

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

Wisconsin law asks ALL individuals and REQUIRES Mandatory Reporters who have reasonable cause to suspect that a child has been abused or neglected or threatened with abuse or neglect to report that suspected abuse or threat. Reporting is done by making a telephone call to the local police, the county sheriff, or the county child protective services agency. For a directory of all Wisconsin county child protective services agencies, go here:

<https://dcf.wisconsin.gov/reportabuse>

For information on *who* is a Mandatory Reporter and *what* is considered known or suspected child abuse, see <https://dcf.wisconsin.gov/index.php/cps/mandatedreporters>.

Furthermore, the Diocese of La Crosse should be told if a report has been made to civil authorities. To make a report to the Diocese, see: <https://diolc.org/safe-environment/reporting/>

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 or threatened child abuse or neglect under Wisconsin law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Wisconsin 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 make this internal report, use 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.

For further information, contact:

Sister Adorers of the Sacred Heart
Sr. Joseph -Marie, Superior
House of Nativity of the Blessed Virgin Mary
601 McIndoe St.
Wausau, WI 54403
Acr.wausau@institute-christ-king.org

Provincial Headquarters:
Canon Matthew Talarico
Provincial Superior, USA
Shrine of Christ the King Sovereign Priest
Chicago, IL
(773) 363-7409

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

This form is to be used as an internal report for incidents that are a violation, or a perceived violation, of the Institute's Code of Conduct.

Did you call Wisconsin civil authorities and make a Report? ___ Yes ___ No.

Did you make a report to the Diocese of La Crosse? ___ Yes ___ No.

If "Yes," provide a full written report of *where* the call was made and a full and complete narrative of *what* was reported. Submit this report to the local superior or, if the superior himself is the subject of concern, to the Institute's provincial superior in Chicago.

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 _____

Date: _____

Superior

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