



# SAFE ENVIRONMENT PROGRAM

## ARCHDIOCESE OF NEW YORK

### REPORTING PROCEDURES

To report the sexual abuse of a minor by any Archdiocesan or parish personnel (i.e., priest, deacon, sister, brother, layman, laywoman, employee or volunteer):

- Advise the person making the complaint (or their parent or guardian) to notify the District Attorney of the appropriate county:

Bronx	718-590-2312
Dutchess	845-486-2300
Manhattan	212-335-9800
Orange	845-291-2050
Putnam	845-225-3641, x.277
Rockland	845-638-5001
Staten Island	718-556-7055
Sullivan	845-794-3344
Ulster	845-340-3280
Westchester	914-995-3408

- Immediately notify the Archdiocese (212-371-1011) -- the Safe Environment Program (x.2810) or the Legal Affairs Office (x.2840).

To report a violation of the Code of Conduct, the Sexual Misconduct Policy, or anything else that you believe poses a risk to a child:

- Immediately tell your supervisor.
- Make sure that your supervisor has notified the Archdiocese (212-371-1011) -- the Safe Environment Program (x.2810), the Office of Legal Affairs (x.2840), or the Chancellor (x.2900).
- If you can't confirm that your supervisor has notified the Archdiocese, do so yourself.

If you reasonably suspect child abuse or neglect in place away from the Archdiocesan program where you serve:

- Immediately tell your supervisor. Make sure they call the N.Y.S. Child Abuse Hotline (1-800-342-3720).
- If you can't confirm that your supervisor has called the Hotline, do so yourself.