

## **For Insertion in Employee Manual**

### **Notification to Supervisor following Arrest**

#### **Employees**

Employees of the Diocese of Fort Wayne – South Bend are required to notify their supervisor if arrested of any crime during the period of their employment. Notification should be made within twenty-four (24) hours of the arrest if at all possible, or as soon thereafter as possible. The employee must provide the supervisor with enough detail of the charge(s) to enable the supervisor to make a decision as to whether the employee can remain on the job.

The employee's supervisor must alert the diocesan Safe Environment Coordinator of the arrest.

For purposes of this policy, "supervisor" means:

- for grade school employees and volunteers, the school's principal;
- for non-school employees and volunteers in a parish, the parish's pastor, DRE, or Youth Ministry leader, as applicable;
- for all high school employees and volunteers, the school's principal;
- for Diocesan agency or department employees, the agency or department administrator;
- and
- for any others, the Vicar General.