

# Roman Catholic Diocese of Fresno



## **SAFE ENVIRONMENT STEP - BY - STEP GUIDE AND REPORTING FORMS SCHOOL EDITION**

For the Audit Period

July 1, 2023 – June 30, 2028

Resource to guide the implementation of the *Charter for  
the Protection of Children and Young People*

***“Promise to Protect – Pledge to Heal”***

United States Catholic Conference of Bishops

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## FORMS:

Form A	Code of Conduct
Form E	SE Parent Presentation Attendance- Optional for Schools
Form F	Grade Level Presentation Summary Sheet
Form G	Children’s Presentation Attendance Sheet
Form H	Safe Environment Master List
	School Compliance Evaluation
	Volunteer Application ( <b>Optional for Schools</b> )

# School Safe Environment Manager Responsibilities

Principals may select a School Safe Environment Manager

## EDUCATION & TRAINING

- Attends all designated diocesan training and update sessions on <https://fresno.safeenvironment.org>
- Knows what is required to train employees, parents, volunteers, and students.
- Understands diocesan education policies related to Safe Environment.

## COMMUNICATION

- Alerts the principal when pertinent information is received from the Diocesan Safe Environment Office.
- Submits all bulletin announcements, flyers, and other educational material received from the Diocesan Safe Environment Office and submits them to the appropriate staff members for publication.
- Ensures that all public postings are maintained in high traffic areas.
- Recognizes and respects the confidential nature of personnel/volunteer files.

## SCHEDULING

- Distributes registration information for online training through <https://fresno.safeenvironment.org> for all **new** employees and volunteers and **Renewal** Safe Environment Training for all **continuing** employees and volunteers who will serve where minors are present for the 2018-2023, and 2023-2028 audit cycles.
- Collaborates with teachers to ensure that the “Children’s Learning Program’s Safe Environment Curriculum” for all students is scheduled and completed.

## RECORDKEEPING

- Submits the appropriate annual report forms for all Safe Environment Training:
  - ❖ Maintain the School Safe Environment Master List(Compass Child Protection Master List/Audit Report/Form H) of employees, volunteers, parents, and students which includes the dates of fingerprint clearance as applicable, a signed “Code of Conduct,” and Safe Environment training.
  - ❖ Promptly responds to annual data review and collection so that School Safe Environment Master List and Diocesan Safe Environment Master List are up to date and accurate. **This information is used for the annual compliance audit.**

## SUPPORT & GUIDANCE

The Diocesan Safe Environment Office provides resources and guidance to support the school Safe Environment Manager. Contact information: Office: (559) 493-2882 or Email:

[lmagana@dioceseoffresno.org](mailto:lmagana@dioceseoffresno.org) if you need additional assistance.

# Check-Off List for Required Documents to be kept in the School's Safe Environment File/Binder.

- ☐ An up to date School Master List that includes ALL employees and those volunteers who are required to comply with Safe Environment policies and procedures. The School Master List(Compass Child Protection Master List/Audit Report/Form H) must note the date fingerprints cleared (if applicable), the date "Code of Conduct" was signed, and the date of Safe Environment Training, if applicable.
- ☐ A copy of the individually signed "Code of Conduct" for ALL employees, regardless of the capacity of employment, and ALL volunteers.
- ☐ Verification of fingerprint clearance received from the Office of Human Resources Fingerprint Technician Clerk.
- ☐ Verification of Safe Environment Training.
- ☐ Employee/volunteer identification information on file in the school. (See page 5)

## Posted in a High Traffic Area There Must Be:

- ☐ The "Victim Assistance Hotline Flyer" with Diocesan Response Procedures.

## ANNUAL COMPLIANCE AUDIT REPORTS

### REQUIRED ACTION – PART I

In the fall, when the Fingerprint Technician sends the Diocesan Annual Update, the following steps are taken:

- Check the "delete" column for any person who is no longer in service at your school.
- Add dates of training and/or signing of the Code of Conduct that may be missing.
- Add new employees/volunteers to the Annual Update and add any required dates if missing. This includes volunteers who are fingerprint exempt.

### REQUIRED ACTION – PART II

**By April 25, 2025** the following forms must be submitted to the Diocesan Safe Environment Office:

- School Compliance Evaluation.
- Master List (Compass Child Protection Master List/Audit Report/Form H), naming all active employees and all active volunteers.
- Catholic Safe Environment Curriculum Training Summary Sheet of Student Presentations (Form F).
- Attendance sheets for youth training do NOT need to be sent to the Safe Environment Office, but do need to be kept on file at the school.

# CREATING A SAFE ENVIRONMENT INVOLVES MANY DIFFERENT PEOPLE AT YOUR SCHOOL

- Five Steps for School Employees
- One Step for Employees of Independent Contractors
- Five Steps for Fingerprinted Volunteers
- Three Steps for Non-Fingerprinted Volunteers
- One Step for No-Child Contact Volunteers
- One Step for Students and Parents

## FIVE STEPS FOR SCHOOL EMPLOYEES See policies 3720, 3721, 3722, & 3724.

BEFORE BEGINNING WORK	
<b>ONE</b>	<b>APPLICATION FORMS</b> A completed employment application form must be filed in employee's personnel file. Professional and personal reference should be verified.
<b>TWO</b>	<b>FINGERPRINT CLEARANCE BY DOJ AND FBI</b> <ul style="list-style-type: none"> <li>• The employee must be fingerprinted using the diocesan "LiveScan" form.</li> <li>• The diocesan Fingerprint Technician will notify the school principal by email if the employee is cleared. This email is placed in the employee's personnel file.</li> </ul>
<b>THREE</b>	<b>SAFE ENVIRONMENT (SE) "CODE OF CONDUCT"</b> <ul style="list-style-type: none"> <li>• The employee must read and accept the SE "Code of Conduct."</li> <li>• The signed "Code of Conduct" is placed in employee's personnel file.</li> </ul>
BEGIN WORK AFTER COMPLETING STEPS ONE – THREE	
<b>FOUR</b>	<b>SAFE ENVIRONMENT TRAINING- Basic or Renewal</b> <ul style="list-style-type: none"> <li>• "Basic SE Training" must be completed within 2 weeks of employment.</li> <li>• Renewal SE Training for those who were previously inactive must complete SE training before returning to "active" status.</li> <li>• Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called "Protecting Children in the 21<sup>st</sup> Century." The course topics cover 1)Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5)Vulnerable adults.</li> <li>• Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection.</li> <li>• Date of Completion is recorded automatically on the Compass Child Protection Master List/Audit Report.</li> </ul>
<b>FIVE</b>	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>• All employees must complete SE Renewal Training at the beginning of each school year on the following schedule audit cycle: 2018-2023, and 2023-2028.</li> </ul>

# ONE STEP FOR EMPLOYEES OF INDEPENDENT CONTRACTORS

“Employees of Independent Contractors” are identified in policy 3723 (see below).

