

For Insertion in Volunteer Manual

Notification to Supervisor following Arrest

Volunteers

Volunteers of the Diocese of Fort Wayne - South Bend are required to notify their supervisor if arrested of any crime during the period of their volunteer service. Notification should be made within twenty-four (24) hours of the arrest, or as soon thereafter as possible. The volunteer must provide the supervisor with enough detail of the charge(s) to enable the supervisor to make a decision as to whether the volunteer can continue to offer service until the resolution of the issue.

The volunteer'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.