAN, AS NOTED ON MEDICAL FORM, AND WITHOUT CHECKING THE PERSON’S ID EACH AND EVERYTIME.**

**Waterfront Safety**

1. Certified personnel shall staff all aquatic activities with proper ratios as dictated by the certifying body. This includes staff swimming or boating.
2. All waterfront activities shall adhere to the following staff to participant ratios:

<table>
<thead>
<tr>
<th>Participant Age</th>
<th>Staff</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>6-8</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>9-14</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>15-up</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>People with disabilities</td>
<td>1</td>
<td>4, or less if needed</td>
</tr>
</tbody>
</table>
3. In addition to certified personnel, there will at least one additional designated lookout for each aquatic activity. The duties of a lookout are to assist the lifeguards in maintaining safe supervision of participants.

4. Participants and staff must follow all safety rules as posted at the waterfront areas. Staff members not designated as lookouts must either swim with the participants or supervise those who are not swimming. ACA PA-16

5. A safety system, such as the buddy system, is to be used to account for all aquatic participants. Safety checks will occur every ten minutes at all swimming activities.

6. Permission must be granted from certified aquatic personnel before engaging in an aquatic activity.

7. All participants must be evaluated and classified as to swimming ability. In order to swim in water that is deeper than 3.5 feet, certified aquatic personnel must evaluate participants. Once evaluated, swimmers are allowed only to participate in activities that are commensurate with their ability. Be aware of participants who are non-swimmers, as they may need extra attention.

8. If severe weather approaches (thunder and lightning) all waterfront activities will be closed and participants and staff should take shelter.

9. There shall be no swimming outside of the designated swimming area. There shall be no swimming after sundown, unless it is a staffed, planned activity.

10. There shall be no diving by staff or participants unless rules specifically allow diving in deep sections of the water.

11. All participants and staff must wear personal flotation devices (PFD’s) when boating. There shall be no boating in any swimming section. There shall be no ramming, tipping or horseplay while boating.

12. Wheelchairs in aquatic areas must have the brake set and must be within a close distance of a staff member at all times. People seated in a wheelchair must be at least five feet back from the pool/lake edge. ACA PA-8

13. All participants must be supervised in changing rooms or restrooms.

14. All staff MUST remind participants and medical personnel to apply sunscreen before each aquatic activity and every hour after that (in addition to anytime activities take place in direct sun). Staff must also apply sunscreen to themselves as appropriate, in order to avoid injury to skin.

15. Remember to leave each aquatic area clean and organized after each activity and make sure that participants have fun!

For Sum Fun campers, PFD’s sent by parents must be worn by the participant or he/she may not enter the water.

NOTE: PFD’s are not a substitute for supervision. If a PFD appears to be inadequate, the camp director or supervisor shall notify the parent as soon as reasonably possible to resolve the situation.

Child Sexual Abuse Prevention Training (VIRTUS)

All employees are required to complete the Diocesan Child Sexual Abuse prevention training during the New Employee Orientation. Additionally, all employees are required to complete the continuing education portion of this training as described below.

Initial Training

Centralized training is provided during the first Employee Orientation and employees are to register to attend one of these sessions within their initial 90 days of employment.

Extended Training

Employees and volunteers are required to complete twenty-four (24) articles within two-years of attending the face-to-face training.

Continuing education training is provided on-line. Employees are required to complete this training on-line so that completion of training can be systematically monitored and confirmed.

Directors are responsible for determining which employees do not have access to on-line training, notifying the Training Department to ensure employees are registered and confirming that they are provided with and read the articles.
Reporting Abuse of a Person Served – Injury, Neglect and/or Sexual Victimization
To describe Catholic Charities’ policy regarding physical and sexual or verbal abuse or neglect of the person served.

Policy
Catholic Charities employees are required to immediately report information that reasonably indicates abuse or neglect to the appropriate agency of the county in which the person served resides, or in which the abuse or neglect is occurring.

Reports must be made by telephone or in person and must be followed by a written report, if requested, by the receiving agency or officer.

An abused child is defined as:
- A victim of “sexual activity (Chapter 2907 of the Ohio Revised Corde (ORC)). The perpetrator can be an adult, a family member or a child peer.
- A child who is endangered (Section 2919.22 of the ORC); physically and/or emotionally.
- A child who exhibits evidence of an injury or death inflicted other than by accidental means.
- A fetus exposed to drugs and/or alcohol as a result of mother’s use during pregnancy or a baby who tests positive for alcohol and/or other drugs at birth as a result of mother’s intake of the same for non-medical reasons.

Abuse of a person with developmental disabilities is defined as the following when directed toward an individual (Ohio Administrative Code 5123:2-12-2):
- Physical abuse. “Physical abuse” means the use of physical force that can reasonably be expected to result in physical harm or serious physical harm as those terms are defined in section 2901.01 of the Revised Code. Such force may include, but not limited to, hitting, slapping, pushing, or throwing objects at an individual.
- Sexual abuse. “Sexual abuse” means unlawful sexual conduct or sexual contact as those terms are defined in section 2907.01 of the Revised Code and the commission of any act prohibited by section 2907.09 of the Revised Code (e.g., public indecency, importuning, and voyeurism).
- Verbal abuse. “Verbal abuse” means purposefully using words or gestures to threaten, coerce, intimidate, harass or humiliate an individual.

An abused older adult is defined as:
- “Abuse” is defined as infliction upon an adult by self or others of injury, unreasonable confinement, intimidation or cruel punishment with resulting physical harm, pain or mental anguish. (Ohio Revised code (ORC) 5101.60).
- “Neglect” is defined as the failure of an adult to provide for self the goods or services necessary to avoid physical harm, mental anguish or mental illness or the failure of a caretaker to provide such goods or services.
- “Exploitation” means the unlawful or improper act of a caretaker using an adult or an adult’s resources for their monetary or personal benefit, profit or gain.

If an employee has reason to believe that a child less than 18 years of age, or physically or developmentally disabled child under 21 years of age, has suffered any form of abuse or neglect, s/he must inform the county children’s services agency with jurisdiction over that child’s community.

Questions designed to appropriately elicit information about possible physical or sexual abuse are to be incorporated in all assessment and intervention activities conducted by Catholic Charities staff.

Procedure
- If an employee receives a report about or observes child abuse or neglect, s/he discusses the situation with their supervisor immediately.
- Internal contact for staff-to-client abuse is reported to Terry Flanagan, Executive Director of Parish Outreach Officer at 216-334-2958 or tflanagan@ccdocle.org.
- Employees should make a report to the local hotline (e.g. 696-KIDS in Cuyahoga County) within 12 hours.
• Adult abuse is to be reported to the sites appropriate licensing or certifying agency.
• Supervisors are responsible for alerting staff that they must report any suspected abuse to authorities.
• All reports to the county authority should be documented, submitted to the safety officer and reported as a major unusual/notification of reportable incident using the appropriate outside entity’s reporting form upon occurrence of upon notification or awareness of the incident. If no form exists the employee should use the Catholic Charities Incident Reporting Form. (Refer to the incident Reporting Policy – SM 002) without disclosing the client’s name for aggregate quality improvement tracking purposes.
• Results of investigation by authorities should also be documented in the file of the person served or as part of the incident report documentation as applicable.
• Even if time has passed since a reported incident, employees have a duty to report once it is discovered. If information comes from other professionals, medical or school personnel, who have obtained more direct information leading to the “reason to believe” employees should encourage them to make the report. If they do not, employees must make the report.
• Staff and volunteers receive VIRTUS training within their first 90 days of hire. Ongoing, behavioral healthcare staff receives annual training on client rights, which includes information about abuse and neglect of person’s served.
• Resource information, which can be used for training, orientation or for education of clients and their families about abuse, is maintained on the Quality and Training tab of the Intranet under the “Child Abuse Education Materials” folder. The information includes:
  i. Definitions of neglect, physical, emotional and sexual abuse.
  ii. Signs and symptoms of possible physical or sexual abuse.
  iii. Prevention and alternatives to curb or defend against abusive behavior.
  iv. How to solicit or discuss issues of abuse with children.
  v. What to do if a person served discloses abuse.
  vi. Information to assist perpetrators and family members.

Transportation Procedures
1. CC employees and volunteers are personally and financially responsible for any traffic violations, fines, etc. that they may incur while driving.
2. Medical forms should accompany or be available on file for all participants and staff when being transported.
3. Vehicles are to be loaded only within the passenger seating limit established by the vehicle manufacture.
4. All vans transporting 14 or less participants must have one staff member (who may also be the driver) in the vehicle. All vehicles transporting 15 or more passengers must have at least one adult present to provide supervision to the passengers.
5. Smoking is strictly prohibited in ANY CC vehicles. Drivers should also abstain from using a cell phone, eating, drinking or other distractions while driving. If you must use a cell phone please pull to a safe location and park prior to using the phone unless it is impossible or an emergency and you are unable to.
6. All drivers must complete Vehicle Inspection Report prior to use. The report is a checklist that specific items that must be checked prior to each trip. It includes items in the engine compartment, inside the vehicle, control panel, gauges, brake lights, light system and outside of vehicle.
7. All passengers including the driver must wear a safety belt at all times. All passengers must load and unload one at a time, in an orderly fashion, away from traffic. Do not overload vehicles.
8. Prior to backing up, make sure to check behind vehicle and check all mirrors. Whenever possible have a second staff member on the outside of the vehicle, informing the driver that all is clear behind them and guiding as the vehicle is backing. All vehicles must be refueled at the quarter tank mark. The staff member must remain with the fuel nozzle while re-fueling until finished. All passengers remain in the vehicle. Please see the camp director or supervisor for gas card and always remember to procure a receipt. Employees and volunteers MUST refrain from smoking at or near a gas station or other fuel source.
9. All vehicles should have a working cell phone with adequate battery power before each trip. If you do not have your own cell phone, inform the camp director or supervisor who will procure one for you. Make sure each driver has the phone number of the camp director or supervisor prior to traveling. Drivers should avoid talking on the phone or radio while driving unless an emergency necessitates otherwise. No one should use a cell phone while at or near a gas station or other fuel source.
10. All vehicles must have a first aid kit and other emergency accessories, as needed. All vehicles should have a vehicle binder which includes a rental agreement or vehicle registration, vehicle log, accident and incident
sheets, insurance cards.

