

**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.)

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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\_\_\_\_\_ Complaint was withdrawn.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