

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

Ohio law asks ALL individuals to report suspicions of child abuse and neglect *and* abuse of vulnerable elderly (age 65+) IMMEDIATELY, at the following number, which is an automated telephone directory that will link callers directly to their county child welfare or law enforcement office:

1-855-642-4453 (1-855-OH-CHILD)

Mandated Reporters under Ohio Law are REQUIRED to immediately report suspicions of child abuse and neglect by calling the telephone number above to reach the proper county official. For information on *who* is a Mandatory Reporter and *what* is considered suspicions of child abuse and neglect, see <https://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm>, which is the abuse reporting webpage of the Ohio Department of Job and Family Services.

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 "suspected child abuse or neglect or abuse of the vulnerable elderly" under Ohio law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Ohio 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.

Furthermore, in the Diocese of Cleveland, any allegation of sexual abuse of a minor by Institute members, staff, or volunteers shall also be immediately reported to the Diocese Victims' Assistance Coordinator, (216) 334-2999 or (216) 334-2999 or response_services@dioceseofcleveland.org. A Diocese of Cleveland Suggested Report for Child Protection is provided in this packet.

If the incident was reported on the Ohio Hotline, complete and submit a copy of the Diocese for Child Protection. If the incident was *not reported, or not required to be reported* to Ohio civil authorities, complete the form on the back of this page.

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.

Submit either form to the superior at your apostolate or, if necessary, to the Institute's Provincial Superior in Chicago.

Canon James Hoogerwerf
Rector
St. Elizabeth of Hungary Shrine
Cleveland, OH
(216) 231-0325

Canon Matthew Talarico
Provincial Superior, USA
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 the Diocese of Cleveland's Suggested Report for Child Protection and give that to the Institute's Local Superior and to the Diocese's Victim Assistance Coordinator.

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: _____