

PROCEDURES for FILING A COMPLAINT OF SEXUAL ABUSE OF MINORS

1. All clergy, staff, and volunteers must report knowledge or belief that a minor is the victim of sexual abuse. (See *Eparchy of Phoenix Pastoral Code of Conduct*, Section III, 8)
2. All complaints or knowledge of abuse should first be brought to the attention of the pastor of the parish, the principal of the school, the head of a religious community, or the supervisor of the particular ministry or organization.
3. If a victim or a victim's family is making a direct complaint on their own they will meet with the pastor of the parish, the principal of the school, the superior of the religious community, or the supervisor in charge of the activity. At all times, a victim or complainant, may report directly to the Bishop.
4. The person hearing the complaint will take note of the victim's name and address, the person they are accusing, the place where the incident occurred, the time that the incident took place, and a general description of the nature of the offense.
5. Upon receiving the preliminary information noted above, it is mandated that the pastor, principal, religious superior, or ministry supervisor forward the report of abuse to:
 - a) the Bishop & Protosyncellus of the Eparchy;
 - b) the local police department for your town (911) and
 - c) the Child Protection Agency or Hot Line for your area if required.
6. The Bishop and Protosyncellus, upon receipt of a complaint, will contact the Victim's Assistance Coordinator, the Eparchial Review Board, the Syncellus, the Eparchial attorney, and the Eparchial insurance company. They will also verify that the report has been filed with the local police and the appropriate Child Protection Agency if required.
7. The Bishop or representative will personally meet with all victims and their families.
8. The Bishop will begin a preliminary internal investigation of the incident in accordance with canons 1468-1470 of the Code of Canons of the Eastern Churches.
9. If there is credible evidence that sexual abuse has occurred, appropriate measures will be taken to remove the offender from ministry and place him/her on administrative leave in accordance with the provisions of canon 1473 of the Code of Canons of the Eastern Churches.

Eparchy of Phoenix
8105 N 16th Street
Phoenix AZ 85020
(602)861-9778 Telephone
(602)861-9796 FAX
jean.sister@cox.net

Victim's Assistance Coordinator
Rosemarie Ludwig, Ph.D
PO Box 83474
Phoenix AZ 85071
(602) 997-1550 Telephone
rstussy@cox.net

UNIFORM REPORT FOR CHILD PROTECTION
Eparchy of Phoenix

Date of report: _____ Reported: _____

Telephone: _____

CHILD: _____ DOB: _____ Male _____ Female _____

Parent/Guardian: Telephone: _____

Address:

Suspected perpetrator: _____ Relationship to child: _____

Public Children's Service Agency to whom report was made:

- _____ Alaska Child Abuse Hotline (1-800-478-4444)
- _____ Arizona Child Abuse Hotline (1-888-767-2445)
- _____ Phoenix (602-530-1800 24 hrs.)
- _____ California (1-800-422-4453)
- _____ Colorado (303-866-3006)
- _____ Idaho (1-800-422-4453)
- _____ Nevada (1-800-992-5757)
- _____ New Mexico (1-800-797-3260)
- _____ Oregon (1-800-854-3508)
- _____ Washington (1-800-562-5624)
- _____ Bureau of Indian Affairs (1-800-633-5155)

_____ **National Child Abuse Hotline (1-800-422-4453)**

_____ **Other** _____

Was report made to law enforcement? ___yes ___no

To whom was the report made?

Reason for report:

