

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

Illinois law asks ALL individuals to report suspicions of child abuse and neglect IMMEDIATELY, at the Hotline, which operates 24 hours per day, 365 days per year:

1-800-252-2873 (1-800-25-ABUSE)

Mandatory Reporters under Illinois Law are REQUIRED to report suspicions of child abuse and neglect at the Hotline above, and then to follow up with a written report **within 48 hours**, using this Form:

<https://www2.illinois.gov/dcf/aboutus/notices/Documents/cants5.pdf#search=CANTS5>

When this reporting hotline is posted, the following must be displayed: **“Any person who knowingly transmits a false report to the Department commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the Criminal Code of 2012 [720 ILCS 5/26-1]. A violation of this subsection is a Class 4 felony.”**

For information on *who* is a Mandatory Reporter and *what* is considered suspicions of child abuse and neglect, see <https://www2.illinois.gov/dcf/safekids/reporting/Pages/index.aspx>, which is the abuse reporting webpage of the Illinois Department of Children and Family Services. The webpage links to a manual for Mandatory Reporters, and also offers an online training for Mandatory Reporters.

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 child abuse or neglect” under Illinois law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Illinois 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 on the Illinois Hotline, attach a copy of the form CANTS5 (link above) to this form. If the incident was *not reported, or not required to be reported* to Illinois civil authorities, complete the form on the back of this page.

Submit this form to the superior at your apostolate or, if necessary, to the Institute’s Provincial Superior in Chicago: Canon Matthew Talarico, Provincial Superior (USA).

Canon Gerald Bell
Rector
St. Mary Oratory
517 Elm Street
Rockford, IL 61102
(815) 965-5971

Canon Benjamin Coggeshall
Rector
Holy Family Log Church
c/o St. Frances de Sales Oratory
2653 Ohio Avenue
St. Louis, MO 63118
(314) 771-3100

Canon Matthew Talarico
Provincial Superior, USA
Institute of Christ the King
6415 S. Woodlawn Avenue
Chicago, IL 60637-3817
(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 State Hotline and make a Report? ___ Yes ___ No.

If "Yes," please complete Illinois Form CANTS5 instead of this form.

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: _____