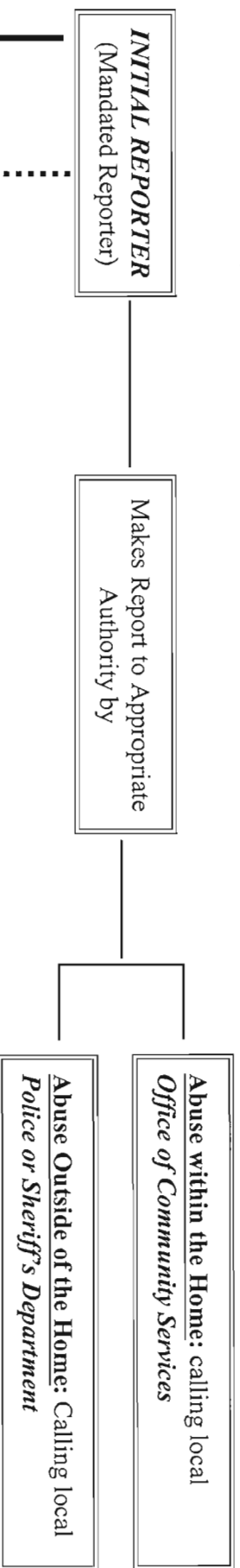


The Diocese of Baton Rouge
Process for Reporting the Alleged Abuse of a Minor
(Sexual and Other)

Scenario #1

When the alleged abuser is *an employee of the Diocese of Baton Rouge (other than clergy, religious, or seminarian) or a volunteer in ministry* affiliated with the Diocese of Baton Rouge or other person.



Alerts Their *Supervisor Alerts Appropriate* (If abuse is *sexual* in nature, The Diocesan
Immediate Supervisor *Diocesan Department Head* then extend the alert to) *Victim Assistance Coordinator*

An “*Initial Reporter*” is defined as, “*one who has direct knowledge from a minor that abuse (of that minor) is occurring or has occurred.*” An initial reporter could be: a Catholic school faculty or staff member, coach, catechist, youth minister, D.R.E., clergy V.B.S. staff member, college retreat team member, seminarian, etc. An “*Initial Reporter*” is also considered a “*Mandated Reporter*” which means that they are required by Louisiana State law to report abuse.

- Summary of Steps for *Making an Initial Report*
 (All to be Done *Immediately*)
1. *Telephone* the Appropriate Authority
 2. Follow that Authority’s Instructions
 3. *Alert* Your Immediate Supervisor

KEY
 (For Lines Shown Above)

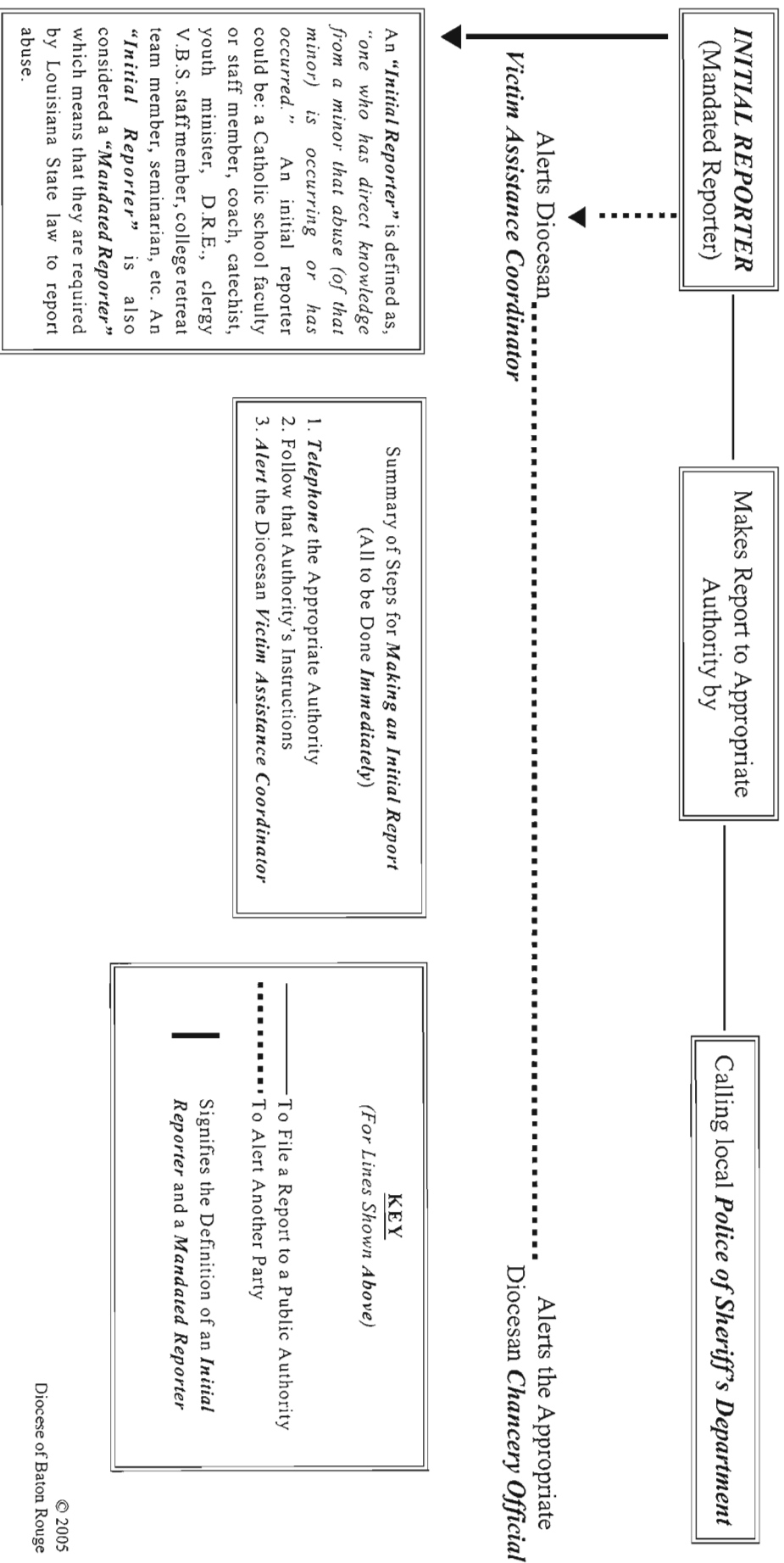
————— To File a Report to a Public Authority
 To Alert Another Party (i.e.-supervisor)

█ Signifies the Definition of an *Initial Reporter* and a *Mandated Reporter*

The Diocese of Baton Rouge
Process for Reporting the Alleged Abuse of a Minor
(Sexual and Other)

Scenario #2

When the alleged abuser is a *priest, deacon, religious brother or sister, or a seminarian* serving in and/or affiliated with the Diocese of Baton Rouge.



An “*Initial Reporter*” is defined as, “*one who has direct knowledge from a minor that abuse (of that minor) is occurring or has occurred.*” An initial reporter could be: a Catholic school faculty or staff member, coach, catechist, youth minister, D.R.E., clergy V.B.S. staff member, college retreat team member, seminarian, etc. An “*Initial Reporter*” is also considered a “*Mandated Reporter*” which means that they are required by Louisiana State law to report abuse.

- Summary of Steps for *Making an Initial Report*
 (All to be Done *Immediately*)
1. *Telephone* the Appropriate Authority
 2. Follow that Authority’s Instructions
 3. *Alert* the Diocesan *Victim Assistance Coordinator*

KEY
 (For Lines Shown Above)

————— To File a Report to a Public Authority
 To Alert Another Party

█ Signifies the Definition of an *Initial Reporter* and a *Mandated Reporter*