BEFORE BEGINNING WORK AROUND CAMPUS	
ONE	<b>CERTIFICATION OF FINGERPRINT CLEARANCE</b> <ul style="list-style-type: none"> <li>The independent contractor must annually certify in writing to the school that all his/her employees have: (1) been successfully fingerprint screened for employment by the DOJ, and (2) been instructed in the diocesan SE “Code of Conduct.”</li> <li>The signed “Certification of Fingerprint Clearance” form is placed in the school’s file.</li> </ul>
	<b>BEGIN WORK AFTER COMPLETING STEP ONE</b>

## 3723 FINGERPRINT CLEARANCE FOR EMPLOYEES OF INDEPENDENT CONTRACTORS

- A. Contractors for Certain School Services: If any non-school entity’s employees are assigned to provide any of the following services which may involve contact with students, the entity or contractor must certify in writing to the school that all his/her employees have submitted fingerprints to the DOJ and have been successfully screened for employment by the DOJ. Services requiring fingerprint clearance are:
1. School site janitorial;
  2. School site administration and instructional personnel;
  3. School site security;
  4. School site grounds and landscape maintenance;
  5. Pupil transportation; and
  6. School site food-related.

This requirement is not applicable in an emergency or exceptional situation (such as when pupil health or safety is endangered or when repairs are needed to make the school’s facilities safe and habitable). This requirement is also not applicable if the school has determined that the employees of the entity or independent contractor will have limited contact with students. In determining limited contact with students, the school shall consider the totality of circumstances, including factors such as length of time the contractors are on the school grounds, whether students will be in proximity with the site where contractors will be working, and whether the contractors will be working by themselves or with others. If the school has made this determination, the school shall take appropriate steps to protect the safety of any students who may encounter these employees.

- B. Contractors for Construction or Repair of School Facilities: If any non-school entity’s employees assigned to construct or repair school facilities will have contact, other than limited contact, with students, the contractor must certify in writing to the school that all his/her employees have submitted fingerprints to the DOJ and have been successfully screened for employment by the DOJ, unless the school can ensure the safety of students by one or more of the following methods:
1. The installation of a physical barrier at the worksite to limit contact with students;
  2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whose fingerprints have been cleared by the DOJ;
  3. Surveillance of employees of the entity by a school employee.

# DIOCESE OF FRESNO

## PROVIDER OF CONTRACTED SERVICES STATEMENT OF COMPLIANCE

**INSTRUCTIONS:** The provider of contracted services to the school must complete this "Statement of Compliance" before any work by company employees may be started. This "Statement of Compliance," when received and accepted by the school, will be effective for one academic year only.

NAME OF COMPANY	
ADDRESS	
PHONE/FAX	
NAME OF SITE SUPERVISOR	
SCHOOL SITE	

Employees of this company will provide one or more of the following services to the school: Construction or repair of school facilities, school-site janitorial services, school-site security, school-site grounds and landscape maintenance, student transportation, and/or school site food-services.

### Statement of Compliance

I attest that the above-named company and its employees who will have contact with minor students at any time while employed at the above-named school have met the fingerprint clearance requirements of the State of California as specified in California Penal and Education Code. All company employees will be carefully supervised by the company to insure the safety and protection of minor students.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

# FIVE STEPS FOR “FINGERPRINTED” SCHOOL VOLUNTEERS

“Fingerprinted” school volunteers are identified as those volunteers identified in policy 3725 as requiring fingerprint clearance (see below).

BEFORE BEGINNING VOLUNTEER SERVICE	
ONE	<b>APPLICATION FORMS</b> <ul style="list-style-type: none"> <li>A completed volunteer application form is recommended.</li> </ul>
TWO	<b>FINGERPRINT CLEARANCE BY DOJ</b> <ul style="list-style-type: none"> <li>The employee must be fingerprinted using the diocesan “LiveScan” form.</li> <li>The diocesan Fingerprint Technician will notify the school if the volunteer is cleared. This email is placed in the volunteer’s personnel file and recorded on the School Compass Child Protection Master List/Audit Report/Form H.</li> </ul>
THREE	<b>SAFE ENVIRONMENT (SE) “CODE OF CONDUCT”</b> <ul style="list-style-type: none"> <li>The “fingerprinted” school volunteer must read and accept the SE “Code of Conduct.”</li> <li>The signed “Code of Conduct” is placed in the volunteer’s personnel file, and the date it was signed is recorded on the School Master List.</li> </ul>
FOUR	<b>SAFE ENVIRONMENT TRAINING- Basic or Renewal</b> <ul style="list-style-type: none"> <li>Basic SE Training must be completed before beginning any volunteer service.</li> <li>Renewal SE Training for those who were previously inactive must complete SE training before returning to “active” status.</li> <li>Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called “Protecting Children in the 21<sup>st</sup> Century.” The course topics cover 1)Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5)Vulnerable adults.</li> <li>Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection.</li> <li>Date of completion is recorded automatically on the Compass Child Protection Master List/Audit Report.</li> </ul>
FIVE	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"> <li>All “fingerprinted” school volunteers must complete SE Renewal Training at the beginning of each audit cycle year: 2018-2023, and 2023-2028.</li> </ul>

## 3725 FINGERPRINT CLEARANCE FOR SCHOOL VOLUNTEERS

School volunteers are not mandated by law to be fingerprint cleared. The Diocese of Fresno requires all schools to fingerprint and clear certain volunteers with the following assigned responsibilities:

- A. All school volunteers who have unsupervised access to students. This includes unsupervised volunteers at school, at school-sponsored events, and on field trips (e.g. field trip drivers and chaperones);
- B. All regular classroom volunteers whether they are supervised or not.
- C. All volunteer coaches and assistant coaches whether they are supervised or not, and



D. All overnight activity chaperones (see policy 5143).

For this diocesan volunteer policy, “unsupervised” is defined to mean that a volunteer is not directly supervised by a school employee at all times when the volunteer has contact with students. **“Regular” is defined as more than twice a month.** 3720, 3721, 3722, & 3724.

## THREE STEPS FOR “NON-FINGERPRINTED” SCHOOL VOLUNTEERS

“Non-fingerprinted” school volunteers are those volunteers identified in policy 3725 as NOT requiring fingerprint clearance.

BEFORE BEGINNING VOLUNTEER SERVICE	
ONE	<b>SAFE ENVIRONMENT “CODE OF CONDUCT”</b> <ul style="list-style-type: none"><li>• A completed volunteer application form should be filed in the volunteer’s service file. Professional and personal references should be verified and contacted.</li><li>• The “non-fingerprinted” school volunteer must read and accept the SE “Code of Conduct.”</li><li>• The signed “Code of Conduct” is placed in the school’s file.</li></ul>
BEGIN VOLUNTEER SERVICE AFTER COMPLETING STEP ONE	
TWO	<b>SAFE ENVIRONMENT TRAINING (Basic or Renewal)</b> <ul style="list-style-type: none"><li>• “Basic SE Training” must be completed before beginning volunteer service.</li><li>• Renewal SE Training for those who were previously inactive must complete SE training before returning to “active” status.</li><li>• Training will be done at <a href="https://fresno.safeenvironment.org">https://fresno.safeenvironment.org</a> . The course is called “Protecting Children in the 21<sup>st</sup> Century.” The course topics cover 1)Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5)Vulnerable adults.</li><li>• Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection.</li><li>• Date of completion is recorded automatically on the Compass Child Protection Master List/Audit Report.</li></ul>
THREE	<b>SAFE ENVIRONMENT RENEWAL TRAINING</b> <ul style="list-style-type: none"><li>• All “fingerprinted” school volunteers must complete SE Renewal Training at the beginning of each audit year cycle: 2018-2023 and 2023-2028.</li></ul>

# ONE STEP FOR “NO-CHILD CONTACT” VOLUNTEERS

“No-Child Contact” school volunteers are those volunteers that serve the school without coming into contact with students.

BEFORE BEGINNING VOLUNTEER SERVICE	
<b>ONE</b>	<b>SAFE ENVIRONMENT “CODE OF CONDUCT”</b> <ul style="list-style-type: none"><li>• The “No-Child Contact” school volunteer must read and accept the SE “Code of Conduct” and agree to remove themselves from any volunteer services if they would come into contact with students.</li><li>• The signed “Code of Conduct” is placed in the school’s file.</li></ul>
BEGIN VOLUNTEER SERVICE AFTER COMPLETING STEP ONE	

For Audit purposes, add the volunteer on Form H including the date of Code of Conduct.

# ONE STEP FOR SCHOOL STUDENTS (GRADES K-12)

<b>ONE</b>	<b>ANNUAL SE LESSONS</b> <ul style="list-style-type: none"><li>• Every student at the school must annually be instructed in the grade- appropriate lesson from Children’s Learning Program Catholic Safe Environment Curriculum.</li><li>• The Children’s Learning Program from the Compass Child Protection Catholic Safe Environment Curriculum meets the annual SE instruction requirement.</li></ul>
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## GENERAL INFORMATION

- Schools are to use the diocesan approved K- 12 “Children’s Learning Program” through Compass Child Protection Safe Environment program” to satisfy Article 12 of the USCCB *Charter for the Protection of Children and Young People*. The “Parent Book” must be sent home with each child or emailed to the parents.
- The K – 12 lessons should be scheduled during the fall. Every effort should be made to provide make-up sessions and/or one-on-one tutoring for students who were absent when the lesson was initially presented. Catholic Safe Environment Curriculum Attendance Record (Form F) is submitted by April 25, 2025.
- If a parent chooses to opt their child out of Safe Environment training, they must complete the Opt-Out Form and it must be filed at the school.
- Compass Child Protection has a course called “Children Learning Program.” All teachers and SE managers are required to take this course. Once the course is completed, the individual will have access to the Children’s Curriculum. The Safe Environment Manager is responsible for making sure each teacher has the appropriate grade level curriculum he/she needs.
- Verification of student training is recorded on the School Compliance Evaluation, which is submitted by April 25, 2025.

# ONE STEP FOR SCHOOL PARENTS (GRADES K-12)

<b>ONE</b>	<b>OPTIONAL SAFE ENVIRONMENT EDUCATION OVERVIEW</b> <b>(A Parent Presentation given outside of SE Training)</b> <ul style="list-style-type: none"><li>• May be offer annually information on SE program curriculum that their children are receiving. A copy of the “Parent Presentation Curriculum” can be found with the other curriculums in the Compass Child Protection website.</li><li>• If a parent presentation is given, attendance records are kept on file at the school and <u>the number in attendance is reported on Form F.</u></li></ul>
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# FINGERPRINTING

- Employees/volunteers who are required to be fingerprinted should not begin service until clearance is received. In the event of an urgent need where employees and volunteers begin service prior to fingerprint clearance, they **MUST** be under direct, constant supervision by an adult who meets all Safe Environment requirements and be made aware that he/she is providing supervision. **This exemption is good for five calendar days.**
- “Live Scan” Forms for fingerprinting and Live Scan locations are provided by the Human Resource Office upon request. Call: (559) 493-2851
- Fingerprinting provides a background check and subsequent notification of arrests/convictions.
- Once employees/volunteers are fingerprint cleared, they do not need to be finger-printed again, unless their Live Scan is withdrawn upon termination, and they later return to active service.
- The Fingerprint Technician in the Human Resource Office must be notified when an employee/volunteer who has been fingerprinted terminates their employment/volunteer service within 3-5 business days or as soon as possible to be able to remove the individual.
- A Social Security Number is not required for fingerprinting. However, some form of valid personal identification is required.
- Principals/Administrators will receive Live Scan clearance verification from the Fingerprint Technician.
- Follow Office of Education Policy 4790 for Restricted Access to Campus and School Events.

**Note:** Once Human Resources receives notification from the Department of Justice, the Principal is notified with a letter. Annual reports are sent to Principal with an up-to-date listing of eligible volunteers. Updated reports are available anytime upon request from the Fingerprint Technician

# TRAINING

All employees/volunteers who need Basic or Renewal Safe Environment Training should approach the school Safe Environment Manager for training information.

- Training will be done at <https://fresno.safeenvironment.org> . The course is called “Protecting Children in the 21<sup>st</sup> Century.” The course topics cover 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.
- Completion of training must be documented by the Certificate of Completion provided by Compass Child Protection.

Date of Completion is entered automatically on the Compass Child Protection Master

List/Audit Report.

The Diocese of Fresno is currently contracted with Compass Abuse Prevention Services, an online training company. The Diocese will bill each school a monthly flat rate for this service.

The school must maintain a record of prompt payment to the Safe Environment Office.

**For SE training to be thorough, the following points need to be addressed:**

- ✓ Receive a copy of the Certificate of Completion from Compass Child Protection which means the individual has completed the course “Protecting Children in the 21<sup>st</sup> Century” and signed an electronic Code of Conduct. The course has the following topics 1) Child Abuse 2) Trafficking 3) Technology Safety 4) Bullying and 5) Vulnerable adults.
- ✓ The trainee will receive a brief overview of the USCCB Charter for the Protection of Children and Young People within the Compass Child Protection course.
- ✓ The signed Code of Conduct must be kept on file at the school.
- ✓ The date of completion is noted on the Compass Child Protection Master List/Audit Report along with the date the “Code of Conduct” was electronically signed.

**NOTE: Volunteers aren’t mandated reporters.**

# APPENDIX ONE

## *Promise to Protect – Pledge to Heal*

### A Summary of the Charter for the Protection of Children and Young People

**In 1993 the United States Catholic Conference of Bishops issued a statement of commitment to protect children and young people in response to the sexual abuse crisis that occurred within the Church. With a sincere desire “to restore the bonds of trust that unite us” our bishops have established this Charter to guide the people of God, especially those who are in positions of trust. The Charter consists of four parts.**

***The first*** part of the Charter seeks to promote healing and reconciliation with victims/survivors of sexual abuse of minors within the Church. In the Diocese of Fresno, a Victim Assistance Coordinator provides service to those who disclose occasions of abuse by compassionately listening to their story, accompanying them through whatever process is deemed appropriate in response to the abuse, and offering resource and referral information to support them according to their needs. The Victim Assistance Hotline Number is: 559-584-4349

***The second*** part of the Charter guarantees an effective response to allegations of sexual abuse of minors within the Church. Clear and well-publicized standards of ministerial behavior and appropriate boundaries have been established for clergy and for any other church personnel in positions of trust who have regular contact with children and young people. Communication policies have been developed to address allegations swiftly and as openly as possible “within the confines of respect for the privacy and the reputation of the individuals involved.” After a prompt and objective preliminary investigation, the alleged offender will be relieved of his ministerial duties. Should the allegations be founded, the offender will be permanently dismissed from the clerical state, and the Church will cooperate with any consequential legal proceedings. Should the allegations be unfounded, every effort will be taken to restore the good name of the accused.

***The third*** part of the Charter establishes procedures to ensure accountability by appointing a Review Board, including parents, to assist the Office for Child and Youth Protection installed by the USCCB. The task of this Office includes assisting individual dioceses in the implementation of “safe environment” programs, assisting provinces and regions in the development of appropriate mechanisms to audit adherence to policies, and producing an annual public report on the progress made in implementing the standards in this Charter.

***The fourth*** part of the Charter makes a strong commitment to protect the faithful in the future through background checks and training of those who are preparing for priesthood, the ordained, religious, and lay persons who are in positions of trust. It also includes the implementation of “safe environment” programs for parents, children, and youth, within the Catholic community, to aid them with age appropriate education and development of personal safety skills.

# APPENDIX TWO

## Safe Environment Resources

There are six diocesan publications to direct and support the implementation of the Charter for the Protection of Children and Young People, which include:

- 1. Clergy Handbook – Clergy Policy**
- 2. Human Resource & Risk Management Binder**
- 3. Diocesan Safe Environment Training Handbook**
- 4. Safe Environment Step By Step Guide – Parish & School Editions**
- 5. Catholic Safe Environment Curriculum for Children/youth and Parents**
- 6. Administrative Handbook and Principal Guide Book**  
\*School Policies and Procedures

All clergy and members of religious orders must be approved by the Bishop to serve within the Diocese of Fresno. Questions or concerns regarding any issues pertaining to ordained ministers should be addressed to the Vicar General. For assistance call (559) 488-7409.

Questions or concerns regarding non-ordained members of religious orders should be addressed with the Vicar for Religious. For assistance call (559) 488-7400.

**Allegations of sexual abuse of a minor by a member of the clergy, religious order, employee or volunteer must be reported immediately to a Law Enforcement Agency and the Diocese of Fresno.**

**See next page for response contact chart.**

**Victim Assistance Services are available by contacting the Victim Assistance Coordinator at (559) 488-7400 or (559) 250-9851**



**IF YOU HAVE A QUESTION OR NEED ASSISTANCE WITH ANYTHING REGARDING  
FINGERPRINTING CLEARANCE OR SAFE ENVIRONMENT CONTACT:**

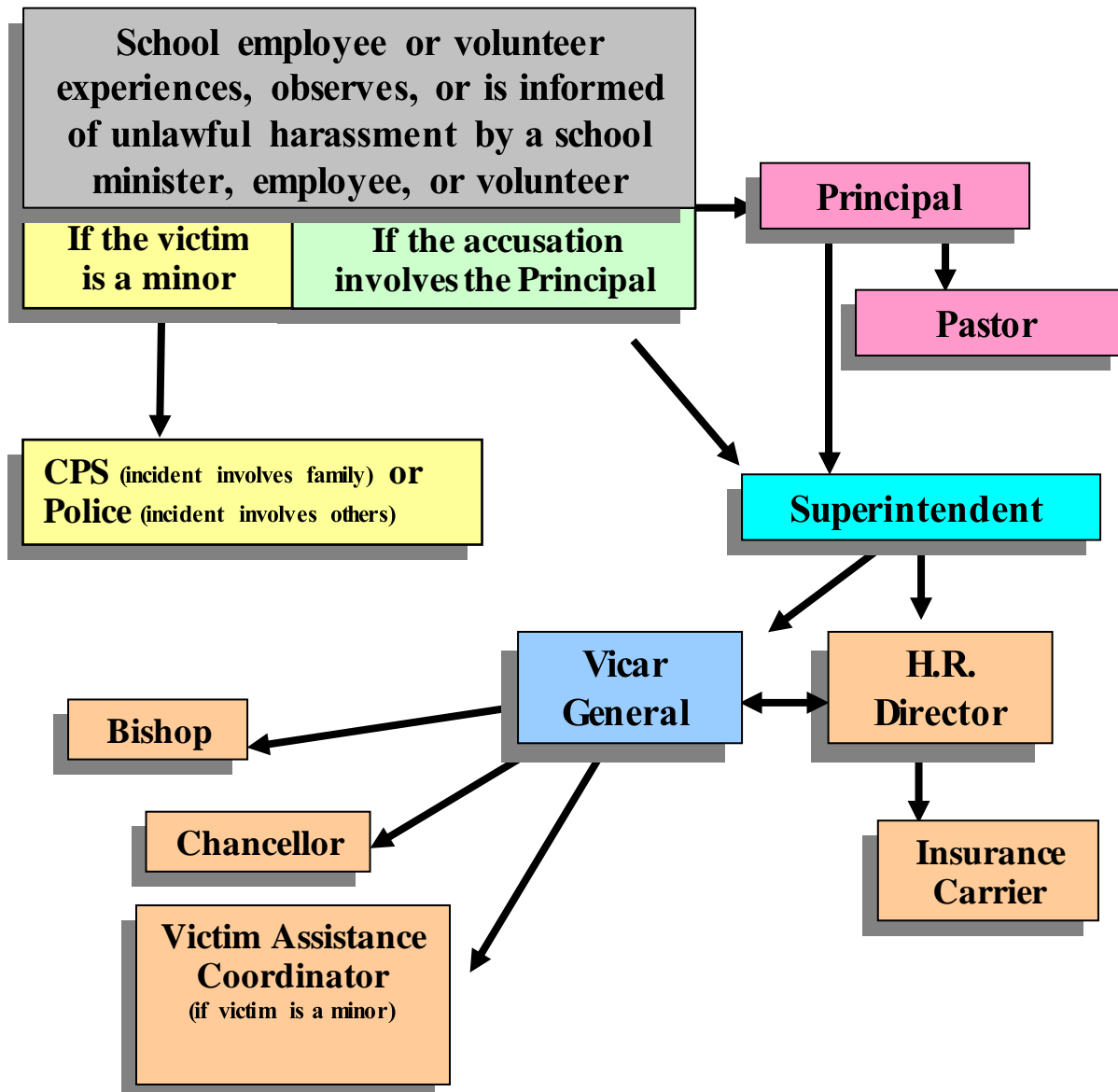
Diocese of Fresno  
Safe Environment Office  
Lucia Magaña  
1550 N. Fresno St.  
Fresno, CA 93703  
Ph: 559-493-2882  
Fax: 559-488-7461  
[lmagana@dioceseoffresno.org](mailto:lmagana@dioceseoffresno.org)

**IF YOU HAVE A QUESTION OR NEED ASSISTANCE WITH FINGERPRINTING  
CLEARANCE CONTACT:**

Diocese of Fresno  
Human Resource Office  
Fingerprint Technician  
Daniela Charley  
1550 N. Fresno St.  
Fresno CA 93703  
559-493-2851  
[dcharley@dioceseoffresno.org](mailto:dcharley@dioceseoffresno.org)

# APPENDIX THREE

## RESPONDING TO AN ALLEGATION OF A BREACH OF THE CODE OF CONDUCT OF SAFE ENVIRONMENT



- Receives fingerprint clearance notifications.
- Seeks guidance from Superintendent regarding the appropriate action in the event fingerprint clearance is denied or revoked.
- Recognizes and respects the confidential nature of personnel/volunteer files.

## **RESPONSE PROCEDURES WHEN AN ALLEGATION OF SEXUAL ABUSE OF A MINOR OR VULNERABLE ADULT BY A MEMBER OF THE CLERGY, EMPLOYEE OR VOLUNTEER IS RECEIVED**

### **1) If the Allegation Creates a Reasonable Suspicion**

Any allegation of sexual misconduct involving a minor or vulnerable adult, which creates a reasonable suspicion of its veracity, will be reported to the law enforcement agency that has jurisdiction where the alleged abuse occurred in compliance with the California Child Abuse and Neglect Report Act (1997). The Diocese will fully cooperate with the investigation conducted by law enforcement that will be followed by a diocesan investigation.

### **2) Preliminary Administrative Actions**

Unless law enforcement requests that the accused not be contacted, the priest, deacon or employee will be placed on paid administrative leave pending the outcome of both the investigations being conducted by law enforcement and the Diocese. A volunteer will be directed to discontinue all volunteer activity pending the outcome of both the investigations being conducted by law enforcement and the Diocese.

### **3) Notification of Faith Communities**

The faith community where the priest or deacon is currently assigned will be notified of the allegation. Anyone with relevant information will be asked to come forward. The announcement will include a reminder that an allegation in itself does not carry with it a presumption of guilt; and, being placed on paid administrative leave at the beginning of an investigation is precautionary only, not punitive. Depending on the particular circumstances, notification may be extended to other faith communities where the accused cleric was assigned.

### **4) Pastoral Outreach to the Alleged Victim, Family and Community**

The Diocese will immediately reach out to any known alleged victim or appropriate family members in the case of minors, and offer pastoral assistance and appropriate services. This outreach will include provision of counseling, spiritual assistance, support groups, and other social services agreed upon by the victim and the Diocese.

### **5) Support for the Accused**

All appropriate steps shall be taken to protect the reputation of the cleric during the investigation. The Diocese will also be aware of the needs of the accused cleric in order to see that he receives the personal support he needs during a very difficult time. The Diocese will urge the cleric to contact a criminal attorney and canonical counsel. The cost of legal assistance will be borne by the cleric. The cleric may be asked to have a medical and psychological evaluation, which again does not imply guilt, so long as this does not interfere with the investigation by civil authorities, but is for the good of the cleric as well as for the good of God's people, even if he may be accused unjustly.

### **6) Additional Actions**

If the investigations by law enforcement and/or the Diocese leads to a belief that there may be probable cause for an allegation against a member of the clergy, the Congregation of the Doctrine of the Faith shall be notified.

### **7) If Guilt is Determined Regarding Current or Recent Sexual Abuse of a Minor**

Diocesan policy provides that for even a single act of sexual abuse of a minor – past or present – the offending cleric will be permanently removed from ministry not excluding dismissal from the clerical state, if the case so warrants. An offending cleric will be offered professional assistance for his own healing and well-being, as well as for the purpose of prevention.

### **8) If an Allegation is Made Against a Cleric Belonging to a Religious Community**

When an allegation is made against a cleric belonging to a religious community, the Bishop or Vicar General will notify the religious community of the allegation immediately. The religious community will be asked to handle the complaint according to its policy and procedures. However, the Diocese of Fresno does not delegate its responsibility to report allegations brought to its attention, and will work with the religious community to assure the safety of God's people. If the allegation involves a minor, it will be reported to the law enforcement agency that has jurisdiction where the alleged abuse occurred in compliance with the California Child Abuse and Neglect Report Act (1997).

**9) If the Allegation is Unsupported but it is Determined Preventative Measures could have Avoided the Accusation**

If the complaint is judged to be unsupported but it is determined that reasonable precautions could have been taken to avoid any appearance of inappropriate behavior and prevent an allegation of misconduct, the Bishop may provide instruction and counseling for the cleric. The Diocese reserves the right to take all prudent measures to follow up on the matter and to monitor the behavior of the person in question, so that there is no cause for further complaints.

**10) When an Allegation has Proved to be Unfounded**

If the allegation has proved to be unfounded, every step possible will be taken to restore the good name of the cleric.

# APPENDIX FOUR

## MANDATED REPORTERS

The California Child Abuse and Neglect Reporting Law provides an extensive list of positions that are identified as Mandated Reporters. Within the Diocese of Fresno, the following **paid positions** are Mandated Reporters: Clergy; Parish Life Coordinators; Parish, School, and Retreat Center Administrative Staff; Principals; Teachers; Classroom Aides; Directors and Coordinators of Religious Education; Youth Ministers; Children's and Intergenerational Choir Directors; Coaches, and any other **paid position** that places an adult in regular contact with minors in a supervisory capacity.

## ETHICAL REPORTERS

**Volunteers** often fill some of the positions listed above. By law, they are not Mandated Reporters unless a "regular volunteer" which means a volunteer with the youth service organization who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year, is consider a Mandated Reporter. (Source: <https://leginfo.legislature.ca.gov/> ) the official site for California legislative information. Other volunteer positions considered Ethical Reports include: Catechists; Catechetical Aides; Coordinators of Altar Servers, and any other volunteer position that place an adult in regular contact with minors in a supervisory capacity. Ethical Reporters should report any suspicion of child endangerment to an *available* supervisor who is a Mandated Reporter, Child Welfare Services and/or Law Enforcement immediately. An Ethical Reporter cannot report anonymously, but their information will remain confidential. In the Diocese of Fresno, training is required for both Mandated and Ethical Reporters.

# **APPENDIX FIVE**

## **RISK MANAGEMENT:**

The Diocesan Risk Management Personnel are a resource to schools to protect students. Due to the diversity of facilities in use, direct consultation with the Risk Management Department is highly encouraged and in some cases may be mandatory. The following are some of the Risk Management related issues that are cause for concern:

- The school campus should be inspected to assure a safe place for children.
- Children should be supervised at all times.
- Each school should have emergency plans for earthquake, fire, weather, etc.
- Be aware of children that are walking to the school program. Be extra careful of evening and after dark sessions for the safety of the children walking. Encourage any child (ren) walking, to walk in groups.
- Please call the Diocesan Risk Management Office at (559) 488-7473 with any questions or comments.



# Diocese of Fresno

## K – 12 “Catholic Safe Environment” Presentations

**Use this form or a comparable means of recording class attendance; keep this record on file at your parish or school to substantiate what you reported on the Presentation Summary Sheet (Form F).**

**You DO NOT need to mail this form in with Form F. It is to be filed at your School and available for review upon**

Grade Level _____  Print Students Names Here	Date Lesson Presented _____  Circle Attendance	If Absent, Date of Makeup  (Write the date the student received make up lessons)	Parent – Child/Youth Dialogue Guide Sent Home  Check off if done	Name of Catechist: _____  Please note if any known cause prevented a child from being trained this year. (i.e. Migrant family, chronic absenteeism due to family issues, chronic illnesses, etc.)
	Present    Absent			
	Present    Absent			
	Present    Absent			
	Present    Absent			
	Present    Absent			
	Present    Absent			
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**Diocese of Fresno ~~~ Safe Environment Audit Form for Schools**  
**Due on or Before April 25, 2025**

PARISH: \_\_\_\_\_ LOCATION: \_\_\_\_\_ SUBMITTED ON: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_ COPY ON FILE AT PARISH \_\_\_\_\_ YES

Mail To: Safe Environment Office, 1550 N. Fresno St, Fresno, CA 93703-3788 or  
email to: [lmagana@dioceseoffresno.org](mailto:lmagana@dioceseoffresno.org)

"Catholic Safe Environment Curriculum" Training or other approved training resource	TOTAL ENROLLMENT	# ATTENDED	# ABSENT	# Opt-Out
Lower Elementary (K-2 <sup>nd</sup> grades)				
Upper Elementary (3 <sup>rd</sup> – 5 <sup>th</sup> grades)				
Middle School (6 <sup>th</sup> – 8 <sup>th</sup> grades)				
High School (9 <sup>th</sup> – 12 <sup>th</sup> grades)				
<b>TOTAL COLUMNS</b>	<b>Total Enrolled:</b>	<b>Total Attended:</b>	<b>Total Absent:</b>	<b>Total Opt-Out:</b>

**Total # of Parents who attended the Parent Training Session: \_\_\_\_\_ (This # is obtained by the Parent Sign in Attendance Sheet, Form E)**  
**Please give every parent a copy of the Parent Safe Environment Curriculum.**

Note: Every effort to provide make-up sessions for children/youth who are absent for the SE training should be made. This must be done by a make-up class with the Religious Education teacher.

**Comments:**

**KEEP A COPY OF THIS REPORT FOR YOUR SCHOOL FILE**

**FORM F**





# DIOCESE OF FRESNO SAFE ENVIRONMENT SCHOOL/PARISH RECORD



## MASTER LIST/Form H Due April 25, 2025

Use this Form or a Microsoft database (i.e. Excel or Access) to maintain your Safe Environment Records.

PARISH/SCHOOL : \_\_\_\_\_ LOCATION: \_\_\_\_\_ SE MANAGER: \_\_\_\_\_

**\*\*\*\*\*This Form is only for people who did not complete Safe Environment Training online and were "ACTIVE" this audit period. The Safe and Sacred generated Master List MUST be submitted whether or not you need to use this form.**

Name	Employee or Volunteer	Area of Ministry <u>Be Specific</u>	Date Fingerprints Cleared	Date of most recent Code of Conduct	Has Contact with Minors? Yes/No



# Catholic School Compliance Evaluation

Diocese of Fresno, Office of Safe Environment

**Please complete and return to the Safe Environment Office**

**By April 30, 2026**

***(Please print name)***

SCHOOL NAME: \_\_\_\_\_ CITY: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SAFE ENVIRONMENT MANAGER: \_\_\_\_\_

PRINCIPAL'S NAME: \_\_\_\_\_

## **Audit Checklist for Schools**

### **EMPLOYEES**

Total Number of employees		
Number of teachers and administrators		
Number of support staff (aides, coaches, office staff, substitute teachers)		
<b>The following documents are on file in a secure location for ALL school employees:</b>	<b>Yes#</b>	<b>No#</b>
• Fingerprint clearance letter		See policies 3253 3322, and 3722
• Completed Safe Environment training (after July 1, 2023)		See policies 3254 and 3332
• Signed Code of Conduct (dated after July 1, 2023)		See policies 3254, and 3332

