

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

Connecticut law asks ALL individuals and REQUIRES Mandatory Reporters to report known or suspected child abuse or neglect, by telephone call within 12 hours of when obtaining information concerning child abuse or neglect, at the Hotline, which operates 24 hours per day, 365 days per year:

1-800-842-2299

The mandatory reporter must file a written report within 48 hours of obtaining information of child abuse. For information on *who* is a Mandatory Reporter and *what* is considered known or suspected child abuse, see CT form DCF-136, <https://portal.ct.gov/DCF/1-DCF/Reporting-Child-Abuse-and-Neglect>.

Furthermore, the Archdiocese of Hartford requires all Institute members, staff and volunteers to report any instances of sexual misconduct involving a minor or vulnerable adult and/or any instances where there is reasonable cause to suspect or believe that such sexual misconduct has occurred to the Victim Assistance Coordinator of the Archdiocese, whose contact information can be found here: <https://promise.archdioceseofhartford.org/office-of-safe-environment/>.

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 "known or suspected child abuse or neglect" under Connecticut law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Connecticut 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 Connecticut civil authorities, attach Form DCF-136 to this form. If the incident was *not required to be reported* to Connecticut civil authorities, complete the form on the back of this page. Submit this form to the Rector of St. Patrick Parish or, if necessary, to the Institute's Provincial Superior in Chicago:

Canon Matthew Weaver, Pastor and Rector
St. Patrick Oratory
Waterbury, CT
(203) 333-7009

Canon Matthew Talarico
Provincial Superior of the U.S.
Chicago, IL
(773) 363-7409

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 the State Hotline and make a Report? ___ Yes ___ No. If "Yes," please complete Connecticut Form DCF-136 instead of this form.

Did you report the incident to the Archdiocese of Hartford Victims Assistance Coordinator? ___ Yes ___ No.

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: _____