

The Diocese of Jefferson City

**A GUIDE FOR PERSONNEL
WHEN REPORTING AN ALLEGATION**

Any allegation of sexual abuse perpetrated by a representative of the parish or diocese must be reported to Ron Vessell, the Diocesan Review Administrator, or to Connie Schepers, Counselor. You may reach Ron or Connie or leave a confidential message at the following number: 573-635-9127, Ext. 224 (Ron), or Ext. 254 (Connie).

Diocesan employees, volunteers, or agents are mandated reporters of child abuse. If the alleged victim of abuse is a minor, the allegation must be reported as soon as possible to the Division of Children's Services Child Abuse Hotline (800-392-3738). In addition, any signs or suspicions of abuse must be reported as soon as possible to the Child Abuse Hotline. A report must also be made to the Review Administrator and Diocesan Supervisor (such as the Superintendent of Schools or the Director of Religious Education.)

Any liabilities such as injury, abuse, harassment or harm that occurs on parish property or at parish sponsored events and programs, must be documented and reported to the Chancellor's Office.

**TO DOCUMENT AN ALLEGATION OR INCIDENT
COMPLETE THE ATTACHED INCIDENT REPORT
AND MAIL OR FAX TO:**

Associate to the Chancellor
P.O. Box 104900
Jefferson City, MO 65110

Fax: 573-635-2286

**INCIDENT REPORT
DIOCESE OF JEFFERSON CITY**

Date of incident: ___/___/___ Time of incident: _____

Name of person making this report: _____

Phone Number: _____

Location of incident: _____

Description of the incident: (use back of form and/or attach additional sheets of paper)

Include the following in your report:

WHO

WHAT

WHEN

WHERE

WHY

Witness:

Name

Phone Number

Reporter's Signature: _____

Date: _____

Mail or fax this report to:

Ron Vessell
Associate to the Chancellor
P.O. Box 104900
Jefferson City, MO 65110

Fax: 573-635-2286

September 6, 2006