

### **Reporting an allegation of church personnel**

After reporting to civil authorities a pastoral care and outreach coordinator will be available for the immediate pastoral care of persons who allege sexual abuse by church personnel.

The pastoral care and outreach coordinator's role is to offer spiritual care and support to individuals and families of victims of abuse. In all cases, respect for those who seek assistance is honored.

The pastoral care and outreach coordinator may provide additional services and support, depending on circumstances and the particular needs or requests of the victims.

Whatever form the outreach may take, the singular objective is to promote healing and wholeness to all those affected by the sexually abusive behavior of church personnel.

### **To report allegations of abuse:**

#### ***Civil authorities:***

Department of Protective and Regulatory Services: **1-800-252-5400**

If person is in immediate danger: **911**

Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

#### ***If church personnel is involved:***

1. Contact civil authorities.
2. Contact the bishop or the chancellor of the Diocese of Victoria at 361-573-0828.

Or

Rev. Gary Janak (979) 543-3770 or  
Sr. Emilie Eilers (361) 575-7111,  
Coordinators of Pastoral Care and Outreach.

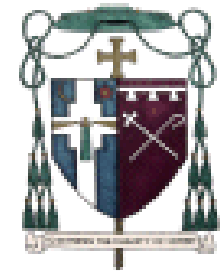
Written allegations may be sent to:

Office of the Bishop  
Diocese of Victoria  
P.O. Box 4070  
Victoria, Texas 77903

Marked "Personal and Confidential"

## **Safe Environment Office**

## **Diocese of Victoria**



**Care, support and resources for  
those who may have been harmed  
by sexually abusive behavior**

# Report Abuse or Neglect of Children

1-800-252-5400

- Child abuse and neglect are against the law in Texas, and so is failure to report it.
- If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency.

**You are required to make a report within 48 hours of the time you suspected the child had been or may be abused or neglected.**

## What is Abuse?

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

## What is Neglect?

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

## How do I make a report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Parents names and names of siblings in the home

## Will the person know I've reported him or her?

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

## What if I'm not sure?

If you have reason to suspect child abuse, but are not positive, make the report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you on whether the signs you have observed are abuse.



*Creating and  
Maintaining  
a Safe  
Environment  
for Youth*

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*Diocese of Victoria*