11. Drivers must instruct passengers in the following safety procedures prior to transporting:
   a. Passengers should remain seated at all times with hands and arms inside vehicle.
   b. Seatbelts should be fastened – one person per seatbelt.
   c. Noise level should be such as to not distract the driver.
   d. There should be no throwing of objects or other disruptive behavior.
   e. Respect the driver and staff at all times.
   f. Passengers should enter and leave the vehicle under the direction of a staff member and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of staff member and/or driver and use buddy system if leaving the vehicle.

12. In the case of driver or passenger illness, please return to CC immediately for treatment.

13. Regarding employees’ personal vehicles:
   a. Staff may drive to and from the CC program in their own vehicles. Vehicles are to be parked in the designated staff parking lot and are the responsibility of the owner, not CC.
   b. Staff may not use personal vehicles to transport participants unless directed by supervisor and HR policies have been followed.
   c. Staff vehicles may not enter the confines of Camp Christopher unless proper permission is granted. If your vehicle is within the confines of Camp (past the lower lot), extreme care and safety must be followed. Limit your pace to 5-MPH maximum.

14. All staff should always be alert to incoming vehicular traffic. Stress extreme caution to participants at all times, especially with delivery trucks and emergency vehicles.

15. Maintenance personnel or those authorized should be the only persons operating tractors, mowers, wagon, trucks, etc. Drivers of maintenance vehicles should also use extreme caution in operation. Employees must meet required age standards as established by the Department of Labor in order to operate tractors, mowers, wagons, trucks, and any other type of machinery. For more information on a particular piece of equipment, please see the Program Director.

16. All persons riding on the Hay Wagon should be seated with legs up on wagon, not dangling along the sides. Employees must make every effort to eliminate horseplay; throwing hay, wrestling, etc, and instead stress safety.

17. Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy. Drivers should pre-establish rest stops to check in with each other. All drivers should have maps, complete directions to destination, and appropriate telephone numbers. One driver should be appointed lead driver. On any trip, stops should be made only at acceptable rest stops. After three continuous hours, the vehicle must stop to rotate drivers and rest the passengers. All traffic laws of the state are to be strictly obeyed when operating CC vehicles.

18. Load and unload vehicles in areas that are free from vehicular traffic unless an emergency. The vehicle should be parked. Loading and unloading will take place in an orderly fashion following directions from staff member. Participants should be directed where to assemble after unloading and kept under supervision of an employee or volunteer. Attendance of all participants must be taken at the start of the trip and again each time the participants exit and enter the vehicle.

In the event that a trip or route is running off schedule and will be more than 15 minutes early or late to its destination, the driver or other adult present in the vehicle should contact the camp director or supervisor to alert him or her to this situation. The camp director or supervisor will then contact parents and caregivers to inform them of this change in schedule so that they can plan accordingly for pick-up/drop-off. The camp director may contact parents directly, or in the instance that there are more calls than can reasonably be made by one person in a timely manner, he or she will direct other employees to call parents on the matter.

At the end of any trip employees must verify that all participants and belongings/refuse are no longer on the vehicle by physically searching each seat and the floor of the vehicle. Any needed repairs or cleaning should be brought to the attention of the camp director or supervisor as soon as possible after ending a trip.

Field Trips/Campers Intermingle With the Public
In General:

1. Plan Ahead! Review with the camp director or supervisor and the Parents (through the newsletter) the exact date, time and location of field trips, along with any special instructions (such as manner of dress or necessary supplies to be brought). Make sure permission is secured from parents, in writing. It is
recommended that if participants are expected to bring a lunch, that the Site Director ask parents to pack a 100% disposable lunch so that lunch bags can be discarded after eating, instead of being carried around all day. Requisition necessary supplies from the Program Director.

2. Ask participants to dress in something specific to help easily identify group members who in turn, make supervision and counting easier (i.e.: same brightly colored shirts, baseball caps, etc.).

3. Remind staff to wear their CC Staff Shirts or identifiable clothing.

4. Maintain the regular ratio with a minimum of two staff persons. A First Aid certified staff member must be easily accessible-within voice distance. Try to use the buddy system and teach participants why it is used (to watch out for each other). Take a head count every 15-30 minutes, before and after moving from one area to another or more often if the activity or situation involves crowds, attractive nuisances or other distractions.

5. Schedule central meeting times and locations for time checks, med passing, lunch, restroom breaks, etc.

6. Be sure to communicate to all staff where the nurse/medical officer will be and at what times in the event of an emergency. Be sure that staff knows what times the participants in their group may need to meet with the nurse in order to receive medications.

7. Try to make sure that participants know what to expect and what the rules are. Include expectations for unusual circumstances, such as using playground equipment or spending money.

8. Explain the plan to all participants and staff to address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the participant knows.

9. Keep belongings to a minimum. It is best for belongings to remain on the bus unless they are necessary throughout the day.

10. Do not invite others to join the group without the knowledge and consent of a staff member. Report uninvited guests or suspicious circumstances to the Site Director immediately.

11. Try to define the area within which the participants and staff are to remain.

12. When walking, walk in small groups. One staff member should lead, while another brings up the rear. Suit the pace of the group to the slowest person, working to remain together. Cross streets as a total group at designated crossings only. Obey traffic signals. Count heads before and after crossing, and at regular intervals.

13. Make sure appropriate supplies are packed, such as:
   a. Emergency Authorization forms for all participants and employees.
   b. Participant Roster.
   c. Itineraries, routes and schedules the bus will use in traveling to and from the destination. (Each driver should have his/her own copy).
   d. A first aid kit.
   e. Cell phones, two-way radios or other means of easy communication.
   f. Sunscreen.
   g. Ample gloves and wipes.
   h. A changing mat.
   i. Bottled water.

In the event that a participant gets lost or separated from the group, immediately inform the security/police in the location where you are, and then make every attempt to spread the word to other staff (utilize two way radio’s, cell phones, or any other means of communication if it is available). Prearrange with staff where to meet in order to organize a search of the area. Immediately contact the camp director or supervisor. The camp director or supervisor will contact either the parent(s) or other necessary authorities. If necessary, send the majority of staff and participants back to the site, while the Site Director and some key staff remain to continue the search. Follow Lost Participant Procedures.

Visitors
For the safety and security of everyone on our premises we have to take great measures to limit visitors on our property. We love to hear from old friends, past alumni and community members but our campers, staff, volunteers, etc. are our first concern. We conduct criminal background checks and multiple screening on all of our staff and volunteers but we are unable to do this with visitors. In compliance with the Diocesan Policy on the Safety of Children, we must limit visitor’s access to our campers.

We encourage parents/guardians to refrain from visiting during the week so that campers have the maximum opportunity to develop independence and social skills during their stay at camp. In the even a parent needs to see
their child at camp they will be considered a visitor and should make arrangements to visit with the camp leadership staff.

All staff are responsible to enforce this policy and follow the above and below policies:
1. All visitors must report to the Camp Office to sign in and out including name, date and time.
2. When a non-staff member enters the property s/he must be stopped by the staff to inquire about the nature of visitor’s business. Once the staff member confirms that the visitor’s reason is legit, they must direct them to the Camp Office to receive a visitor badge. If staff member is unable to escort the visitor to the office, they should contact a staff person in the office to advise them that the visitor is on their way.
3. Visitors must wear a Visitor Badge while on the premises at all times.
4. Guests of staff members are considered visitors. Staff members must secure permission from their supervisor prior to the visit. Visitor privileges may be revoked if the visit interferes with staff performance and/or the program.
5. Only with permission may a visitor guest stay for a meal.

All visitors must leave the premises by the end of the day or, at Camp Christopher, before 11:00 pm. Overnight guests will not be tolerated unless prior permission from the camp director is granted.

Intruders – ACA OM.7
1. All facilities are vulnerable to intruders and unauthorized guests. Always be aware of who is on the premises and who is communicating with participants and staff. All staff members will refer all visiting persons (stranger or known) to the camp office or camp director or supervisor where they will sign in and out including name, date and time. Visitors must wear a badge while on the premises at all times.
2. If you see someone you do not know, ask if you can help him/her and take him or her to the camp office or camp director immediately. Never allow a visitor to see a participant or staff member without first signing in and speaking with the camp director or supervisor.
3. If you sense immediate danger and the camp director or no supervisor is available, call 9-1-1 immediately.
4. Teach the participants to come quietly and tell you if they see an unfamiliar person on the property. If a participant encounters an unfamiliar person, real or imagined, never tell him/her “it really wasn’t anything,” “there is no need to be afraid,” or “it was just your imagination.” Instead, encourage them to know that it is okay to be afraid, and to talk about their experience.

If someone seems to be behaving suspiciously or inappropriately around your areas, and you are away from CC property, keep a staff member with the participants while two other staff members go to notify a park ranger or law-enforcement officer of the circumstances.
EMERGENCY/DISASTER PREPAREDNESS Plan

Basic Plan
This basic plan outlines our approach to emergency operations. It will provide general guidance for emergency management activities and an overview of our methods of mitigation, preparedness, response and recovery. The plan will describe our emergency response and responsibilities for various tasks. This plan will apply to all supervisors, staff, volunteers, participants and visitors on the grounds of Camp Christopher at any given time.

The following are common terms that may be heard or brought up about in conversation during times of emergency. All personnel should be familiar with these terms before an emergency occurs.

Terms

Emergency Operations or Operating Center: Specially equipped facilities from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

Emergency Public Information: Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster. See Media Inquires policy.

Emergency Situation: As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:

Incident: An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

a. Involves a limited area and/or limited population.
b. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
c. Warning and public instructions are provided in the immediate area, not community-wide.
d. One or two local response agencies or departments acting under an incident commander normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
e. May require limited external assistance from other local response agencies or contractors.

Emergency: An emergency is a situation is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

a. Involves a large area, significant population, or important facilities.
b. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
c. May require community-wide warning and public instructions.
d. Requires a sizable multi-agency response operating under an incident commander.
e. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
f. The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Disaster: A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

a. Involves a large area, a sizable population, and/or important facilities.
b. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
c. Requires community-wide warning and public instructions.
d. Requires a response by all local response agencies operating under one or more incident commanders.
e. Requires significant external assistance from other local response agencies, contractors, and
extensive state or federal assistance.

f. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Camp Christopher is exposed to many hazards, all which can have the potential for disrupting the camp, causing casualties, and damaging or destroying property.

