

**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:

**1-833-722-5437**

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 Diocese of San Jose requires that the report also be made to the Diocese's Office for the Protection of Children & Vulnerable Adults (OPCVA) at 408-983-0225.

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 Rector of Immaculate Heart of Mary Oratory or, if necessary, to the Institute's Provincial Superior in Chicago.

Canon Raphael Ueda  
Priest's Residence  
Immaculate Heart of Mary Oratory  
4467 Illsley Court  
San Jose, CA 95136  
(408) 781-9497

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: \_\_\_\_\_