Diocese of Western Michigan Notice of Concern
To document Inappropriate Sexual Behavior or Recurrent Behavior or Policy Violations

Filing instructions
• Please print
• After completing make one copy to mail to the Bishop’s office (to maintain confidentiality)
• Give the original to Rector

Name(s) of alleged offender ____________________________________________
Name(s) of alleged victim ____________________________________________
Date of occurrence: _______________ Time of occurrence: _______________
Location: ___________________________________________________________
Parish (name and town) __________________________________________________

Type of Concern:
○ Inappropriate behavior with a child or youth
○ Policy violation with a child or youth
○ Possible risk of abuse
○ Other concern:

Attach additional sheets if needed
Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified? If reported to the State, what was their recommendation about investigating?

Are you aware of any action that has been taken (eg parents been notified, etc.) (yes or no) ________
Has this situation occurred previously? (yes or no) ____________ What action was taken in previous occurrence? How was the situation handled, who was involved, who was questioned, were police called?

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation?

Submitted by (print name): ____________________________________________________________

Signature: __________________ Date __________________

Telephone number: _________________________________________________________________

Used by Diocesan office

Date Received ___________ Person reviewing __________________________

Action taken: