

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

Indiana law REQUIRES all individuals who have reason to believe that a child is a victim of child abuse or neglect to make an IMMEDIATE oral or written report to the Department of Child Protective Services. The Indiana Department of Child Protective Services has a Hotline for such reports, which operates 24 hours per day, 365 days per year:

1-800-800-5556

The Indiana definition of abuse and neglect is broad; See the Appendix to the Institute's Code of Conduct for more details.

It is also the responsibility of anyone with an allegation of *sexual* abuse related to *a minor* to report it IMMEDIATELY to the Bishop's Delegate for Sexual Misconduct Cases for the Diocese of Gary: Mrs. Kelly Venegas, (219) 769-9292, ext. 224.

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 is unrelated to child abuse or neglect under Indiana law or Diocesan policy.) This internal report (which is on the reverse side of this page) 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.

For further information, contact:

Rev. Canon Luke Zignego
Chaplain
St. Joseph Oratory
Merrillville, IN
(773) 363-7821

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

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

Did you call the State Hotline and make a Report? ___ Yes ___ No. If “Yes,” please complete the form entitled, “Indiana Notification of Report of Suspected Child Abuse or Neglect” instead of this form.

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

- Sexual Misconduct (among adults)
- Respect for Personal Living Spaces
- Use of Social Media
- Digital Media 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 _____ Date: _____
Member/Staff/Volunteer

Signed _____ Date: _____
Superior

Submit this form to the Chaplain of St. Joseph Oratory (at Our Lady of Czestochowa Shrine) or, if the Chaplain is the subject of concern, to the Institute’s Provincial Superior in Chicago.