Assumptions
1. It is possible for a major disaster to occur at any time or place. In many cases early warning and preparedness are possible. However, some emergencies may occur with little to no warning.
2. Outside assistance will be available. Initially from Bath Township and surrounding communities if needed.
3. Training of personnel, having a plan of action and conducting drills will improve the readiness to deal with emergency situations.

Direction and Control
1. The Director or appointee is responsible for establishing objectives and policies for emergency management policies on site.
2. During emergency operations, the public safety forces will be the ones in charge of the incident and may ask for assistance from Camp Christopher personnel.

Post-Incident and Exercise Review
The camp director is responsible for organizing and conducting a critique following the conclusion of any significant event. This critique should entail both written and verbal input from all parties involved in the actual incident. If any problems are found to have arisen then corrective action should be taken to prevent this from happening in the future.

A Catholic Charities Incident/Injury and DISC Report (if applicable) must be completed immediately for all incidents. If an agency owned vehicle was involved, a DISC report must be faxed to the DISC Property/Casualty office. The reports must be forwarded to the Safety Officer immediately.

Drills
Drills are to be conducted based on the training scheduled set forth by the camp director and health and safety officer. Drills will include:
1. Fire
2. Tornado
3. Code Blue – Medical Emergency
4. Power Outage
5. Violent Person/Shooter
6. Bomb Threat

Concept of Operations
Catholic Charities are ultimately responsible for protecting the lives of the participants, volunteers, staff and any camp owned equipment during an emergency/disaster. The basis for delegation of emergency authority is to ensure that emergency-related authority can be exercised. To assist in this, groups were created to help delegate emergency responsibility.

1. The Emergency Operation Group (EOG)
   a. Bath Fire Chief
      i. The fire chief would be able to secure resources from the Bath Fire Department and surrounding communities to conduct fire suppression activities, search and rescue and medical related emergencies as needed.
      ii. Can activate Summit County Emergency Management Agencies as appropriate
b. Bath Police Chief
   i. Would be able to order his officers to areas affected and be used to ask for additional resources as needed
   ii. Can activate Summit County Emergency Management Agencies as appropriate

c. Safety Officer
   i. This person would know the Emergency Operation Plan procedures and location of all necessary emergency response items.

d. Ranger
   i. This person would be able to identify problems areas where certain assets could be in jeopardy.

2. The Incident Management Team (IMT)
   a. Bath Fire Department
      i. Bath Fire Department would be instrumental in the suppression of any type of fire, search and rescue operations, medical emergencies and transporting victims to the hospital.
   b. Bath Police Department
      i. Bath Fire Department would be used for security, crowd management, getting into locked buildings and controlling a perimeter.
   c. Ranger/designated appointee
      i. They would know all the buildings located at camp including where chemicals are stored, keys to doors and master switches.

Assignment of Roles and Responsibilities
The following represents emergency responsibilities assigned to each of the groups above during an emergency. The responsibilities listed below are not all-inclusive, but should cover crucial emergency operations.

Responsibilities
1. Emergency Operations Group Responsibilities
   a. Activate emergency operation plan
   b. Notify EOG personnel as needed
   c. Setup operations
   d. Establish security
   e. Activate resources as needed
   f. Contact Summit County EMA as needed
   g. Provide Executive Management Group with situational updates
   h. Communicate with Executive Management Group about critical decisions that need to be made
   i. Establish recovery objectives

2. Incident Management Team Responsibilities
   a. Scene size up
   b. Incident Command
   c. Determine Incident objectives and strategy
   d. Establish incident priorities

Activation
1. When an emergency or disaster strikes Camp Christopher assistance shall be requested to Bath Township. From there they will ask for additional resources as they deem necessary.

2. Activation of the three groups shall be determined by the size and scope of the incident.

3. This plan and activation is based on the theory that these roles should co-inside with their normal day to day operations.
Communications
This section will provide information about our communication systems, its capabilities and who to contact in emergency situations. Our entire communications system will be discussed and procedures for its uses will be outlined. The communication section describes how Camp Christopher officials will communicate with each other as well as with outside agencies during an emergency or disaster occurring in or around Camp Christopher.

The entire area that encompasses Camp Christopher is at risk for a number of hazards that could threaten the community's public health, safety and property. A reliable communication system is essential to calling for help, obtaining information and controlling resources during times of emergencies. Adequate communications are available for effective and efficient warning, response and recovery operations. A number of natural or manmade hazards may neutralize communications currently in place for emergency operations.

1. Communications play a critical role in emergency operations. When these capabilities are properly coordinated, response activities become more effective and efficient.
2. Our emergency communication system is operated by a centrally located 9-1-1 center in Bath Township in the administrative building. This center includes all the needed equipment and personnel to handle most emergency situations.

When an emergency occurs on this site, the plan that is outlined should be followed to the best of the ability depending on the situation at hand. These are only guidelines; different emergencies will require different responses. During any emergency at our site communications will play a crucial role in many aspects. Staff are a very important part of the communication process.

1. When an emergency occurs the camp director shall be contacted and informed of the situation by phone. The camp director shall notify her supervisor and Director.
2. If emergency services are needed dial 9-1-1 IMMEDIATELY
   a. Only dial the non-emergency number if emergency services are not needed.
3. Emergency and key contact's phone numbers will be placed next to each hard-line phone for immediate use.
4. If communication is needed on site that can be done by two ways:
   a. An alert will be broadcast through the PA system, stating any necessary information for all participants of the emergency in progress.
   b. In addition to the PA system supervisors should be contacted by cell phone making sure they are aware of the danger present in case they did not hear the PA system.
      i. Camp director shall obtain a list of all supervisors before the start of camp and ensure that all leadership staff and Key Contacts receive a copy.
5. If communication is needed for program participants:
   a. Staff shall be assigned an equal number of participants to contact by phone.
      i. The director can assist in that task sending out an I-Alert or One Call Now phone call
6. Director/camp director responsibilities:
   a. Keep constant contact between staff, participants, families and Catholic Charities President/CEO.
   b. Communicate any necessary information to local officials as needed.
   c. Relay any pertinent information to first responders about the emergency (number of injured, the location of the emergency, the extent of the emergency, etc.).
   d. The Catholic Charities President/CEO, or appointee, shall relay any information needed to the public as the situation warrants.
      i. All media inquiries pertaining to emergencies or incidents must be directed to the Catholic Charities President/CEO, Patrick Gareau, at 216-334-2903. All other media inquires must be directed to the Director of Marketing and Communication
Law Enforcement
This section will define the responsibilities camp staff and participants must do in the event of a police emergency on the campus of Camp Christopher. This section will provide for the few human initiated hazards that have the ability to affect our campus.

The entire campus will rely on Bath Township Police Department to provide for law enforcement and protect them in cases in emergency. During emergency operations the people on site will rely on Bath Township Police Department to provide for the safety of all participants. During large scale emergencies, multiple jurisdictions may be required to handle the emergency at hand.

The staff at Camp Christopher has the primary responsibility that all individuals on the campus are safe during any emergency situation. The responsibility of Camp Christopher is to activate the emergency response guide and allow Bath Township Police Department to mitigate the situation.

During any police situation accountability of all members, participants and volunteers is a necessity to ensuring the safety of all. To achieve this accountability a roster shall be compiled at the beginning of each camp session breaking down the groups and sleeping arrangements. Each cabin group shall have their own roster. These rosters shall include the participant’s full name and emergency contact information. Each staff in charge of a cabin shall be given a roster of the number and names of each of the participants they are responsible for during their stay. This accountability list will be the way the staff ensures everyone is accounted for or missing during a time of emergency. This information then needs to be relayed to the camp director or person in charge to relay to the incoming fire personnel.

Medical Emergency
The purpose of this section is to outline operational concepts in the event of any type of medical emergency on the campus of Camp Christopher. The entire campus of Camp Christopher, including the people and property rely on Bath Township Fire Department to protect them in case of medical emergencies.

During emergencies situations the Bath Fire Department will use resources available to protect the lives of all people on the campus of Camp Christopher. During major emergency situations other communities and resources may respond in to assist Bath Township.

The staff at Camp Christopher has the primary responsibility that all individuals on the campus are safe during any emergency situation. The responsibility of Camp Christopher is to activate the emergency response guide and allow Bath Township Fire Department to mitigate the situation.

Medical emergencies can be a wide range of problems including but not limited to breathing difficulties, heart attacks, allergic reactions, falls, drowning, and accidents.
The following procedures are for a wide range of medical emergencies that can occur on the campus of Camp Christopher:
1. Once a medical emergency is observed staff should dial 9-1-1 immediately. Give a description of the emergency and follow any direction given by the dispatcher on the phone.
2. Staff shall notify camp supervisor and/or nurse on duty about the incident.
3. Provide needed CPR and first aid treatment as appropriate to stabilize the individual until further help arrives.
   a. You must be certified in CPR to provide it on a person
4. Staff shall keep all unnecessary participants out of the way and clear of the emergency.
5. The lead person of this emergency shall assign roles to other members.
   a. Someone needs to meet the first responders at the main entrance to show them to the location of the emergency.
   b. Someone needs to be assigned to gather any necessary paperwork/medical forms on file on the person being treated.
6. If there are any trained staff in the area they should report to the medical emergency until otherwise stated by others on scene.

7. Once the first responders arrive on scene allow them to take over primary care and only help if they ask you to do something.

8. Make sure to document where the first responders are taking the injured and contact their emergency contacts advising of the situation.

9. Once the medical emergency is complete and first responders have left the scene operations can return to normal.

Vehicle Emergencies – All Vehicles

Medical Emergency

In all circumstances, the driver of the vehicle (unless they are unable) will take control during all vehicle emergencies. This includes the operation of any emergency functions of the vehicle.

If a medical emergency occurs, the driver must proceed as follows:

1. Stop the vehicle in a safe area taking into account the nearest cross street for location reference.
2. Assess all persons’ medical condition.
3. Call 911 and apply first aid when necessary.
4. Follow instructions from 911.
5. Call and inform the camp director or immediate supervisor and arrange for them to contact the parent or guardian if transporting a minor.
6. The camp director or supervisor will complete an incident report and forward to the Quality and Training Department via the safety officer and licensing bodies as required.

Vehicle Breakdown

If an agency owned vehicle breaks down while transporting program participants, the driver should immediately act to minimize the danger to passengers and others to ensure comfort and safety. If possible, pull far off to the side of the road or into a parking lot.

Contact the camp director of supervisor as soon as possible to arrange for a relief vehicle to come and pick up passengers as well as a tow truck if necessary. In the case of a breakdown or a personal vehicle, the driver is responsible for contacting the appropriate repair/towing facility.

If the vehicle needs to be evacuated, direct passengers to the safest area nearby. Passengers should walk on the side of the road in a single file line against the flow of traffic to an area away from the traffic.

Vehicle Accident

If an accident occurs:

1. Stop at once and ensure that the vehicle is not posing a traffic hazard.
2. If the accident is very minor and has involved no other person or damage to a third party property, the vehicle should be checked for damage and determine if the vehicle is safe for travel before proceeding.
3. Contact the camp director or supervisor to inform them of the accident.
4. When the accident is more serious:
   a. Ensure passengers are OK and in a safe place. If necessary, move passengers to a safer place by the side of the road unless they cannot or should not be moved due to injury.
   b. Call 911 and follow their instructions.
   c. Call the camp director or supervisor so parents/guardians can be notified, if applicable.
   d. Get names and numbers of any witnesses to the accident.
   e. The driver should not admit liability for an accident or make statements which may be interpreted as an admission of liability.
   f. If another vehicle is involved, a record of the following information should be obtained from the other driver(s):
      i. Names
      ii. Address and phone number
      iii. Insurance information
Lost Swimmer/Aquatic emergency

The following procedures should be followed in case of a lost swimmer:
1. Once a staff member notices a person from the group is missing notify the lifeguard on duty immediately.
2. Advise the camp director or supervisor of the missing person.
3. Remove all participants from the water and account for all the other swimmers.
4. The camp director or supervisor should assign ⅓ of the staff to take the participants in the immediate area to the dining hall to keep them out of the way of the emergency.
5. The waterfront staff and remaining staff will immediately scan the waterfront, checking the bathrooms and changing areas for the missing person.
6. If participant is not found within 1 minute dial 9-1-1 and describe.
7. Keep looking for the missing swimmer until the first responders arrive.
8. If person is found follow medical emergency protocol as listed above.
9. Once the first responders arrive stay clear of the area and wait further orders from them.

The following procedure should be followed in case of an aquatic emergency:
1. Once staff or the lifeguards on duty see an aquatic emergency, the lifeguards should get the person out of the water following all precautions necessary as they deem fit.
2. Dial 9-1-1 advising of the situation.
3. Staff should remove all other participants from the water and evacuate them to the dining hall.
   a. Make sure an accountability check is done.
4. Once the victim is removed follow medical emergency protocol as listed above.

Missing Person

Giving the extensive size of Camp Christopher and the number of participants that can be found on the campus at one given time, a participant may go missing.

The following section is a guideline for a missing person search and rescue operation here on Camp Christopher:
1. If a person is missing **Determine if this may be an Aquatic Emergency.** If a water source is nearby or, if the individual is missing while engaged in an aquatic activity or, if the individual has demonstrated an attraction to water or if, for some reason, you believe water may be involved in the participant being lost, then treat this as an **Aquatic Emergency** [See Aquatic Emergency on page 27/28].
2. Inform the camp director or supervisor immediately. In lieu of a supervisor being present, one person must assume the lead role.
3. Begin to systematically assemble all information available from all parties including counselors and participants. Get an accurate physical description of the missing individual including hair, eyes, weight, height, clothing, etc. Ask pertinent questions like:
   a. Where was he/she last seen?
   b. What was his/her state of mind (angry, depressed, and threatening to run away)?
4. Form a search party and search area of last sighting, fanning out from there. Check restrooms and program areas (such as cabins or classrooms) where the participant was last seen or the group last was.
   a. If applicable, immediately inform lifeguards and Aquatic Emergency Procedures take precedence.
5. Establish a signal for communication to search party team members. Proceed in a fast, orderly and calm fashion.
6. If applicable, send some staff members out of the site to surrounding areas and neighborhoods. Keep communication lines open between search parties and home base.
7. Do not forget to attend to participants who are still with you. Make sure they are occupied and supervised. Remain calm and positive.
   a. Make sure one-half of the staff remains with these participants.
8. At the direction of the camp director or supervisor contact the local authorities. If the camp director or supervisor is unreachable, contact the local authorities after 5 minutes (unless this may be an aquatic emergency, in which case, local authorities are to be notified immediately following the aquatic emergency protocol).

9. The search continues until the participant is found or the local authorities arrive, take over and direct the staff on their duties.

Fire
The purpose of this section is to outline operational concepts to handle a fire situation on the campus of Camp Christopher. The entire campus of Camp Christopher including the people and property rely on Bath Township Fire Department to protect them in case of emergencies.

During emergency situations the Bath Township Fire Department will use the resources available to protect the life and property of Camp Christopher. During major emergency situations other communities and resources may respond in to assist Bath Township.

The staff at Camp Christopher has the primary responsibility that all individuals on the campus are safe during any emergency situation. The responsibility of Camp Christopher is to activate the emergency operations plan and allow Bath Township Fire Department to mitigate the situation.

In the event of a fire in any of the sleeping cabins, the designated shelter shall be the dining hall. The cabin and surrounding cabins shall be evacuated to the dining hall. In the event of a fire in the dining hall, the evacuation point shall be McDowell Hall. We will use the general auditorium as the meeting point. Any other areas, not directly affecting the dining hall, the evacuation point shall be the dining hall.

During a fire situation accountability of all members, participants and volunteers is a necessity to ensuring the safety of all. To achieve this accountability a roster shall be compiled at the beginning of each camp session breaking down the groups and sleeping arrangements. Each cabin group shall have their own roster. These rosters shall include the participant’s full name and emergency contact information. Each staff in charge of a cabin shall be given a roster of the number and names of each of the participants they are responsible for during their stay. This accountability list will be the way the staff ensures everyone is accounted for or missing during a time of emergency. This information will then need to be relayed to the camp director or person in charge to communicate to the incoming fire personnel.

The following are steps to be taken in the event of a fire on the campus of Camp Christopher:

1. Remain calm and advise the closest appropriate person:
   a. If you are part of the staff, organize an orderly evacuation to one of the points listed above.
   b. If it is a participant, that participant shall find the nearest staff member.

2. Start an organized evacuation of the area.
3. Dial 9-1-1 to start the response by the Bath Township Fire Department.
4. Take an accountability count to ensure all members are accounted for at the evacuation point.
5. Relay any necessary information to the person in charge at the time.
6. The person in charge shall relay any information to Bath Fire Department once they arrive on scene.
7. Hold all personnel and staff at the evacuation point until told otherwise by a more senior member or the Fire Department.

The following is a list of important reminders to do if you are caught in the building that is on fire:
1. Touch doors or door knob with the back of your hand. If it is warm to the touch DO NOT open the door. Find a second way out.
2. If there is no smoke at the bottom or top and the door is not hot, then open the door slowly. If there is too much smoke or fire in the hall, slam the door shut.
3. If there is smoke stay as low to the floor as possible.
4. If you cannot get out of the area stay where you are and if possible put a wet towel under the doors to keep the smoke from coming into the area.
   a. Call 9-1-1 to inform the fire crew responding of your location and wait rescue.

Fire extinguishers are located in every building on campus near the exits. The use of a fire extinguisher should only be used by a trained staff member and on small fires only. The Bath Fire Department can and will train all volunteers and staff members in the proper use of fire extinguishers.

In the event of a small fire the following response list shall be used:
   1. Start the evacuation of the area to one of the designated evacuation points.
   2. Dial 9-1-1 advising of the fire.
   3. When using a fire extinguisher the following method shall be used (PASS):
      a. Pull the pin.
      b. Aim at the base of the fire.
      c. Squeeze the lever slowly and evenly.
      d. Sweep the nozzle from side to side.
   4. If the fire becomes to big GET OUT.

Kidnapping
DO NOT ALLOW ANYONE TO REMOVE A PARTICIPANT FROM THE PREMISES WITHOUT PERMISSION FROM THE LEGAL GUARDIAN. Strangers may come to a site in search of potential victims. Custody disputes between parents can result in an unauthorized attempt to remove a participant from the premises. Should a participant be taken from the premises without the expressed and direct approval of the camp director or supervisor, follow the following action steps:
   1. Immediately write down descriptions of all persons involved including children abducted and abductors (including hair color, eye color, clothes, height, license plate number, make and model of car, etc.).
   2. Call 911 and report the incident. Provide them with information as to the child's clothing, description, etc. and provide them with a description of the abductor.
   3. Notify the camp director or supervisor immediately.

Hostage Situation Procedures
If a situation should arise where one or more persons hold other persons against their will, the following precautions should be considered:
   1. Notify 911 immediately. Call camp director or supervisor to inform them of the situation.
   2. Evacuate the area of all other persons.
   3. Gather the facts regarding the situation for the police. Keep notes on times, any communications from the person holding the hostage, and other witness information.
   4. Provide law enforcement with a floor plan if it is possible.
   5. Work with law enforcement to provide them with necessary assistance.

Weapons on Site/Active Shooter - Lockdown
This procedure is to be used when it is more dangerous to evacuate a building or remain outside. By controlling entry/exit and movement within a facility, emergency personnel are better able to contain and handle any threats. The procedures should be followed if someone arrives on our site with a weapon:
   1. Once an employee or participant notices someone on site with a weapon 9-1-1 should be dialed immediately.
   2. All staff shall then be notified of the incident by using plain English so all visitors and staff know exactly what is going on at the time. Avoid Code words.
   3. Once the threat is found a lock down of the entire campus shall be initiated.
      a. Participants, staff & visitors should seek shelter in a building, lock all doors/windows and/or barricade and cover any windows if possible.
      b. All rooms, buildings and/or offices being used will be immediately locked and secured by the staff whoever is in the area in danger.
c. If possible cover all windows or close the blinds.
d. Remain low to the ground
e. Silence cell phones

4. Attempt to make sure all persons are accounted for and safe. If someone is missing relay that information by phone quietly to either 9-1-1 or camp director or supervisor. DO NOT leave the locked room to report this missing person.

5. Do not leave the area unless instructed to do so by law enforcement.

**ALICE Training for Potential/Active Shooter**
The following is a procedure to only use when the person with a gun or an active shooter somehow makes their way into the room where staff, volunteers and participants are present.

1. ALERT- This step is to inform as many people as possible within the danger zone with plain English. Deliver this message through as many modes as possible to ensure everyone is notified of the emergency at hand.

2. LOCKDOWN- Barricade the room, silence mobile devices and prepare to evacuate or counter as needed.

3. INFORM- Communicate the shooters location in real time. This is just a continuation of alert by using any means necessary to give out pertinent information to police and others in the area. This information must be clear and direct and give information for others to either evacuate to safety or stay locked down.

4. Counter- This is a last ditch option to save the lives of you and others that are directly confronted with an active shooter. Creating noise, movement, distance and distraction will hopefully reduce the shooters ability to fire the gun accurately. Anything you can do to gain control is acceptable in this case.

5. EVACUATE- When safe to do so, remove yourself from the danger. When able to evacuate safely do so to get out of the danger zone into a safer area away from the shooter.

**Bomb Threat**
All bomb threats no matter how they are received shall be considered serious until deemed otherwise. A bomb can be disguised in many ways and could be placed almost anywhere. The following are procedures to be taken for the various ways bomb threat can be delivered.

**Telephone Threat**
The following are procedures that should be taken when someone receives a bomb threat over the telephone:

1. The most important thing to do is to remain calm.
2. Document as much information you can receive from the caller.
   a. Use Bomb threat form located by all phones.
3. Never be the first one to stop the conversation; allow the caller to hang up when they are finished giving all the information.
4. Once you hang up with the caller dial 9-1-1 and relay the threat to the camp director or supervisor.
5. Evacuate the buildings and surrounding areas due to this threat. Do not evacuate where you do for other disasters. Evacuate to either the field by Cardinal Lake or the parking lot. Follow all other evacuation procedures.
6. Wait for the Police department and any other agencies to deem the area safe.
7. Place the Bomb Checklist form next to every phone for immediate use when needed.

**DO NOT:**
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Touch or move a suspicious package.

**Written/Delivered Threat**
The following are procedures that should be taken in the case of a written/delivered bomb threat being found or brought to anywhere on the campus of Camp Christopher.
1. If a suspicious package is found do not touch it. Evacuate the immediate area, dial 9-1-1 and advise your supervisor. Signs of a suspicious package are:
   - No return address
   - Excessive postage
   - Stains
   - Strange odor
   - Strange sounds
   - Unexpected
2. If the threat was delivered write down a description of the person and anyone the person, vehicle, direction of travel, etc.
3. Do not touch anything (package, note, locations, etc.) to preserve evidence such as fingerprints or other means of tracing the person responsible.
4. Follow evacuation procedures if deemed necessary by staff or police department.
5. Wait until the all clear is given by the police department.

A Bomb Threat Checklist is to be placed next to each phone for easy use for people receiving the threat.

**Technological Hazards**
The purpose of this section will outline operational concepts for any technological disaster that could occur affecting our entire Camp Christopher campus. The entire campus of Camp Christopher can be affected by technological emergencies and/or failures at any time.

During technological disasters Bath Fire Department may be able to mitigate the situation for a time being. At other times the campus of Camp Christopher will rely on private companies in our area to restore their service. These companies include Dominion East Ohio, FirstEnergy, etc.

**Power Outage**
One main technological hazard that is common to happen in Northeast Ohio for a multitude of reasons are power failures. Camp Christopher and Bath Township rely on FirstEnergy to provide for electricity and fix any problems that arise. The following procedures are just guidelines and will most likely be altered depending on the timeline of the outage:

1. If a power outage occurs, remain calm and keep all participants, volunteers and staff where they are at the time of the outage. Instruct them to not move around unnecessarily.
2. Do a quick accountability check to ensure all people are accounted for at that time.
3. Staff should check areas such as restrooms or other areas that do not have emergency lighting. Note any lights that are out of service and make repairs when the outage is over.
4. The camp director or supervisor should provide flashlights to other staff.
5. Keep conversation going but keeping it at a low volume.
6. If at any time a power line is found on the ground evacuate the immediate area and do not go near the line.
   a. Call 9-1-1 advising of the downed line.
7. Contact FirstEnergy notifying them of the outage so they can respond to the area to determine the problem.
8. If no lines are down and it is daylight the camp director or supervisor at that time can determine if normal operations can precede or everyone stays where they are until the power is restored.
9. If at night keep all participants in their assigned cabins and wait further orders.
10. If needed, activate the evacuation plan.
11. Keep in constant contact with FirstEnergy to determine when power will be restored.
12. In a widespread, longer-duration blackout, plan for extended hours and the need to shelter occupants who will be unable to safely reach their homes due to lack of transportation.
13. Access need for enhanced campus security.
14. Once power is restored determine if and when normal operations will continue.
15. If the site was evacuated create a plan to reopen.
a. Check refrigerators, sanitary sewer, sewage pumps, water pumps, boilers, HVAC controls, telephone systems, computer systems and other essential equipment as necessary. Switch off any that could be damaged by a power surge when the power is restored.

**Water Main or Sewer Break**
A water or sewer break can happen for a multitude of reasons and should be dealt with in a timely manner. Camp Christopher and Bath Township rely on either Akron or Cleveland Water Department for water mains in this area.

The following procedures shall be followed when a water or sewer main breaks:
1. Evacuate the immediate area.
2. Notify the camp supervisor at that time.
3. Don't go near the break.
4. If people are trapped call 9-1-1 for rescue.
5. Notify the appropriate water or sewer company as the situation warrants.
6. Activate the evacuation plan as needed.
7. Ensure accountability of all members.
8. Follow direction of local authorities or representatives of the companies on scene.

**Hazardous Materials (Hazmat) Accident**
Due to the proximity of Camp Christopher to area roadways the threat for a Hazmat release due to an accident is very likely. With the amount of people on the campus and chemicals stored on the premise a Hazmat accident is likely to occur.

The following procedures should in the event of a hazardous materials release on or near Camp Christopher:
1. Advise the camp director of supervisor at that time.
2. Identify the location of the spill/leak.
3. Identify the type and quantity of the spill/leak.
4. Ensure accountability of all members. Make sure no one was in contact with the material or is injured.
5. Review Safety Material Sheets to identify the hazards of the chemical spill/leak.
6. If the quantity of the material is small and staff within the work area are trained to clean up and no personal protection equipment is needed, clean up the spill/leak.
7. If the quantity is significant, the chemical is hazardous, hazards are unknown or if there are injuries or a potential for injuries:
   a. call 9-1-1 for help and follow instructions from the authorities.
   b. evacuate the area immediately or evacuate the campus if necessary.
8. Assess the current and potential spread of liquids or vapors into the ventilation system, drains, sewage system, bodies of water, etc.
9. Shut down the ventilation system, if any gases or vapors could be spread by the system.
10. Shut down energized electrical equipment if there is a possibility of fire of explosion e.g. pumps or equipment downstream or at a lower level then the spill/leak.

**Natural Hazards**
The purpose of this section will outline the operational concepts to handle any natural hazards that could affect our entire Camp Christopher campus. At any time the campus of Camp Christopher is susceptible to a multitude of natural hazards.

During emergency situations Camp Christopher relies on Bath Township safety forces to save and protect all property and people. During major emergencies, assistance from outside sources may need to assist Bath Township. The personnel and staff at Camp Christopher have the primary responsibility of being the first responders to emergencies.
Natural hazards are a threat of a naturally occurring event that will have a negative effect on the people or environment such as floods, severe thunderstorms, earthquakes, tornadoes/winds, brush fire and winter storms.

The staff and personnel at Camp Christopher have the responsibility to activate this emergency operation procedure. The main duty of personnel at the site during a natural hazard is to protect the lives of all the participants and respond accordingly to the emergency present.

The following pages will detail emergency response to a variety of natural hazards that can occur in Northeast Ohio that can affect Camp Christopher year round.

**Gas Leak**
A gas leak can occur at any time from a multitude of reasons and should be considered a life threatening condition until the leak is fixed. Camp Christopher and Bath Township rely on Dominion East Ohio for natural gas in this area and will be the company responding to such incidents.

1. Identify the source and location of the leak e.g. storage tank, aboveground/underground piping, boiler, furnace, appliance, etc.
2. Call 9-1-1
3. Evacuate the building/area if any odor enters the area or as directed by the local authorities.
4. Keep everyone inside if authorities indicate it is safe to do so. Keep everyone away from windows.
5. If gas leak is inside a building, evacuate while directing evacuees to exits away from the gas leak.
6. Stay upwind and keep out of low areas.
7. Prepare for the possibility that gas service may be shut off to make repairs.
8. Keep unauthorized personnel away from the area.
9. Disconnect energized electrical equipment if directed by the local authorities and it can be done from a safe location.

**Flooding**
General Information

1. Floodwaters can be extremely dangerous. The force of six inches of swiftly moving water can knock people off their feet. The best protection during a flood is to leave the area and go to shelter on higher ground.
2. Flash floods occur within minutes or hours of excessive rainfall, a dam or levee failure, or a sudden release of new water by an ice jam.
3. Flash flood waters move at very fast speeds and can roll boulders, tear out trees, destroy buildings, obliterate bridges and scour out new channels. Walls of water can reach heights of 10 to 20 feet and generally are accompanied by a deadly cargo of debris. The best response to any signs of flash flooding is to move immediately and quickly to higher ground.
4. Never try to walk, swim or drive through flood waters. If you come upon floodwaters, stop! Turn around and go the other way. If you must, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
5. Cars can be easily swept away in just 2 feet of moving water. If floodwaters rise around a car, it should be abandoned. Passengers should climb to higher ground.
6. Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full peak in only a few minutes.
7. Floods are the most common and widespread of all natural disasters—except fire. Most communities in the United States can experience some kind of flooding after spring rains, heavy thunderstorms, or winter snow thaws. Floods can be slow or fast rising but generally develop over a period of days.
8. Know the difference between a flood watch and a warning.
   a. Flood Watch- is issued when rainfall is expected to exceed flood guidance, meaning widespread general flooding is possible.
   b. Flash Flood Watch- is issued when rainfall is expected to exceed guidance. Rapid rise in streams, rivers, lakes are possible which pose a threat to life and property.
   c. Flood Warning- rise in streams and rivers is imminent or already underway. Rivers will likely go out of their banks.
d. Flash Flood Warning- a rapid rise in streams and rivers is imminent or in progress. Rivers will likely overflow their banks within 6 hours of heavy rain.

