



REGISTERED SEX OFFENDER POLICY

Diocesan Schools and Parishes

The Utah Sex and Kidnap Offender Registry (Utah Code Ann. § 77-41) also known as “Megan’s Law,” requires the Utah Department of Corrections to develop, operate and maintain a registry of persons who have been convicted of certain offenses. Those offenses are listed in Utah Code Ann. 77-41-102(9) and (16) of the statute.

The policies and guidelines provided herein are in accordance with the Diocese of Salt Lake City, the Office of Safe Environment and the Catholic Schools Office. The sex offender must adhere to the policies and guidelines as follows:

Definition. A sex offender is defined as an adult or juvenile who has been convicted of a crime or crimes of a sexual nature against a minor or an adult who is or continues to be listed on the National Sex Offender Public Registry.

Sex Offenders Participating in Parish/School Life.

- ✓ As a general rule, there will be no restrictions on liturgy attendance. However, the pastor will enforce certain restrictions such as assigned seating or monitoring by a selected (known or anonymous) individual or individuals.
- ✓ A sex offender, including a sex offender who is a parent or legal guardian with rights to custody, parent-time, or visitation with a child must meet with the principal or pastor to review any restrictions imposed on the sex offender. The principal or pastor must communicate any restrictions in writing and obtain a signature from the sex offender that he/she understands the restrictions.
- ✓ Once-a-year meetings with the principal or pastor are required and the principal or pastor must include a second person (“principal’s/pastor’s delegate”) in any and all meetings and phone calls with a sex offender.
- ✓ The sex offender must adhere to all policies and guidelines of the Diocese, including the policies and guidelines of the Office of Safe Environment and Catholic Schools Office.

Restrictions for a Sex Offender.

- ✓ A sex offender is not eligible to be an employee or volunteer at a diocesan school or parish and is not permitted to participate in any parish ministries or school programs that include minors. No exceptions will be made.
- ✓ A sex offender must seek permission from the pastor or principal to participate in any adult-only parish ministry or school program. In the rare occasion, a pastor or principal approves participation in an adult-only parish ministry or school program, the head of the ministry or program will be informed of the sex offender’s status.
- ✓ A sex offender who is or has been convicted of an offense against a minor is not allowed on school or church premises when minors are present or may not attend any school or parish event at which minors are present, regardless of where the event is held*.

* Exceptions may be made for special events where minors may be present on a case-by-case basis. In the rare instance when an exception is made, the principal or pastor will provide the sex offender with written authorization to attend the event, including supervision and any applicable restrictions or requirements.

- ✓ The sex offender may have the right to review his/her child’s school educational or parish sacramental record and may have the right to communicate with his/her child’s school teacher or

religious education teacher about his/her student. The sex offender must contact the principal or pastor to schedule in-person meeting or telephone conference with his/her child's school teacher or religious education teacher. Supervision of the sex offender or applicable restrictions or requirements will be in effect.

- ✓ If necessary, the principals or pastors may inform school/parish staff, volunteers and parents of an offender's status. The offender's name will be disclosed to the parents who have children in the same class as the offender's children.

Requirements for Parents/Guardians. A parent or guardian of a child enrolled in Diocesan school or parish sponsored programs must provide the school or parish with the following information:

- ✓ whether any parent or guardian with rights to custody, parent-time, or visitation to the child is required to register as a sex offender or is a registered sex offender;
- ✓ whether any adult residing in the child's home is required to register as a sex offender or is a registered sex offender;
- ✓ whether any juvenile residing in the child's home is required to register as a sex offender or is a registered sex offender;
- ✓ whether a child enrolled in a diocesan school or parish sponsored program has been convicted of a sexual offense; or if the above-mentioned continues to be listed on the National Sex Offender Public Registry.

Juvenile Sex Offenders. Parents/Guardians must inform the school or parish if their child is a sex offender, or is or continues to be listed on the National Sex Offender Public Registry. When the principal or pastor learn that a juvenile is a sex offender or is or continues to be listed on the Registry, the juvenile will not be allowed to attend class until the following steps are taken:

1. Meet with the juvenile sex offender and his or her parents/guardians to obtain information about the offense, any legal restrictions, and all relevant documentation.
2. Contact the Diocesan Office of Safe Environment and the principal or pastor of the school or parish where the juvenile is enrolled for guidance regarding continued enrollment or applicable restrictions on the juvenile sex offender while maintaining confidentiality.
3. Develop a written plan in collaboration with the Diocesan Office of Safe Environment and the principal or pastor of the school or parish where the juvenile is enrolled.
4. Meet with the juvenile and his or her parents/guardians to review the written plan including applicable restrictions while the juvenile is on school or church property or is participating in school or parish sponsored events, including consequences for violating the restrictions.
5. Obtain the signatures of all parties, including the juvenile sex offender.
6. After review of the juvenile sex offender's offense, restrictions and documentation by the Diocesan Office of Safe Environment, the Catholic Schools Office and the principal or pastor of the school or parish, a determination will be made as to the juvenile's enrollment.

