

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

California law asks ALL individuals and REQUIRES Mandatory Reporters to report known or suspected child abuse or neglect, by telephone call as soon as possible, at the County Hotline, which operates 24 hours per day, 365 days per year. Cases of alleged abuse in which the abuser and the victim are members of the same household are to be reported to Child Protective Services (CPS), while cases in which the alleged victim and the accused **do not** share a household should be reported to law enforcement authorities (Sherrif's Department or City Police).

Marin County CPS Hotline: 1-415-473-7153

Marin County Sheriff's Dept.: 1 415-473-7250

The mandatory reporter must file a written report within 36 hours of obtaining information of child abuse. This written report is Form BCIA 8572, *Suspected Child Abuse Report*, <https://oag.ca.gov/system/files/media/bcia-8572.pdf>.

If a report is made to civil authorities, the Archdiocese of San Francisco requires that the Archdiocese of San Francisco Victim Assistance Coordinator be contacted at 415-614-5506.

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 California law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under California 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 California civil authorities, attach Form BCIA 8572 to this form. If the incident was *not reported or required to be reported* to California civil authorities, complete the form on the back of this page.

Submit this form to the local Superior of Institute of Christ the King – Bay Area or, if necessary, to the Institute's Provincial Superior in Chicago.

Canon Benjamin Norman
Most Holy Rosary Chapel
St. Vincent's School for Boys
1 St. Vincent Drive
San Raphael, CA 94903
(408) 600-4218

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 County Hotline and make a Report? ___ Yes ___ No.

If you are a Mandatory Reporter, complete a copy of Form BCIA 8572, instead of the form below. You must also submit Form BCIA 8572 to the County.

Did you call the Diocese and make a Report? ___ 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: _____