Operating Procedures
1. If anyone notices rising floodwaters anywhere on the Campus of Camp Christopher the camp director or supervisor shall be advised immediately.
2. Call 9-1-1 if there are injuries or the flood waters are threatening life.
   a. Bath Fire Department/Summit County have resources to handle swift water and dive emergencies.
3. Activate the emergency evacuation plan as required.
4. If evacuation is not readily available move to higher ground immediately.
5. If local authorities instruct you to do so turn off all utilities at the main power switch and close the main gas valve. Do not touch these or any electrical equipment if you are wet or standing in water and stay away from downed power lines and electrical wires. Look out for animals, especially snakes as animals lose their homes in floods.
6. Make sure accountability of all staff, personnel and participants is done and all are accounted for at that time.
7. After the flood do not enter the area until deemed safe.
   a. Inspect buildings for water damage and ability to be used again. It may be necessary to consult Summit County Building department or local leaders.
   b. Floodwaters may carry raw sewage, chemical waste and other disease-spreading substances. If you have come in contact with floodwaters, wash your hands with soap and disinfected water.
   c. Listen for news reports to learn whether the water supply is safe to drink.

Severe Thunderstorms and Lightening
General Information
Every thunderstorm produces lightening, which kills more people each year than tornados or hurricanes. The danger signs of a thunderstorm include dark, towering or threatening clouds and distant lightning and thunder. Thunder and lightning go hand-in-hand. If thunder is heard, then lightening is present, although it may be distant and unseen. The general rule is that if you can hear thunder, you are within striking distance and should seek shelter immediately. Every year people are killed or are seriously injured by severe thunderstorms despite advanced warning. While some did not hear the warning, other heard it and did not pay attention. The following information combined with timely watches and warnings about severe weather, may help save lives.

1. A thunderstorm is considered severe if it produces hail at least 1 inch in diameter or has wind gusts of at least 58 miles per hour.
2. Heavy thunderstorms can cause flash flooding and high winds can damage buildings and blow down trees and utility poles, causing widespread outages.
3. Postpone outdoor activities if thunderstorms are likely to occur. Many people struck by lightning are not in the area where rain is occurring.
4. The best protection during a tornado/severe thunderstorm is in an interior room on the lowest level of a building.
5. If you are in a vehicle, safely exit the roadway and park away from trees, utility poles or tall objects. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends. Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle. Never drive through a flooded roadway. Turn around...don’t drown.
6. Tornadoes strike with incredible velocity. Wind speeds may approach 300 miles per hour. These winds can uproot trees and structures and turn harmless objects into deadly missiles, all in a matter of seconds. Mobile homes and wooden cabins are particularly vulnerable to tornadoes.
7. Injury or deaths related to tornadoes most often occur when buildings collapse, people are hit by flying objects or are caught trying to escape.
8. Tornadoes are most destructive when they touch ground. Normally a tornado will stay on the ground for no more than 20 minutes; however, one tornado can touch ground several times in different areas.
9. Know the difference between severe thunderstorm and tornado watch/warnings
   a. Severe Thunderstorm or Tornado Watch - conditions favor severe weather in and near the watch area. Intended to heighten public awareness.
b. Tornado Warning - is issued if a tornado is spotted on the ground, a funnel cloud is spotted, a rotating wall is observed or radar shows a rotating thunderstorm or hook echo.

c. Severe Thunderstorm Warning - issued when a particular thunderstorm is thought to contain damaging straight line winds of 58 mph or greater, golf ball sized hail.

Operating Procedures
The following procedure shall be taken in the event of a thunderstorms or severe thunderstorm approaching the area.

1. If there is a potential for a severe thunderstorm or tornado in the area the camp director or supervisor shall notify all applicable staff to be aware and prepared. This includes all program coordinators for resident & day camp, beach staff, stables staff, and any group leader on the property.

2. The camp director or supervisor shall monitor weather advisories from the National Weather Service, Emergency Alert System and local news media.

3. In the event a severe thunderstorm the National Weather Service in Cleveland will issue a warning usually well in advanced of an approaching storm.
   a. If it is not severe, a thunderstorm shall still be considered dangerous to all on site.

4. A PA announcement shall be stated to the camp advising them of the situation and procedures to be taken.

5. Once the camp is advised of an approaching severe thunderstorm all participants shall be taken inside to the closest building away from doors and windows until the storm passes.

6. Other PA announcements shall be made advising of the situation as they warrant.

7. Avoid using electrical equipment, computers and corded telephones. Use cell phones, battery-powered TV’s and radios instead.

8. Do not leave the building you are in until the camp director or supervisor advises the storm is over.

9. If you are caught off guard by a thunderstorm outside and are not near any buildings avoid high ground, water, tall trees and/or metal objects.
   a. Picnic shelters and sheds are not safe in a thunderstorm.
   b. Stay several yards away from other people. Do not stay together in a group.
   c. Lightning safe position is:
      i. crouch on the ground.
      ii. weight on the balls of your feet.
      iii. keep your heels together.
      iv. your head lowered.
      v. your ears covered.
      vi. Eyes closed.

10. If people are in the water, lakes, streams, etc. or shower or bath when thunder is heard get them out immediately.
   a. Do not let anyone in the water until 30 minutes after the last sound of thunder is heard.

11. If injuries or damage is observed call 9-1-1 to seek help. If a person has stopped breathing begin CPR.

12. If a severe thunderstorm is upgraded to a tornado warning then different action shall be taken.

Tornado
The following procedure shall be taken in the event of a thunderstorm that could possibly be producing a tornado.

1. If there is a potential for a tornado in the area the camp director or supervisor shall notify all applicable staff to be aware and prepared. This includes all program coordinators for resident & day camp, beach staff, stables staff, and any group leader on the property.

2. The camp director or supervisor shall monitor weather advisories from the National Weather Service, Emergency Alert System and local news media.

3. The National Weather Service in Cleveland will issue a tornado warning.

4. A PA announcement shall be made advising of a tornado warning for our area and to follow the tornado warning procedures.
   a. Once staff, volunteers and participants hears about the warning they are immediately to report to the designated tornado shelters on camp staying away from doors and windows. Tornado Shelters are:
      the lower bathhouse, the upper bathhouse, the kitchen area in the dining hall.
   b. If possible go to an inner hallway or smaller inner room without windows and under a piece of sturdy furniture. If possible, hold on to the furniture.
c. Assume a kneeling position against the wall with head down, hands covering head and neck. Employees should kneel behind the participants to ensure that they are following emergency procedures and to verify attendance.

5. Cabins are not to be used in the event of a tornado unless it is absolutely necessary. Use bed mattresses for cover.

6. If caught outdoors and don’t have time to reach a shelter:
   a. Lie in a ditch or low-lying area using hands to protect your head and neck.
   b. Be aware of potential flooding due to rain.
   c. Watch out for fallen power lines and stay away from damaged areas.

7. If in a vehicle:
   a. Never try to out-drive a tornado.
   b. If possible, get out of vehicle and seek shelter in a basement or sturdy building.
   c. If debris is encountered while in vehicle, there are 2 options:
      i. Stay in vehicle with the seat belt on, keeping your head below the windows and covering it with your hands or a blanket.
      ii. If there is an area which is noticeably lower than the roadway, lie in that area and cover your head with your hands.

8. Accountability procedure shall be followed to ensure everyone is accounted for at a shelter.

9. Once in a shelter, tornado position shall be taken
   a. Assume a kneeling position on the floor, with your head down and putting your hands over your head/neck area.

10. Do not leave the tornado position/shelter until advised by a PA announcement or the person in charge directly.

11. Assess casualties, building damage and hazards from collapse, broken glass, debris, energized equipment.

12. Triage injured and administer first aid, if trained.

13. If injuries or damage are observed call 9-1-1 to seek help.

14. Secure dangerous areas and prohibit unauthorized entry.

**High Winds (Not with a Thunderstorm)**

**General Information**

1. High wind events can be caused by a multitude of different weather situations.

2. High winds can cause major property damage and injuries over an extended period of time.

3. There are a multitude of different watches and warning that can be issued due to high winds
   a. High wind watches - posted for sustained winds at least 40 mph for a: least an hour or gusts at least 58 mph for any duration expected beyond 12 hours.
   b. Wind advisories - issued for sustained winds from 30 to 39 mph or frequent gusts in the 45 to 57 mph range for any duration.
   c. High wind warnings - posted for sustained winds at least 40 mph for at least 1 hour or gusts to at least 58 mph for any duration expected within 12 hours.

**Operating Procedures**

1. In the event of a high wind event caution needs to be taken.
   a. Stay away from trees, power lines, poles and any loose objects that can be blown down/around by the winds.
   b. The ropes course should be closed when winds are too dangerous to be on that course.
      i. The camp director or supervisor shall be the one who determines when the course shall be closed.
   c. If winds are persistent enough limit outside activity as much as possible and stay indoors.
   d. If damage or injuries occur call 9-1-1 to seek help.
   e. The camp director or supervisor is responsible for listening for updates or changes to the weather from the National Weather Service in Cleveland.
   f. Updates should be broadcasted by the camp director or supervisor over the PA system.

2. If winds are severe enough, a shelter in place, order can be given to keep all but essential personnel from going outdoors.
   a. Cabins may be used in this case.

3. Do not leave a shelter until an all clear is given or other instructions are given.
Winter Weather
General Information
1. Winter weather is a common occurrence throughout Northeast Ohio from November to March.
2. A variety of winter weather can affect our premise from cold, snow and wind.
3. It is important to know all the different watches and warnings that can affect our area.
   a. Blizzard warning - issued when these conditions are expected to last 3 hours:
      i. Sustained winds or frequent gusts of 35 mph or higher
      ii. Considerable snowfall or blowing snow resulting in visibilities less that ¼ a mile
      iii. Cold temperatures usually below 20F
   b. Heavy snow warning - for our area it is at least 6 inches of snow in 12 hours
   c. Ice storm Warning - issued when freezing rain or drizzle is expected with a significant accumulation of ice (more than ¼ in).
   d. Freezing rain advisory - issued when hazardous driving conditions are expected from ice accumulations.
   e. Lake snow warning - may be issued to cover lake effect snow of 6 or more inches in 12 hours.
      These events are usually local in nature and confined mainly to Northern Ohio
   f. Lake snow advisory - 3 to 5 inches of snow coming from lake effect snow situations
   g. Wind chill warning - posted specifically for wind chill if no other significant winter weather is expected and wind chill values are expected to be -35 degrees or colder.
   h. Wind chill advisory - posted specifically for wind chill if no other significant winter weather is expected and wind chill values are expected to be from -20 to -34 degrees.
   i. Winter storm watch - may be issued for an event expected to have one or more frozen or freezing precipitation hazards. Usually 12 to 48 hour notice.
   j. Winter storm warning - issued when wintry weather precipitation is anticipated within the next 12 hours.
   k. Winter storm advisories - when events are expected to remain below warning criteria but still will cause significant inconvenience.
   l. Blowing snow advisories - posted when surface visibility is intermittently reduced to ½ a mile or less because of blowing snow.

