

INSTITUTE OF CHRIST THE KING SOVEREIGN PRIEST
CODE OF CONDUCT REPORT FORM
DIOCESE OF ST. PETERSBURG, FLORIDA

Florida law requires ANY person who knows, or has reasonable cause to suspect, that a child or adult has been abused, abandoned, neglected, or exploited to immediately report to the central abuse hotline at:

1-800-96-ABUSE (1-800-962-2873)

or online at the FDCF website link:

www.myflfamilies.com/services/abuse/abuse-hotline

The general public can make an anonymous report; certain professionals must identify themselves.

Also, the Diocese of St. Petersburg requires reporting of any suspicion of abuse of a child or vulnerable adult involving clergy, a church employee, volunteer, or contractor/vendor. To do so, call the Victim Assistance Coordinator at the Victim Assistance Hotline: **866-407-4505**.

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 "abuse, abandonment, neglect, or exploitation of a child or adult has occurred" under Florida 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 Epiphany of Our Lord Shrine or, if necessary, to the Institute's Provincial Superior in Chicago.

For further information, contact:

Canon John O'Connor
Rector
Epiphany of Our Lord Shrine
2510 E Hanna Ave.
Tampa, FL 33610
(813) 234-8693

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.

Did you call the State Hotline or make a Report on the FDCF website?

___ Yes ___ No.

Did you contact the Diocese and make a Report?

___ 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)*:

Signed _____
Member/Staff/Volunteer

Date: _____

Signed _____
Superior

Date: _____