

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

Michigan law asks ALL individuals and REQUIRES Mandatory Reporters to report their suspicions of child abuse or neglect IMMEDIATELY, by telephone call to a Hotline, which operates 24 hours per day:

**1-855-444-3911**

Within 72 hours of calling the hotline, the mandatory reporter must file a written report using Michigan form DHS-3200. A copy of this form is included in this packet and is available online at the following link: [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_44443---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443---,00.html)

Note that the web page link above also contains a link to the Michigan Online Reporting System. The Institute prefers the use of the hotline/Form DHS-3200 in lieu of the online portal, so that the Institute can maintain copies of all matters reported to the state.

For information on *who* is a Mandatory Reporter and *what* is considered suspected child abuse or child neglect, see the following link: [https://www.michigan.gov/mdhhs/0,5885,7-339-73971\\_7119\\_50648\\_44443-157836--,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-73971_7119_50648_44443-157836--,00.html)

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 child neglect" under Michigan law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under Michigan 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 Michigan civil authorities, attach Form DHS-3200 to this form. If the incident was *not reported or required to be reported* to Michigan civil authorities, complete the form on the back of this page.

Submit this form to the Rector of St. Joseph Oratory or, if necessary, to the Institute's Provincial Superior in Chicago.

For further information, contact:

Canon Jean Baptiste Commins  
Rector  
St. Joseph Oratory  
1828 Jay Street  
Detroit, MI 48207  
(313) 784-9152

Canon Matthew Talarico  
Provincial Superior, USA  
6415 South Woodlawn Avenue  
Chicago, IL 60637  
(773) 363-7409

(This is a two-sided form; see reverse side.)

**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 Michigan Form DHS-3200 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: \_\_\_\_\_