General Procedure
With all the wintry weather that can affect our area, these are just general procedures to follow for any winter weather hazard.
1. The camp director or supervisor will monitor weather advisories provided by the National Weather Service or local media.
   The camp director or supervisor will ensure that all exterior exit doors are clear to allow for emergency egress.
2. Limit outdoor activity to prevent frostbite to the skin.
3. If outdoors cover all exposed skin and dress in layers.
4. The camp director or supervisor will ensure the following:
   a. The camp director or supervisor will ensure roads, driveways, paths are clear to allow for emergency vehicle access.
   b. The camp director or supervisor will ensure that all exterior exit doors are clear to allow for emergency egress.
   c. Areas are inspected and cleared of ice, snow and debris as needed on roof drains, down spouts, roof tops, exterior outlets
5. If conditions worsen the camp director or supervisor shall close down the ropes course.
6. If injuries or damage to buildings is observed call 9-1-1 to seek help.

Heat Related Emergencies
General Information
1. During the summer months, the temperatures in Northeast Ohio can become very hot.
2. It is important to know the differences between watches and warnings of heat related weather:
   a. Excessive heat advisory - issued when the heat index is expected to reach 105 to 119 degrees for two consecutive days or longer.
   b. Excessive heat warning - when the heat index is expected to reach 120 degrees or more.
With the excessive heat that can affect Camp Christopher these are just general procedures that should be followed to prevent heat related injuries.

1. Stay as cool as possible
   a. Dress in loose fitting, light colored clothing. Wear a hat, sunglasses and other protective clothing.
   b. Stay in well ventilated areas.
   c. Open windows in the evening or at night when the air is cooler outside.
   d. Move to cooler rooms during the day.

2. Avoid overexertion and outdoor activity.

3. Apply sunscreen as needed.

4. Drink plenty of fluids and eat regular meals to ensure you have adequate salt and fluids.

Be aware that individuals may be on medications that may put them at risk for developing excessive body temperatures or hyperthermia, which can be fatal. Individuals with chronic medical conditions i.e. heart and pulmonary disease, diabetes, alcoholism, etc. are especially vulnerable. Psychotropic medications may impair the body’s ability to regulate its own temperature.

5. Know the signs of heat exhaustion:
   a. Heavy sweating, paleness, muscle cramps, tiredness, weakness, dizziness, headache, nausea, vomiting and fainting.

6. If heat exhaustion is suspected:
   a. Move to a cooler place.
   b. Drink fluids.
   c. Take a cool shower.
   d. Loosen clothing.
   e. Encourage rest.

7. Know the signs of heat stroke:
   a. Confusion, dizziness, nausea, unconsciousness, rapid/strong pulse, headache, red/hot/dry skin and body temperature above 103 degrees.

8. If heat stroke is suspected:
   a. Call 9-1-1 immediately
   b. Loosen or remove clothing
   c. Cool the victim using cool water
   d. If emergency medical personnel are delayed, contact the emergency room for further directions.

Earthquake
General Information

1. Earthquakes can cause a magnitude of different hazards and cause serious property damage and injuries.

2. There are different terms to know regarding earthquakes:
   a. Earthquake - a sudden slipping or movement of a portion of the earth’s crust accompanied and followed by a series of vibrations.
   b. Aftershock - an earthquake of similar or lesser intensity that follows the main earthquake.
   c. Epicenter - area of the earth’s surface directly above the origin of an earthquake.
   d. Seismic waves - are vibrations that travel outward from the center of the earthquake at speeds of several miles per second. These vibrations can shake some buildings so rapidly that they collapse.
   e. Magnitude - how much energy is released calculated on the Richter scale.

General Procedures

In the case of an earthquake these are procedures that should be followed by all participants, staff, visitors and volunteers at Camp Christopher:

1. If inside a building, stay inside until the shaking stops and it is safe to exit.
   a. Minimize your movement.
   b. Stay away from tall objects, glass, windows, walls and anything that could fall such as light fixtures or furniture.
c. Take cover under a sturdy table, desk, bench or against an inside wall.
d. If you can’t find something sturdy cover your face and head with your arms and crouch in a corner.
   You can use a doorframe as well as long as it is a strongly supported load-bearing doorway.
e. If you are in a structure with multiple levels, do not use elevators. Go under a desk/furniture and
   stay away from windows, glass, tall objects and outside walls. Cover your face and head. Stay in
   building. Be aware that the electricity may go out and sprinkler systems may come on.

2. If outdoors, stay there.
   a. Move away from trees, buildings, street lights, utility wires and tall objects.

3. If in a moving vehicle, stop when safe and stay inside the car.
   a. Avoid stopping on overpasses, bridges or near buildings, utility wires and large trees.

4. If you become trapped in debris do not light a match or move or kick up dust. Cover your mouth with
   clothing. Tap on a pipe or wall so rescuers can locate you. Shout as a last resort to avoid inhaling
   dangerous amounts of dust.

5. Once the main earthquake is over be aware for aftershocks. These are usually less violent than the main
   quake but can be strong enough to do further damage.

6. Staff and volunteers should proceed with an accountability check of all people present on site.

7. Determine if there are injuries or building damage.
   a. If there are injuries/damage dial 9-1-1 and contact the camp director or supervisor at that time.

8. If power is lost, use flashlights. Do not use candles, matches or open flames because of possible gas leaks.

9. Qualified staff should check for structural damage:
   a. Visually inspect utility lines and appliances for damage.
   b. If you smell or hear a hissing or blowing sound, open a window and leave.
   c. Shut off main gas valve and report the leak to the gas company.
   d. Switch off electrical power at the main fuse box or circuit breaker if electrical damage is suspected
      or known.
   e. Shut off water supply at the main valve if water pipes are damaged. Do not flush toilets until you
      know sewage lines are intact.
   f. Open cabinets, doors, etc. cautiously being aware of objects that have moved/shifted and may fall.

10. If needed follow evacuation procedure.

11. Be aware of your surroundings for rapidly changing conditions.

12. Follow direction from local authority as needed.

Evacuation Plan
The purpose of this section is to outline the concepts for a mass evacuation of Camp Christopher for any emergency
situation. At any time Camp Christopher is susceptible to a multitude of hazards that may require staff, visitors and
participants to leave.

During emergency situations an evacuation order may be issued due to the danger to life and property. During major
emergencies Bath Township safety forces can activate the evacuation plan for camp.

The staff at Camp Christopher has the primary responsibility that all individuals on the campus are safe during any
emergency situation. The responsibility of Camp Christopher staff is to evacuate visitors and participants in times
that require a mass campus evacuation.

In the event of an emergency the activation of this evacuation plan can be initiated by the following positions on
site:

1. Director
2. Associate director
3. Camp Director
4. Supervisor
In the event of an emergency the activation of this evacuation plan can be initiated by the following safety forces as well:

1. Fire Department
2. Police Department
3. Summit County Emergency Management Agency

**Activation**
In the event of activation of this plan by any of the above personnel; the staff, volunteers, participants and visitors need to evacuate immediately.

The following steps should be taken on site to ensure the evacuation runs smoothly and everyone gets out in a timely manner:

1. Once an evacuation is ordered for whatever reason all other activities are to stop.
2. The camp director or supervisors are to organize the groups in an orderly fashion and get them to the rally point.
3. The rally point for our use will be the front parking lot.
4. Once the group reaches the rally point the camp director or supervisors will need to make an accountability check making sure everyone in the group is accounted for at that point.
5. If a camp director or supervisor does not have a group to oversee they must complete a walk-through of all buildings making sure no one has been left behind.
6. Once everyone is accounted for await further instruction on the evacuation point and transportation method by either the public safety officials or the camp director.
7. Once you arrive at the evacuation point another accountability check shall be completed making sure everyone has arrived safely.
8. Once at the evacuation point await further instruction from either public or camp officials.
9. Try to keep everyone calm and relaxed during this time do to the amount of stress that will be occurring.
10. Do not let anyone leave the evacuation point for any reason without the approval of the camp director or supervisor.

**On-Site Evacuation Plan**
In the event of an emergency that does not require an off-site evacuation, these will be the procedures for an on-site evacuation. These events can range from a fire in just one of the buildings or to some sort of localized medical emergency.

The activation for the on-site evacuation plan will be determined by the camp director or supervisor as the off-site evacuation.

The following procedures shall be followed in the event that an on-site evacuation is required at Camp Christopher:

1. Once this plan is activated the camp director or supervisors must take control of the groups.
2. If the area affected is localized to cabins then the evacuation point shall be the dining hall for those affected staff, participants, volunteers or visitors.
3. If the area affected is the dining hall then McDowell Hall or individual cabins (as deemed appropriate) will be used.
4. The camp director or supervisors must take an accountability of the people they are in control of at the evacuation center, making sure everyone is accounted for at that time.
5. The camp director, supervisors and staff need to remain in contact with their supervisor for additional information or if an off-site evacuation is required.
   a. See above for procedures for an off-site evacuation.
6. The camp director, supervisors and staff must keep all the participants together and in their respective evacuation centers until the order is lifted/cancelled.
   a. This can be from local public officials, the camp director or person in charge at that time.
7. Once the on-site evacuation is lifted/cancelled normal operations can resume for the day.

Primary Evacuation Point
In the event of an evacuation of Camp Christopher the primary evacuation site shall be St. Victor Church located at 3435 Everett Rd., Richfield, OH 44286, across from Revere High School. There is a memorandum of understanding on file for the use of this facility and is on file at Camp Christopher and the in the main office on Biruta St. If available a police officer should be at the evacuation point at all times evacuees are using the building for safety reasons.

