

REVIEW BOARD FOR THE PROTECTION OF CHILDREN & YOUNG PEOPLE

Whenever an Ordinary has knowledge, which at least seems true, of a delict, he is carefully to inquire personally or through another suitable person about the facts, circumstances, and imputability, unless such an inquiry seems entirely superfluous. Care must be taken so that the good name of anyone is not endangered from this investigation. (C1717. #1,2)

Policy: The Bishop is committed to protecting children of the Diocese of Reno from sexual abuse and sexual misconduct of clerics and all personnel employed in the Diocese by the Church. To fulfill this commitment, the Bishop shall establish an administrative structure that conforms to the standards outlined in *The Charter for the Protection of Children and Young People*, adopted in June 2002 by the United States Conference of Catholic Bishops.

Implementation:

1. Review Board
 - a. Membership and Qualifications
 - i. The Review Board shall be comprised of seven members of outstanding integrity and good judgment, in full communion with the Church and appointed by the Bishop.
 - ii. The majority of the Review Board members must be Lay Catholics not in the employ of the diocese.
 - iii. At least one member of the board shall be an experienced and respected priest of the diocese, one member shall be a non-clerical religious and one member should have particular expertise in the treatment of the sexual abuse of minors.
 - iv. The Promoter of Justice may participate in the meetings of the Review Board.
 - b. Alternate Members
 - i. There shall be four alternate board members available to serve the board if regular members are absent.
 - ii. Alternates must have the same qualifications and shall be given the same training as regular members.
 - iii. Alternates may be called upon from time to time to insure a quorum at meetings.
2. Compensation
 - a. None of the board members shall receive compensation for their services.
 - b. However, all members shall be reimbursed for their necessary expenses.
3. Term
 - a. Three years after the initial board is convened, board members shall draw lots to create staggered terms.
 - b. Appointments shall be for staggered terms of five years, which may be renewed and shall continue until a successor is appointed.
4. Chairperson
 - a. The bishop shall designate one board member as chairperson and one member as vice-chairperson.
 - b. Each shall serve in this capacity for a one-year term.

5. Quorum
 - a. Four members of the board shall constitute a quorum.
 - b. A concurrence of a majority of those present shall be necessary to make a determination or recommendation.
 - c. In the event that absence of any of the seven members occurs, the chairperson will exercise reasonable efforts to convene a board of seven by use of alternates.
6. Meetings
 - a. The board shall conduct its business at meetings, which shall occur as often as necessary to perform its duties.
 - b. Board meetings are convened for the purpose of receiving and considering information, deliberating and formulating determinations and recommendations.
7. Duties
 - a. Advising the bishop in his assessment of allegations of sexual abuse of minors and in his determination of the suitability of the accused for ministry.
 - b. Reviewing diocesan policies for dealing with sexual abuse of minors.
 - c. Offering advice concerning any aspect of a case in question.
 - d. Meeting and conferring concerning any matter referred to the board by the bishop, including, but not limited to recommending candidates for positions to carry out the provisions of the Norms.
8. Administrator of Intake and Complaint Investigations
 - a. Qualifications
 - i. The Administrator must be a Catholic with competent knowledge of the procedures set forth herein and the resources available to assist victims.
 - ii. The bishop shall appoint the Administrator upon recommendation of the Board of Review.
 - b. Duties
 - i. Receive and process information and allegations of sexual abuse or sexual misconduct by clerics.
 - ii. Report allegations to public authorities of sexual abuse of persons who are still minors, or were minors when the alleged incident occurred, and cooperate with the investigation as required unless privileged.
 - iii. Advise victims of their right to report to the public authorities, of the diocesan process and of the Administrator's obligation (if any) to report to the public authorities.
 - iv. Advise the bishop of allegations.
9. Victim Assistance Coordinator
 - a. Qualifications: The Victim Assistance Coordinator must be a person of outstanding integrity and good judgment, who has appropriate professional qualifications and also has competent knowledge of the resources available to the victims.
 - b. Duties
 - i. The Coordinator's primary responsibility is the spiritual and emotional well-being of the victim and other affected persons.
 - ii. The Coordinator shall aid in the immediate pastoral care of the

persons who claim to be or have been victims when they were minors of sexual abuse or sexual misconduct by priests or deacons.

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- iii. The Coordinator shall inform the victim of the resources available for counseling and other help, including the Coordinator's availability to assist the victim through the diocesan process.
- iv. If requested by the victim, or in the case of a minor, by the minor's parent or guardian, the Coordinator will assist the victim through the following procedures.