

**INSTITUTE OF CHRIST THE KING SOVEREIGN PRIEST  
CODE OF CONDUCT REPORT FORM  
DIOCESE OF SYRACUSE, NEW YORK**

New York law requires a *mandated reporter* having reasonable cause to suspect abuse or maltreatment of a child to report such concerns IMMEDIATELY by telephone to the Mandated Reporter Hotline at: **800-635-1522**. Oral reports from a *mandated reporter* must be followed within 48 hours by a written report to the CPS unit on form LDSS-2221A. A copy of that report form is included in this packet and can be found here: <https://ocfs.ny.gov/forms/ldss/LDSS-2221/OCFS-LDSS-2221A.pdf>. For more information about *who* is a mandated reporter in New York, see <https://ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf>.

Anyone who is *not* a mandated reporter who has reasonable cause to believe that a child has been abused or maltreated may make a report to the Public Hotline at: **800-342-3720**.

The Diocese of Syracuse *requires* that *all* clergy, staff, and volunteers report any disclosures or suspicions of child and vulnerable adult abuse, sexual assault, or neglect to civil authorities (using the appropriate number in red, above). After such a report is made, the reporter should also notify the Diocesan Victim Assistance Coordinator at **315-470-1465**.

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 cause" of "abuse" or "maltreatment" of a child under New York law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under New York 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. Use the form on the back of this page to make a report to the Institute.

**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 this form to the Rector of St. Mary of the Assumption Parish and Shrine or, if necessary, to the Institute's Provincial Superior in Chicago. For further information, contact:

Rev. Canon Edward Gardner  
Pastor and Rector  
St. Mary of the Assumption Parish and Shrine  
103 West 7<sup>th</sup> Street  
Oswego, NY  
(315) 343-3953

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 even if the incidents 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.

**Are you a mandated reporter? \_\_\_ Yes \_\_\_ No. If so, did you call the Mandatory Reporter Hotline and complete Form LDSS-221A? \_\_\_ Yes \_\_\_ No. Attach Form LDSS-221A here; there is no need to complete the rest of this form.**

**Did you call the Public Hotline and make a Report? \_\_\_ Yes \_\_\_ No.**

**Did you contact the Diocesan Victim Assistance Coordinator? \_\_\_ Yes \_\_\_ No.**

This form should be used to report concerns reported above, as well as 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)*:

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Signed \_\_\_\_\_  
Member/Staff/Volunteer

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Superior

Date: \_\_\_\_\_