

HOW TO REPORT TO DIOCESAN AUTHORITIES

(Rev. 10-6-2011)

Reporting an Allegation: In addition to reporting to local law enforcement, allegations of **sexual abuse of minors** committed by a *cleric or religious* are reported immediately to the Bishop or the Vicar General first by telephone at 409/924-4310 or 409/924-4303 respectively, then by mail at the Catholic Pastoral Center, P. O. Box 3948, Beaumont, TX 77704-3948 (710 Archie Street, 77701-2802) or by fax at 409/838-4511. All of the above actions should also be taken with regard to allegations of **sexual abuse of minors** by *lay church personnel* (including volunteers), but additionally a report should be made to the pastor of the parish, principal of the school, or the director in charge of the diocesan institution where the lay person functions.

To the extent possible, when reporting to the local law enforcement and to the Bishop or Vicar General, the person making the report should provide:

- the name, address, and age of the alleged victim(s)/survivor(s);
- the name of the accused;
- the parish, school or ministry where the abuse is suspected;
- an accurate description of the alleged abuse, the relevant dates, times, and circumstances in which the abuse allegedly occurred;
- the names, addresses and telephone numbers of corroborating witnesses who may have knowledge of the alleged abuse or identify other potential victims;
- and sign/give his/her name, mailing address, and phone number(s) for prompt follow-up.
(Use the Form on the next page; it can be filled in on the computer, printed out, signed and dated, then mailed or faxed.)

All allegations will be processed to the extent of the verifiable and specific information provided, including, but not limited to, the facts requested in the preceding paragraph. Anonymous complaints that cannot be investigated due to lack of accompanying verifiable facts will be communicated to the accused, and, if a religious, to his/her religious superior. The consequences of false allegations cannot be overstated, since they involve injury to the innocent, loss of reputation, scandal to the community, and potential criminal investigation. Criminal, civil, and canon law provide penalties for knowingly reporting a false allegation.

The diocese will maintain confidentiality to the extent possible, consistent with civil reporting requirements and the diocese's policies and procedures. All appropriate steps shall be taken to protect the privacy, reputation, and rights of all parties involved, particularly those of the person claiming to have been sexually abused and the person against whom the charge has been made (USCCB Norms, #13).

CONFIDENTIAL

REPORT OF ALLEGED MISCONDUCT / ABUSE

Name of alleged victim/survivor: _____ Age: _____

Address, phone #: _____

If a child, names of parents: _____

Name of person being accused: _____

Parish/school/ministry where accused works: _____

Type of misconduct/abuse alleged:

___ Ethical/moral conduct violation

___ Sexual exploitation

___ Abuse of alcohol/drugs

___ Other grave sexual misconduct

___ Sexual harassment

___ Child (minor) sexual abuse *

* If child abuse, has TDPRS been notified at 1-800-252-5400? ___ When? _____

Describe alleged misconduct/abuse: (What happened, when, where, who was involved, who was present, circumstances, frequency, etc.): _____

Explain any previous efforts to resolve privately? _____

Names, phone #'s of corroborating witnesses with direct knowledge about the allegation: _____

Other relevant information: _____

Complainant's Name: _____ Phone #: _____

Address: _____

Complainant's Signature: _____ Date: _____

Fax completed form immediately to the Bishop or Vicar General at 409/838-4511.

Submitted by: _____ Phone: _____

Location: _____