

Cue Card for Reporting Abuse

We who work with children in the church have an ethical and moral obligation to report real and suspected cases of child abuse. To make a report:

1. Call Office of Children's Services (OCS) at (907) 269-4000.
2. Know child's name, address, phone number, and/or other identifying information such as where the child attends school.
3. Note date of report and name of intake person.
4. Complete incident report form available on Archdiocesan website (www.archdioceseofanchorage.org) and as Appendix III in Sexual Misconduct Policy (2004 version).
5. If child is in serious danger call your local police department or Alaska State Troopers as well as OCS.

In Anchorage:

Anchorage Police: 786-8900
Alaska State Troopers: 269-5511

Outside Anchorage

Call Troopers: 352-5401 (24 hours a day)
Wasilla and Palmer Troopers: 745-2131
Palmer Police: 745-4811
Wasilla Police & Troopers: 357-5401
Kenai Peninsula: 283-3136

6. Tell a supervisor (Sexual Misconduct Policy, 2004 version, 7.1).
7. If the alleged abuse is by an adult bound by the Code of Conduct, report the case to the Archbishop or his representative as well as to civil authorities.
8. Cooperative with investigating authorities.

Incident Report for Child Abuse

Date:

Time:

Name of person reporting:

Name of agency and intake worker to whom report was made:

Identifying information about alleged victim (name, age, address, school attended):

Brief description of incident and/or concern:

Further action taken:

Please give a copy of this report to the appropriate supervisor (Sexual Misconduct Policy, 2004, Section 7.1).