Parish and School Enrollment/Application Form Policies and Guidelines. In an effort to communicate the sex offender policies and guidelines and to encourage sex offenders to self-report to the principal or pastor, the Diocesan Office of Safe Environment along with the Catholic Schools Office asks each Catholic school or parish to add to the enrollment/application form the following:

If you, your spouse or any adult or juvenile living in your home is listed or continues to be listed on the National Sex Offender Public Registry, you and the adult sex offender are required to contact the principal or pastor immediately upon submitting an enrollment application for any diocesan school or parish sponsored program.



Enrollment Year: _____

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Requirements & Restrictions

School/Parish Name: _____

Student's Name: _____ Teacher: _____ Grade: _____

Parent/Guardian Name(s): _____

Email: _____ Phone Number: _____

Email: _____ Phone Number: _____

Sex Offender's Name: _____

Email: _____ Phone Number: _____

Check each line to verify that the items were discussed or completed:

___ 1. The Offender has been asked to describe the detail of the offense(s), any legal restrictions, and to provide **court documentation, dispositive orders, and other documentation that sets forth limitations placed on the offender (including name and contact information of parole/probation officer)**. The offense(s) are to be summarized here and attached hereto.

___ 2. The Offender has been informed that he/she will not be allowed to work at or volunteer at the parish or school in any capacity.

___ 3. The Offender has been informed that he/she may be allowed to attend school or parish sponsored events when children are not present (restrictions and supervision apply). This must be pre-authorized and scheduled in advance by contacting the principal or pastor.

___ 4. The Offender has been informed that he/she will be assigned an adult(s) or delegate(s) (unknown to the Offender) and will be observed by the appointed adult during the entire time the Offender is at school or parish sponsored events where children may or may not be present.

___ 5. When attending an authorized school or parish sponsored event, the Offender has been informed that he/she must park in a visible area with no obstructing views. The Offender will proceed directly from his/her vehicle to a prearranged location. He/she will be supervised and observed during the school or parish sponsored event and will not be allowed to interact alone with any children other than the child(ren) with whom the Offender lives or is related. *Additional location requirements and restrictions may be enforced and may supersede the above.*

___ 6. Principal and pastor have spoken with the approved adult(s) about his/her responsibilities in monitoring the Offender. **CONFIDENTIAL**. *Attach names of approved adults(s) separately.*

REQUIREMENTS & RESTRICTIONS (continued)

___ 7. The Offender has been informed that if the Offender is the only person available to transport his/her child(ren) to and from the school or parish, the Offender will have a restricted time and place, must remain in his/her car, and must not communicate with any youth who is not his/her child.

Time: _____ Place: _____

Procedure (ex: does a teacher need to accompany a young child to the car?): _____

Student's Name: _____

Sex Offender's Name: _____

___ 8. The Offender has been informed that the principal or pastor will inform school/parish staff and parents, with a student in the same grade, of the Offender's status.

Additional Notes: _____

The requirements and restrictions herein have been discussed with me. I understand that I must provide all relevant documentation related to my offense. I will be provided with the name of the appointed or approved adult(s) directly meeting me at a designated location prior to my being on school or parish property or at a school or parish sponsored event. I understand all other appointed or approved adult(s) assigned to observe my actions while on school or parish property or at a school or parish sponsored event will not be identified by name.

Sex Offender Signature

Date

Printed Sex Offender Name

Witnessed by:

Principal Signature

Date

Pastor Signature

Date

ATTACH SPECIFIC REQUIREMENTS & RESTRICTIONS PERTINENT TO LOCATION



**REGISTERED SEX OFFENDER POLICY
Principal/Pastor Talking Points
for Meeting with Sex Offender**

- It has been brought to my attention that you are a sex offender and are now, have been or will be listed on the National Sex Offender Public Registry and I wanted to review the policies and guidelines that will apply to your involvement in school or parish sponsored events.
- First, I need to understand if you have any legal restrictions placed on you due to your conviction. (*You will want to ask if the restrictions are permanent or temporary. If temporary, when do the restrictions change? Ask the individual to provide documentation regarding the restrictions and the name and contact information of a parole/probation officer*). Attach Restrictions.

Name of Parole/Probation Officer: _____

Phone Number: _____ Email: _____

If there are no legal restrictions:

- Based on our policy, you will not be allowed to be employed by the school or parish or volunteer for any activity where youth will be present.
- As a parent of a student in our Catholic schools or parishes, you will be allowed to meet with your child's teacher and attend any other necessary meetings when children are not present (restrictions and supervision apply. This must be scheduled in advance by contacting the principal or pastor.
- When attending an pre-authorized school or parish sponsored event, you have been informed that you must park in a visible area with no obstructing views. You will proceed directly from your vehicle to a prearranged location to meet with the assigned adult or delegate. You will be supervised/observed during the school or parish sponsored event and will not be allowed to interact alone with any children other than the child(ren) with whom you live or are related. *Additional location requirements and restrictions may be enforced and may supersede the above.*
- If you are the only person available to transport your child to and from a school or parish sponsored event, you may do so from _____ am to _____ am and from _____ pm to _____ pm. You must park in a pre-authorized location _____, must remain in your vehicle, and, while waiting, you may not communicate with any children or youth who is not your child.
- As principal or pastor, we will inform school and parish staff, and parents with a student in the same grade, of your offender status.