

Diocese of Western Michigan Notice of Concern

To document Inappropriate Sexual Behavior or Recurrent Behavior or Policy Violations

(page 1 of 2)

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: