

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STAFF PERSONNEL

Investigation of Sexual Harassment and/or Abuse by Staff Personnel

Diocese of Des Moines

Level-One Investigation of Sexual Harassment and/or Abuse by Staff Personnel Form

Victim's Name and Address: _____

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

Name of Accused: _____ Telephone #: _____

Name and address of person filing report if different than victim: _____

Name and address of parent or guardian if victim is below age 19: _____

Date report of harassment/abuse was filed: _____

Allegation is of: _____ Sexual Harassment _____ Sexual Abuse

Describe the nature, extent and cause of the sexual harassment/abuse and injury, if any and if known:
(attach additional pages if needed.)

Describe the investigation: Attach additional pages if needed. (Please do not use witnesses' full names.)

Were audio tapes made of any interviews? _____ yes _____ no

Were video tapes made of interviews? _____ yes _____ no

Was any action taken to protect the victim during or as a result of the investigation? _____ yes _____ no

If yes, describe:

_____ victim excused from school

_____ victim assigned to different class

_____ accused placed on suspension/leave

_____ other (please specify) _____

Level-One investigator's conclusions:

_____ Sexual abuse was alleged; but the alleged actions of the accused, even if true, would not meet the minimum definition of sexual abuse in the rules.

_____ Alleged victim has no connection with the school.

_____ Alleged accused is not connected to or with the school.

_____ The complaint has been investigated and conducted at Level-One as unfounded.

_____ Complaint was withdrawn.

_____ Insufficient evidence exists that an incident of sexual harassment/abuse took place.

_____ The complaint has been investigated at Level-One and is founded.

_____ The investigation is founded at Level-One and has been turned over to Level-Two for further investigation.

_____ Investigation of the complaint was deferred at Level-One and referred to law enforcement at this time.

Current status of investigation:

_____ Closed. No further investigation is warranted.

_____ Closed and referred to school officials for further investigation as a personnel matter.

_____ Deferred to law enforcement officials.

_____ Turned over to a Level-Two investigator.

Other comments: _____

I have given a copy of the report of sexual harassment and/or abuse and of this investigative report to the accused named in the report, the accused's supervisor, and the victim (parent/guardian if victim is under 19 years of age) and informed person filing the report of the options of contacting law enforcement, private counsel, or the State Board of Educational Examiners, if the accused holds an Iowa educator's certificate or license.

Name of investigator (please print)

Investigator's place of employment

Signature of Investigator

Date

Adopted Regulation: May 21, 1990

Regulation Revised: March 25, 2013

Regulation Reviewed: January 21, 2019