

**INSTITUTE OF CHRIST THE KING SOVEREIGN PRIEST
CODE OF CONDUCT REPORT FORM - ARIZONA**

Arizona law and the Diocese of Tucson require ALL individuals to report reasonable belief that a minor has been a victim of physical injury (except accidental), abuse, child abuse, or neglect IMMEDIATELY, by telephone call, to:

1-888-767-2445

(if the suspected individual has custody of the child)

AND

9-1-1 (in all cases)

Within 72 hours of the call, individuals who are considered mandatory reporters under Arizona law must submit a written report online. A copy of that report form is here: <https://d2y1pz2y630308.cloudfront.net/22996/documents/2019/7/ReportChildAbuseFollowupCPS.pdf>

Ask the hotline intake counselor for instructions on online reporting. Also, the Diocese of Tucson requires ALL individuals (not just those considered mandatory reporters under state law) to submit a Child Abuse Report Form, which is included in this packet and is available here: <https://diocesetucson.org/documents/2019/7/ReportChildAbuseDoT.pdf>

In addition, the Institute's Code of Conduct requires *all* members, staff and volunteers to report *all* behaviors that raise concerns or violate its Code of Conduct (*even if* the behavior or suspected behavior does not rise to the level of "reasonable belief that a minor has been a victim of physical injury (except accidental), abuse, child abuse, or neglect" under Arizona law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Arizona law. This internal report should be made to the local superior or, if the superior himself is the subject of concern, to the Institute's provincial superior in Chicago.

TO THE EXTENT ALLOWED BY LAW, all reporting will be kept in strict confidence, so as to protect the rights of the one who reports the concern, the potential victim, and the potential accused.

If the incident was reported to Arizona civil authorities, attach the Diocesan Child Abuse Report Form to this form. If the incident was *not reported or required to be reported* to Arizona civil authorities, complete the form on the back of this page.

Submit this form to the Rector of St. Joseph Oratory or, if necessary, to the Institute's Provincial Superior in Chicago.

For further information, contact:

Canon Jonathon Fehrenbacher
Rector
St. Gianna Oratory
Tucson, AZ
(520) 883-4360

Canon Matthew Talarico
Provincial Superior, USA
Chicago, IL
(773) 363-7409

(This is a two-sided form; see reverse side)

**Institute of Christ the King Sovereign Priest
Code of Conduct Internal Report Form**

This form is to be used for incidents that are NOT required to be reported to civil authorities but that are nonetheless a violation, or a perceived violation, of the Institute's Code of Conduct.

Did you call 9-1-1 and the State Hotline and make a Report? ___ Yes ___ No.

If "Yes," please complete the Arizona State Child Abuse Hotline Report and the Diocese of Tucson Child Abuse Report Form instead of this form.

This form should be used to report concerns about any potential violation of the Institute's Code of Conduct, including:

Sexual Misconduct

- Respect for Personal Living Spaces
- Use of Social Media
- Photograph and Video Use
- Gifts and Loans
- Drug and Alcohol Abuse

Name: _____

Role with the Institute: _____

Name of Institute Apostolate: _____

Describe the behavior that concerns you, including the circumstances, names, date and place of alleged incident(s) (*use additional pages as necessary*):

Signed _____
Member/Staff/Volunteer

Date: _____

Signed _____
Superior

Date: _____