

APPENDIX A1.1.6  
WRITTEN INSTRUCTIONS

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**(PLEASE READ CAREFULLY AS YOU COMPLETE THE SURVEY FORMS)**

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**SECTION 1: DIOCESAN PROFILE.** Please complete this section and send it to the independent auditor no later than August 31<sup>st</sup>. The independent auditor's address is:

Roger C. Viadero, CPA, CGFM  
Ernst & Young, LLP  
1225 Connecticut Avenue, NW  
Washington, DC 20036

1. Institution type.
2. Number of active and retired clerics by institution type. Make sure to include all clerics from 1950-2002, to the best of your knowledge.
3. Check the box that most closely describes the number of clerics in your religious institute at this time.
4. Check the box that most closely describes the number of parishes served by your religious institute.
5. Region code: I to XIV. You can find the regional code in the Catholic directory.
6. Write in the TOTAL number of clerics with allegations of abuse in your diocese. Make sure to include all clerics with allegations from 1950-2002.
7. Write in the number of clerics who have had allegations made against them but were completely exonerated. Exonerated means that the cleric was completely cleared of the charge.
8. Write in the TOTAL number of individuals who made allegations of sexual abuse against them as children in your dioceses between 1950 and 2002. This includes all false allegations and allegations where the victim later withdrew the allegation.
9. Write in the TOTAL amount of monies paid to victims between the years 1950 and 2002. You may need the assistance of your financial/budget officer to answer this question.
10. Explain how many of the alleged victims in Question #8 made false allegations or later withdrew their allegations. The reports made by these victims will not be counted in the remainder of the survey.

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**SECTION 2: CLERIC AND VICTIM SURVEYS.** Please complete these surveys to the best of your knowledge. Please note that for purposes of clarity and flow, when the term diocese is used in a question, it will be understood to refer to dioceses, eparchies, and religious institutes.

**Before you begin to fill in this survey, please make photocopies of the survey instrument. You must make enough for each cleric with allegations of abuse against him. Once you do this, please number each of the surveys from 1 to the total number of clerics with allegations, and write that number in the upper right hand corner of the cleric survey form. You must write this number on the cleric encryption page and the four pages of the survey. The purpose of this is to link each cleric with his victim(s). You will write this same number on his victim(s)' survey forms.**

**Cleric Encryption.** The first and last initial and birth date are converted to a unique code to provide anonymity. Please make sure that this information has been provided so that the transformation can be applied correctly.

### **Cleric Survey.**

1. Write in the cleric's year of birth.
2. Type of cleric at time of the offense. If the cleric committed numerous offenses over a period of time, and he fulfilled multiple roles during the time he abused, please check all that apply.
3. Year ordained, if applicable.
4. Write in the name/location of the seminary that the cleric attended.
5. If a married cleric, was cleric married at the time of the alleged offense. If the cleric has multiple allegations, check yes if he was married at the time of any of these alleged offenses.
6. Any event of any types of abuse anytime in cleric's life history including the types listed in Question 7.
7. Identify all the types of abuse that the cleric is known to have experienced or is indicated in the record.
8. Identify the most likely abusing actors of the abuses identified in Question 7.
9. Identify if the cleric has abused alcohol or drugs at any time in life history.
10. Identify the action taken as a response to the drug or alcohol abuse.
11. If there was treatment for the drug or alcohol abuse, where did this treatment take place?
12. If the cleric acknowledged, during the drug or alcohol treatment program, that he abused a minor, check yes.
13. Did the cleric have any medical or psychological problems that could lead the diocese to believe he may not be fit for ministry?
14. Describe this problem. Be as specific as possible.
15. Was the problem(s) in Question 14 identified prior to the allegations of abuse?
16. What was the date this problem became known?
17. For multiple problems, identify the dates that each problem became known. If there are more than three known problems, please check the box provided and continue to identify the problems and dates on the back of the page.
18. Number of dioceses this cleric has served in, including yours.
19. Number of parishes this cleric has served in.
20. Does the cleric have any known allegations of abuse in any dioceses other than yours listed in Question 18?
21. You need to write in the total number of allegations against this cleric in all dioceses (including yours).
22. Identify any problems noted in this cleric's file other than sexual or substance abuse problems.

### **Information on the cleric's victim(s)**

23. The total number of victims who have made allegations against this cleric in your diocese. You must fill out a victim form for each of the alleged victims in the cleric's file.

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24. Does your diocese have reason to believe that there are more victims than those listed official in the cleric's file? For instance, a known victim might have reported that he/she was abused as the same time as another minor, but the other minor did not come forward and make an allegation.
25. Number of other potential victims. You do not need to fill out a victim survey for the potential victims in this question.
26. Breakdown of ages of alleged victims. Only fill this in for the victims who have made allegations, not the potential victims listed in Question 25. If the exact age of a victim cannot be determined then approximate the age based upon the information available.