### **VOLUNTEERS**

<b>Number of active volunteers</b>		
Number of volunteers <u>required</u> to be fingerprint cleared		See policy 3431 and 3725
<b>The following documents are on file in a secure location for all applicable volunteers</b>	<b>Yes#</b>	<b>No#</b>
• Fingerprint clearance letter		See policy 3431 and 3725
• Completed Safe Environment Training (after July 1, 2023)		See policy 3432
• Signed Code of Conduct (dated after July 1, 2023)		See policy 3432
<b>Did you submit your updated and most current Master Audit List of all employees and volunteers to the Safe Environment Office by April 30, 2026?</b>		<b>Comments:</b>

### **STUDENTS**

Number of students enrolled		See policy 5132.3
	<b>Yes</b>	<b>No</b>
Has the school offered Safe Environment Education sessions to all students during the 2025-2026 school year?		<b>Date(s) of Presentation:</b>

Have you kept on file the attendance records for the date the training sessions were presented?			
Did all children who were absent the day of the presentation, receive make-up instruction on another day?			
Identify what SE curriculum was used to educate the students:	<b>Name of curriculum:</b>		

PARENTS & OTHER ADULTS	Yes	No	Comments
Are parents offered the opportunity to review the student safe environment material prior to the training?			
Did some parents opt out of the Safe Environment session for their children?			
For parents who opted out of the Safe Environment session, do you have a signed notice of the parent's decision on file?			
Did you give these parents the session materials to review at home?			
Did parents receive handouts to follow up with their children at home?			

**Additional Comments/Notes/Suggestions:**

Name of Person Who Completed this Evaluation: \_\_\_\_\_

Date: \_\_\_\_\_

#### SIGNATURE

***TO BE COMPLETED BY THE SCHOOL PRINCIPAL:***

I certify, to the best of my knowledge and belief, that this report is true and accurate. I understand that it is my responsibility as the school Principal to ensure that: (1) all school employees and all "unsupervised" school volunteers who have access to minors (see policy 3625) during the time of their service must be fingerprint cleared; (2) all school employees and volunteers must attend an initial SE training session and receive review of all key elements of the SE training every five years; and (3) all students must be annually given age- appropriate education in SE. All initial adult SE training sessions include the signing of the Diocese of Fresno Code of Conduct, kept on file at the school.

**Signature of Principal**

**Date**

**RETURN COMPLETED FORM TO THE DIOCESAN SAFE ENVIRONMENT OFFICE**

**Diocese of Fresno Safe  
Environment Office  
559-493-2882**

# PROMISE TO PROTECT



# PLEDGE TO HEAL

**BELIEVE IN THE POSSIBILITY OF HELP AND HEALING. THERE IS HOPE.**

Your local Victim Assistance Coordinator is available to help you or anyone who has been abused or victimized by someone representing the Catholic Church. We will listen to your needs and support you. We will help you make a formal complaint and arrange a personal meeting with the bishop, or his delegate, if desired. We encourage you to come forward and speak out.

**The Victim Assistance Coordinator in your (arch)diocese/eparchy is:**

**Lucia Magaña (559) 493-2882**



# PROMESA DE PROTEGER



# COMPROMISO PARA SANAR

**CREE QUE LA AYUDA Y LA SANACIÓN SON POSIBLES. HAY ESPERANZA.**

El Coordinador para Asistencia a las Víctimas está disponible en tu localidad para ayudarte a ti o a cualquier otra persona que haya sido abusada por algún representante de la Iglesia Católica. Escucharemos tus necesidades y te apoyaremos. Te ayudaremos a presentar formalmente una queja y a concertar una cita con el obispo o su delegado, si fuese deseable. Te animamos a que te presentes y hables.

**El coordinador o coordinadora de asistencia a las víctimas en tu (arqui)diócesis/eparquía es:**

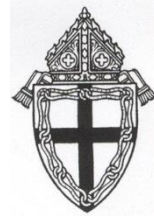
**Lucia Magaña (559) 493-2882**







# DIOCESE OF FRESNO CODE OF CONDUCT



## SAFE ENVIRONMENT PROGRAM

*The Charter for the Protection of Children and Young People*, adopted by the United States Conference of Catholic Bishops requires:

- All clergy, employees and volunteers, who work/interact with children, shall consent to a background evaluation which shall be conducted by the Diocesan Department of Human Resources. Failure on the part of an employee or volunteer to submit to a background evaluation or failure to pass the background evaluation shall result in the immediate dismissal/termination of the employee or volunteer.
- Participation in the safe environment training at <https://fresno.safeenvironment.org>
- Acceptance of the Diocese of Fresno *Code of Conduct*.

Parishes and schools shall maintain a record of compliance of all three mandatory elements. These records shall be maintained in a confidential location. For assistance regarding the confidential and safe keeping of these records, please consult the Diocesan Department of Human Resources.

## CODE OF CONDUCT

The Diocese of Fresno developed the following Code of Conduct for all clergy, employees, and volunteers who have contact with minors in the Diocese of Fresno and requires each person to acknowledge receipt of the document, understand the document, and comply with the document by signing and dating this Code of Conduct.

For the purpose of this document, the term **child, youth or minor** is defined as a person under the age of 18. A **vulnerable adult** is defined as an adult who experiences physical, emotional, intellectual, or psychological impairment.

### Professional Ethical Obligations

#### 1. Ministerial Role

- a) Will work collaboratively with all those engaged in ministry.
- b) Will faithfully represent the teachings of the Catholic Church with integrity in word and action.
- c) Are competent and receive ongoing education and training commensurate with their role(s) and responsibilities.

#### 2. Inclusion

- a) Will recognize the dignity of each person.
- b) Will serve all people without regard to gender, creed, national origin, age, marital status, socio-economic status, or political beliefs.
- c) Will ensure that all persons with disabilities are considered for reasonable accommodations.

#### 3. Accountability

- a) Priests are accountable to the Bishop of the Diocese of Fresno or the person he designates; all others are accountable to the pastor, principal, or other duly appointed representative under the authority of the Bishop of the Diocese of Fresno.
- b) Will exercise responsible stewardship of resources while holding themselves to the highest

standards of integrity regarding the fiscal matters placed in their trust.

- c) Are responsible for supporting each other. This support must include a proper response to inappropriate behaviors concerning children, youth, or vulnerable adults.

#### **4. Confidentiality**

- a) Will respect confidentiality when appropriate except in a Mandated Reporting situation such as disclosures of abuse, threats of suicide, or in response to acts of violence to self, others, or property.
- b) Will adhere to civil law concerning the reporting of neglect or abuse, or whenever physical harm could come to children, youth, or vulnerable adults.
- c) Will support the rights and roles of parents, guardians, and caretakers while ministering to the needs and concerns of children, youth, or vulnerable adults.

#### **5. Conduct**

- a) Shall sustain respectful relationships with all those they serve, avoiding sexual harassment and other forms of unlawful discrimination/harassment, and other abuses of authority or power.
  - b) Will maintain appropriate professional boundaries with colleagues. Romantic or sexual relationships between an adult and a child, or a youth, or a vulnerable adult are inappropriate and unethical regardless of who initiates the contact.
  - c) Must model healthy and positive behaviors with all children, youth, or vulnerable adults.
  - d) Procuring, providing, or using alcohol and/or controlled substances for, or with children, youth, or vulnerable adults is prohibited.

#### **6. Referrals and Intervention**

- a) Should be aware of the signs of physical, sexual, and psychological abuse and neglect.
- b) Should be aware of their limitations and make appropriate counseling referrals.
- c) Should adhere to civil and ecclesial law, policy, and procedure for reporting child, youth, or vulnerable adult abuse, suspected abuse, or neglect.

#### **7. Parish/School /Diocesan Policies and Guidelines**

- a) Should be aware of and comply with all applicable parish/school, organizational and/or diocesan policies and guidelines with special attention to competency, sexual misconduct, safety, transportation, and parental permission.

#### **Behavior Standards**

1. Any verbal or nonverbal sexual behavior with any child, youth, or vulnerable adult is inappropriate and forbidden.
2. All reasonable suspicions of child sexual abuse must be reported as required by state law and diocesan policy. This includes contacting law enforcement. If the suspected abuser involves clergy, employee or a volunteer within the Diocese of Fresno, a report must also be made to the Vicar General at (559) 488-7400 and the Victim Assistance Coordinator at (559) 488-7400.
3. All observed violations of this Code of Conduct must be reported and documented.
4. Dating any child, youth, or vulnerable adult is forbidden.
5. Discretion must be used in dealing with all, especially regarding physical contact.  
Any overt display of affection should be made in a public setting in front of others and should respect the wishes of the other person.
6. If a child, youth, or vulnerable adult makes sexual gestures or overtures to you, it should be reported to your supervisor so that discussion of this behavior can be held with the child, youth, or vulnerable adult.
7. The "Buddy System" should be used whenever possible, especially when children, youth, or vulnerable adults are involved. Two adults or one adult and one teen are required in all religious education programs, classes and activities. This includes all activities for children and all youth ministry events and activities. Please note, that an adult must always be certain that all interaction/planning meetings with a teen assistant/helper must take place in public or in the presence of

another adult or teen. Teens helpers must always be supervised by an adult that meets all Safe Environment requirements.

8. One-to-one communication with a child, youth, or vulnerable adult should occur in a public setting.
9. Driving alone with a child, youth, or vulnerable adult should be avoided at all times. Under unique circumstances a driver may provide transportation with parental consent and with communication with their immediate supervisor.
10. Two adults should be present until all children/youth have left the premises.
11. Never swear or use foul or abusive language in the presence of those you serve in ministry.
12. Never speak graphically about sexual activities, including your own, and do not allow others to do so.
13. Never show pornographic materials to those you serve in ministry.
14. Never use your role to degrade, ridicule, or threaten another person.
15. Never give children, youth, or vulnerable adults tobacco, alcohol, or unauthorized drugs.
16. Never allow children, youth, or vulnerable adults to become sexual with one another during ministry activities.
17. Never invite or host children, youth, or vulnerable adults in your home unless another adult is present.
18. Never spank, shake, slap or physically punish children, youth or vulnerable adults.
19. Never use, or be under the influence of alcohol at any time while ministering to children, youth, or vulnerable adults.
20. Never use, possess, or be under the influence of illegal drugs at any time.
21. Never wrestle with or tickle a child, youth, or vulnerable adult.
22. All behavior standards also apply to electronic media, including internet access, social/media networks such as E-mail, chat rooms, and phone conversations.
23. Communication via electronic communication devices (cell phone, internet, or social network sites) to a child, youth or vulnerable adult should be "one- to- many" rather than "one-to- one." When a volunteer responds to a personal message, copy your message to your immediate supervisor. Private social networks accounts may not be utilized to connect with children, youth or vulnerable adults within the boundaries of your service.

#### **Unacceptable behaviors:**

- Meeting alone with a child, youth or vulnerable adult in isolated places, or meeting in homes without adults present.
- Showing favoritism.
- Physical contact that can be misinterpreted.
- Commenting on others' bodies.
- Sexually provocative or revealing attire.
- Being nude in front of children, youth, or vulnerable adults.
- Sleeping in bed with children, youth, or vulnerable adults.

#### **Warning signs in relationships between adults and children, youth, or vulnerable adults:**

- Spending extra time grooming yourself when you know you're going to see a certain person.
- Finding ways or reasons to be alone with a certain person.
- Keeping aspects of your relationship with a person secret from others (such as how often you talk on the phone or see each other alone).
- Giving and receiving special gifts from a certain person.
- Sharing personal information or seeking help with personal problems from a certain child, youth, or vulnerable adult.



**Inappropriate displays of Affection in Ministry:**

- Any form of unwanted affection.
- Touching bottoms, chests, or genital areas.
- Massages.
- Tickling or wrestling.
- Games involving inappropriate touching.
- Compliments that relate to physique or body development.
- Showing affection in isolated areas such as bedrooms, closets, restricted areas, bathrooms and other private rooms.
- Kisses on the mouth
- Lying down or sleeping beside others.
- Patting others on the thigh, knee or leg.
- Touching or hugging from behind.

Remember your responsibilities include reporting any concerns about others serving in your ministry to your supervisor, pastor or principal.

**(Retain this Code of Conduct for Future Reference.)**

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SUBMIT THIS PAGE TO YOUR PARISH, SCHOOL OR ORGANIZATION.



## DIOCESE OF FRESNO CODE OF CONDUCT



### Signature Page

Any Violation of this Code by a member of the clergy, employee or volunteer involving a minor or vulnerable adult shall result in disciplinary action, up to and including dismissal.

I have read and I understand the Diocese of Fresno's Code of Conduct for clergy, employees and volunteers) and I commit to uphold this code in my area of service.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Parish or School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_