The primary point of contact will be Father Allen Corrigan. He can be reached at either of these telephone numbers (DO NOT GIVE OUT):
   • 330-659-6538 (Landline for Church)
   • 330-523-0157 (Personal Cell Phone)

A secondary point of contact can be the Administrative Assistant, Karen Napholz. She can be reached at either of these telephone numbers (DO NOT GIVE OUT):
   • 330-659-6591 (Landline at church)
   • 330-414-6120 (Personal Cell Phone)

Secondary Evacuation Point
In the event of an evacuation and the primary evacuation location, St. Victor, is unable to receive our staff, volunteers, participants and visitors the secondary evacuation location will be Grace Church located at 754 Ghent Rd., Fairlawn, OH 44333. Grace Church is near the Ghent Rd. and Interstate 77 interchange.

There is a memorandum of understanding on file for the use of this facility and is on file at Camp Christopher and the in the main office on Biruta St. If available a police officer should be requested at the evacuation point at all times evacuees are using the facility for safety reasons.

The primary point of contact will be Cerina Sielski. She can be reached at the following telephone number (DO NOT GIVE OUT):
   • 330-819-8201 (Personal Cell Phone)

A secondary point of contact can be Jim Margida. He can be reached at this telephone number (DO NOT GIVE OUT):
   • 330-962-6267 (Personal Cell Phone)

Evacuation Transportation Plan
In the event an evacuation of Camp Christopher is needed there shall be an orderly system to reach the evacuation points. The following are ways this should be done:

During times of emergency the staff and supervisors shall use their personal cars to start transporting to the evacuation center.
   o This needs to be done because of the time constraint of the emergency.
   o There is no time to wait for a mass transport system to arrive

Camp Christopher and staff have access to Catholic Charities buses that shall be used as well. Noting the time it will take the buses to arrive will significantly delay the evacuation process due to the storage of the buses being in Akron.

If the Bath Fire and/or Police Department are on the scene they may take control of the evacuation procedure. At this point Camp Christopher staff shall follow their directions on how to leave the area and get to the evacuation center.

TRANSPORTING PERSONS SERVED – SM 005.03

Purpose
To describe how Catholic Charities employees safely transports people being served when doing so is part of an employee’s regularly assigned duties.

Policy
To help ensure the safety of employees and persons served Catholic Charities employees must meet requirements stated within this policy before they are authorized to begin or continue to transport individuals when required by their position.

Procedure
Program Directors must identify positions (and names of employees as appropriate) that are required to transport persons served on a regular basis and report the information to the Human Resources Department. The program Director or supervisor should provide this policy to all employee drivers and a copy should be in each vehicle, including personal vehicles. Receipt of this policy is acknowledged by the employee’s signature on the Driver’s Statement Form (A or B).

Driver Qualifications
An employee providing transportation must meet the following requirements to operate his/her personal vehicle on a regular basis.

- The employee must be twenty-one (21) years of age or older.

- The employee must provide a copy of his/her driver’s license and proof of insurance (including effective dates of coverage and the maximum liability limits of this insurance) to the Human Resources Department.

- Behavioral Health programs are required to provide training to drivers on the specific needs of the person served if transporting clients.

Note: Driver employees are strongly encouraged to maintain minimum automobile liability insurance coverage of $100,000 per individual and $300,000 per occurrence if transporting persons served. Catholic Charities reserves the right to require higher limits on a program basis. Information must be updated with the Human Resources Department with each insurance renewal and/or change.

- Driver employees are subject to a Moving Vehicle Report (MVR) check through the Department of Motor Vehicles.

- The employee must sign and date the Driver’s Statement Form A, which is kept in the employee’s personnel file.
Catholic Charities
SAFETY MANAGEMENT

An employee operating a Catholic Charities-owned vehicle must be 21 years of age or older and may be subject to the following requirements depending on the specific job function and size of the vehicle:

- May be required to complete a Department of Transportation (DOT) physical and may be subject to random drug tests, per DOT regulations.

- May be required to obtain a Commercial Driver’s License (CDL).

- Must sign and date the Driver’s Statement Form B, which is kept in the employee’s personnel file.

Motor Vehicle Report (MVR)

A MVR is requested for all employees who will be transporting persons served as a regular part of their job. A distinction will not be made between violations that occur while driving at work and those that occur while driving during non-work time.

A MVR must be completed prior to assigning a new or an existing employee to a position that requires transporting persons served on a regular basis.

Additionally, MVRs will be repeated on an annual basis to ensure drivers remain in compliance with the requirements as described below.

**MOTOR VEHICLE RECORD (MVR) GRADING CRITERIA**
**(LAST 3 YEARS)**

Anyone with a MVR grade of “unacceptable” is NOT permitted to:

- Operate a Catholic Charities owned/insured vehicle; or

- Operate a personal vehicle on behalf of a Diocesan insured entity.

**NOTE:** Any “major violation” is an “unacceptable” score.

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<td>Acceptable</td>
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<tr>
<td>2</td>
<td>Acceptable</td>
</tr>
<tr>
<td>3</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>4</td>
<td>Unacceptable</td>
</tr>
<tr>
<td>Any Major Violation</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Major Violations</th>
<th>Minor Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANY alcohol or drug related offense</td>
<td>Illegal passing of a school bus</td>
</tr>
<tr>
<td>Refusing to take a substance test</td>
<td>Reckless driving/speeding contest</td>
</tr>
<tr>
<td>Driving with an open container (alcohol)</td>
<td>Making a false accident report</td>
</tr>
<tr>
<td>Operating a motor vehicle for the</td>
<td>Homicide, manslaughter or assault arising out of the use of a vehicle</td>
</tr>
<tr>
<td>commission of a felony</td>
<td>Driving while license is suspended/revoked</td>
</tr>
<tr>
<td>Failure to stop/report an accident</td>
<td>Careless driving</td>
</tr>
<tr>
<td>Permitting an unlicensed person to drive</td>
<td>Attempting to elude a police officer</td>
</tr>
<tr>
<td>Resisting arrest</td>
<td>Other violations considered serious by state law</td>
</tr>
<tr>
<td>Hit and run (bodily injury or property damage)</td>
<td></td>
</tr>
</tbody>
</table>

All moving violations not listed as a major violation

Borderline Grade

Applicants or current employees falling into the “a borderline” category as listed in the Number of Violations/Number of At-Fault Accidents Chart may be assigned to a position, which involves transport of program participants as part of the employee’s regularly assigned duties. However, to do so, the employee’s driving record must be reviewed with him or her. The employee must also be informed, using the MVR Borderline Grade Notification Form, that subsequent violations will be grounds for appropriate corrective action, which may involve reassignment to a non-driving position or termination. The employee will be required to sign this form and a copy will be retained in the employee’s personnel file.

Appeals of MVR Determination

An appeal of the recommended determination of the MVR guidelines provided in this policy may be considered. Such appeals must be in writing and signed by the appropriate Executive Director. The appeal must contain reasons why the MVR guidelines provided should not be followed in the particular case in question. The appeal is forwarded to the Human Resources Department, which then promptly consults with the Diocese of Cleveland Property and Casualty Office to resolve the appeal.

The Human Resources Department checks annually the driving record of employees that transport persons served. Employees identified as out of compliance with the requirements as stated in this policy will be reassigned to a position that does not involve transport of persons served or will be subject to termination based on the circumstances.
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When an employee is involved in an accident while transporting persons served, a MVR is requested and reviewed against the criteria listed previously.

The Human Resources Department checks annually the driving record of employees that transport persons served. Employees identified as out of compliance with the requirements as stated in this policy are re-assigned to a position that does not involve transport of program participants or will be subject to termination based on the circumstances.

When an employee is involved in an accident while transporting individuals, a MVR is requested and reviewed against the criteria listed previously.

**Moving Violation Convictions**

If an employee who transports persons served is charged with a moving violation, either during work hours or during personal time, s/he is responsible for informing the Human Resources Department and his or her supervisor prior to his/her next shift. Employees are also responsible for informing the Human Resources Department of any license suspension, revocation or cancellation or any other disqualification to drive.

Failure to the notify Human Resources Department of changes to his/her driving record may result in disciplinary action up to and including immediate termination.

**Vehicle Emergencies-All Vehicles**

All vehicles used for transporting persons served in behavioral health programs must have a cell phone and first aid kit on board when in use.

**Medical Emergencies**

In all circumstances, the driver of the vehicle (unless they are unable) will take control during all vehicle emergencies. This includes the operation of any emergency functions of the vehicle.

If a medical emergency occurs, the driver must proceed as follows:

1. Stop the vehicle in a safe area taking into account the nearest cross street for location reference
2. Assess all persons’ medical conditions
3. Call 911 and apply first aid when necessary
4. Follow instructions from 911
5. Call and inform the site Director (SD) or immediate supervisor and
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arrange for them to contact the parent or guardian if transporting a minor.

6. The SD or supervisor will complete Incident Report Form and forward to Quality Department and licensing bodies as required.

Vehicle Breakdown

If an agency-owned vehicle breaks down while transporting program participants, the driver should immediately act to minimize the danger to passengers and others to ensure comfort and safety. If possible, pull far off to the side of the road or into a parking lot.

Contact the SD or supervisor as soon as possible to arrange for a relief vehicle to come and pick up passengers as well as a tow truck if necessary. In the case of a breakdown of a personal vehicle, the driver is responsible for contacting the appropriate repair/towing facility.

Vehicle Accident

If an accident occurs:

1. Stop at once and ensure that the vehicle is not posing a traffic hazard.

2. If the accident is very minor and has involved no other person or damage to third party property, the vehicle should be checked for damage and determine if the vehicle is safe for travel before proceeding.

3. Contact the SD or supervisor to inform them of the accident.

4. When the accident is more serious:
   a. Ensure passengers are OK and in a safe place. If necessary, move passengers to a safer place by the side of the road unless they cannot or should not be moved due to injury.
   b. Call 911 and follow their instructions.
   c. Call the supervisor so parents or guardians can be notified, if applicable.
   d. Get names and phone numbers of any witnesses to the accident.
   e. The driver should not admit liability for an accident or make statements which may be interpreted as an admission of liability.
   f. If another vehicle is involved, a record of the following information
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should be obtained from the other driver(s):

- Names
- Address and phone number
- Insurance information

The SD or supervisor completes an Incident Report Form and forwards it to the Quality Department. If an agency-owned vehicle was involved, a Confidential Incident Report form must also be faxed to the Diocese of Cleveland Property Casualty Office.

Effective Date: October 7, 2016
Review Date: July 12, 2016