

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STAFF PERSONNEL

Investigation of Sexual Harassment and/or Abuse by Staff Personnel

Diocese of Des Moines

Alleged Sexual Harassment and/or Abuse by Staff Personnel Report

(To Be Completed By the Alleged Victim. If Assistance is Needed Contact the Level-One Investigator)

Victim's Name and Address: _____

Victim's Telephone #: _____ Victim's School: _____

Name of Accused: _____ Telephone #: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Please describe what was said and/or happened. Include the date, time and place where incident took place and what was said/done. Also state the nature of any injury, if such occurred.

Were there any witnesses to the incident or are there any persons who may have information about this incident? _____yes _____ no

If yes, please list by name, if known or classification (for example "fifth period gym class".)

Has any professional person examined or treated the victim as the result of this incident?

____ Yes ____ no ____ unknown

If yes, please provide the name and address of the professional(s) and the date(s) of examination or treatment, if known.

Has anyone contacted law enforcement about this incident? ____ yes ____ no

Please provide any additional information you have which may be helpful to the investigator. Attach additional pages if needed. Also, attach any evidence, i.e. letters, photos, drawings, etc.

Reporter's name, address and phone number (if different than alleged victim):

Relationship to victim: _____

Complainant Signature

Witness Signature

Date

Witness Name (please print)

Witness Address

Be advised that you have the right to contact the police or sheriff's office, the county attorney, a private attorney, or State Board of Educational Examiners (if the accused is a licensed employee) for investigation of this incident. The filing of this report does not deny you that opportunity.

You, the victim or victim's parent/guardian if victim is under age 19, will receive a copy of this report and a copy of the Investigator's Report within fifteen calendar days of filing this report unless the investigation is turned over to law enforcement.

Regulation Adopted: May 21, 1990

Regulation Revised: March 25, 2013

Regulation Reviewed: January 21, 2019