

EPISCOPAL DIOCESE OF LOUISIANA

**CONFIDENTIAL NOTICE OF CONCERN
REPORTING INAPPROPRIATE BEHAVIOR OR POLICY VIOLATIONS**

The following notice of concern allows individuals to report inappropriate behavior or policy violations to the Episcopal Diocese of Louisiana. Reports of abuse or neglect should be made to law enforcement (911), local law enforcement nonemergency phone number or the Department of Children and Family Services (855-452-5437) as described in the reporting procedures of the Diocese. Making a report of abuse or neglect to anyone other than these authorities will not fulfill the legal obligations of mandatory reporters.

If you have questions about incidents or reporting procedures please contact the Rev. Canon Shannon Duckworth at sduckworth@edola.org or 504-895-6634 ext. 205. The Diocese will cooperate fully with an investigation by law enforcement authorities and with other legal processes.

Who is the complaint about? _____

Date of occurrence _____

Congregation/school/ institution: _____

City _____

Nature of Concern: _____

Inappropriate behavior with a child or youth (please describe the behavior)

Policy violation with a child or youth: ___ Yes ___ No

Reason to believe abuse occurred/is occurring: ___ Yes ___ No

___ Other _____

Describe the situation:

What happened? _____

Where did it happen? _____

Who else was present? _____

Has it ever happened before? _____

Was it reported to the authorities? Yes No

If reported, to whom: _____

Please attach a copy of the written report if a written report to DCFS was made.

What action, if any, was or is being taken? _____

Follow-up:

Does anyone else need to be notified? Who? _____

Would you like someone to call you to discuss the situation? Yes No

Name: _____ Telephone: _____

Address: _____

Email: _____

Signature: _____ Date _____