

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

New York law requires that *mandated reporters* call **311** in NYC or call the Mandated Reporter Hotline directly at **800-635-1522** if child abuse or neglect is suspected. If the child is in immediate danger, call **911**. Oral reports from a *mandated reporter* must be followed within 48 hours by a written report to the CPS unit on Form LDSS-2221A. A copy of that report form is included in this packet and can be found here: <https://ocfs.ny.gov/forms/ldss/LDSS-2221/OCFS-LDSS-2221A.pdf>. For more information about *who* is a mandated reporter in New York, see <https://ocfs.ny.gov/publications/Pub1159/OCFS-Pub1159.pdf>.

The *general public* can call **311** in NYC or the New York State Central Register (SCR) directly at **800-342-3720** if child abuse or neglect is suspected. If the child is in immediate danger, call **911**.

It is the policy of the Diocese of Brooklyn that allegations of sexual abuse of minors, as well as other allegations of violations of the Diocesan Codes of Conduct, be reported to its own toll-free Reporting Line at **888-634-4499** or by submitting the online reporting form found here: <https://dioceseofbrooklyn.org/protecting-our-children/report-abuse/>.

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 "reasonable cause" of "abuse" or "maltreatment" of a child under New York law, and *even if* the member, staff, or volunteer is not a Mandatory Reporter under New York 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.

If the incident was reported on the Mandated Reporter Hotline, attach a copy of the form LDSS-2221A (link above) to this form. If the incident was not reported or not required to be reported to New York 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. For further information, contact:

Canon Andreas Hellmann
Rector
St. Josaphat Oratory
34-32 210th Street
Bayside, NY 11361
(718) 229-1663

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.

Are you a mandated reporter? ___ Yes ___ No.

If so, did you call the Mandatory Reporter Hotline and complete Form LDSS-221A? ___ Yes ___ No.
Attach Form LDSS-221A here. There is no need to complete the rest of this form.

Did you call the NY State Central Register and make a Report? ___ Yes ___ No.

Did you contact the Diocese and make a report? ___ Yes ___ No.

This form should be used to report concerns reported above (other than on Form LDSS-221A), 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: _____