**Responses to Allegations Made Against Cleric**

27. Identify all the specific actions taken with this cleric in response to all the abuse allegations associated with this cleric.
28. If reinstated, identify where.
29. Identify years in which action(s) was taken. If multiple actions were taken, identify all years in which those actions were taken.
30. Identify all the specific treatment strategies and protocols attempted with this cleric. Questions 31-34 address the particulars of treatment. Clerics not assigned to any treatment will have no data in Questions 31-34.
31. Identify the specific facility where the cleric participated in treatment. If the treatment center is not listed, check other and write in the proximate location of the treatment site.
32. The number of different enrollments or discrete participations in sex abuse / offender treatment programs designed or intending to achieve this type of remediation is sought.
33. Did the cleric complete the programs? If the cleric participated in more than one and completion is mixed, please characterize the completions of the treatment programs.
34. Did the cleric have allegations made against him after participating in a treatment program?
35. After you have reviewed the record of this cleric there may be facts, entries or comments that you will have found that provide added understanding concerning the cleric and responses made to the allegation of sexual abuse. Please share your insights into your reading of the record.

**REMEMBER, DO NOT WRITE IN THE NAMES OF ANY CLERICS OR VICTIMS OF ABUSE!!**

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**Victim Survey.** This must be completed for each victim of each cleric. Before you begin, photocopy the victim survey so that you have enough for all victims. If you need additional copies, you can print them out from the floppy disk. Remember to write the number of the cleric who allegedly abused this victim in the upper right hand corner of the survey instrument. Once you are finished, staple or clip together the associated cleric and victim survey instruments.

1. Gender as indicated.
2. Date alleged abuse of this victim *occurred* by this cleric. If the abuse occurred over a period of time, list the range of dates the abuse occurred. If there is no specific date(s) known, approximate the date or range of dates to the best of your knowledge based upon the files.
3. Date abuse was *reported*.
4. Person who made the allegation in Question 3.
5. How was the allegation made in Question 3.
6. Were any follow-ups made by the victim or anyone acting for the victim?
7. Number of follow-ups. Explain the method of follow up (letter, telephone, conversations).
8. Number of times this victim was abused by this cleric. If you do not know the specific number, check numerous.
9. Did other clerics allegedly abuse this victim?  
*Please note the clerics identified here will have data from their files developed for this victim.*
10. Total number of clerics who allegedly abused this victim.
11. If other clerics abused this victim, explain the sequential position of this cleric's alleged abuse, relative to other clerics' alleged involvement with this victim.
12. Victim's age at the time of, or beginning of, the alleged abuse.
13. Victim's age when the abuse ended, if it occurred over a period of time.
14. Age of victim at the time the first complaint or first allegation was expressed in Question 3.
15. Elapsed time between when the time of the first reported abuse and when the abuse occurred. Specify months or years.
16. Situation where cleric and victim first encountered each other. If the record is not descriptive, then identify the earliest encounter available in the record.
17. Cleric's duty or role when encountering the victim initially.
18. Did the cleric have social contact of any kind with the victim's family?
19. Type of socialization had with victim's family. Enter all the types of interactions with any of the victim's family members.
20. Identify ALL types of abuse that allegedly occurred against this victim.
21. Did cleric make any overt or implied threats directed at the victim or family members or did the victim or family members perceive that a threat was made by the cleric?
22. Nature of all threats alleged by cleric directed at victim or family members.
23. Where the alleged abuse(s) occurred.
24. When the alleged abuse(s) occurred.
25. Did the victim or family receive or have offered any type of gift, inducement, favor, benefit that had a relationship to the abuse or in response to the allegation?
26. What gift(s) was offered?
27. Were any other enticements offered to encourage the victim to participate in the abuse?
28. What were the enticements?
29. With whom did the victim live at the time of the abuse or earliest abuse in the record?
30. Did this victim have any siblings who were also allegedly abused by this cleric?
31. Was the *victim* under the influence of drugs or alcohol at any time during the abusive period?
32. Was the *cleric* under the influence of drugs or alcohol at any time during the abusive with this particular victim?
33. At any time in the association between this cleric and this victim, was there a diocesan inquiry, investigation or fact finding related to the abuse or first abuse allegation?
34. What was the result of that inquiry?

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35. As a result of that inquiry, investigation or fact finding what actions were taken against the cleric? If multiple actions were taken singly or together enumerate that range of actions applied against this cleric in response to this victim's allegation(s).
36. Did the Church report its findings to the victim or victim's family?
37. Any type of complaint reported to police or governmental representative involving this cleric and this victim?
38. Was there a criminal investigation?
39. Identify any criminal charge(s) brought against this cleric as a result of the victim's allegations.
40. Specific charges brought involving this cleric and this victim. If more than once charge brought, enter all those brought.
41. Any criminal convictions, including plea agreements associated with any charges in Question 40.
42. Specify the offense for which the cleric was convicted.
43. Sentence or penalty imposed as a result of the criminal conviction(s).
44. Length of sentence imposed as a result of any criminal convictions.
45. Any civil action brought against the cleric or religious institute?
46. Other legal actions, including secular administrative remedies sought related to this cleric and this victim.

**Financial information**

47. Compensation (monetary or things of value in any form) made directly or indirectly to the victim, victim's family, representative, etc.
48. Total value expended for victim's compensation from all sources.
49. Identify the amount of money in Question 48 that was derived from insurance.
50. Total value expended for victim's treatment.
51. Identify the amount of money in Question 50 that was derived from insurance.
52. Total value expended for the treatment of the cleric.
53. Identify the amount of money in Question 52 that was derived from insurance.
54. Identify the total amount of monies paid to the attorneys in regard to this victim.

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When you complete all the surveys, please send them to the independent auditor. The independent auditor's address is:

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