The following notice of concern allows individuals to report inappropriate behavior or policy violations to the Episcopal Diocese of Western Louisiana. Reports of abuse or neglect should be made to law enforcement (911), local law enforcement nonemergency phone number or the Department of Children and Family Services (855-452-5437) as described in the reporting procedures of the Diocese. Making a report of abuse or neglect to anyone other than these authorities will not fulfill the legal obligations of mandatory reporters. If you have questions about incidents or reporting procedures please contact Joy Owensby at jowensby@diocesewla.org, 318-442-1304. The Diocese will cooperate fully with an investigation by law enforcement authorities and with other legal processes.

Who is the complaint about? __________________________________________

Date of occurrence ____________________________

Congregation/school/ institution: ________________________________

City__________________________

Nature of Concern: ____________________________________________

Inappropriate behavior with a child or youth (please describe the behavior)

________________________________________________________________________

Policy violation with a child or youth: ___Yes ___ No

Reason to believe abuse occurred/is occurring: ___Yes ___No

___Other______________________________________________________________

Describe the situation:

What happened? ______________________________________________________

______________________________________________________________________
Where did it happen? ____________________________________________
 _____________________________________________________________

Who else was present? __________________________________________

Has it ever happened before? ______________________________________
 _______________________________________________________________

Was it reported to the authorities? ___Yes ___No

If reported, to whom: ____________________________________________

Please attach a copy of the written report if a written report to DCFS was made.

What action, if any, was or is being taken? ___________________________
 _______________________________________________________________

Follow-up:

Does anyone else need to be notified? Who? _________________________
 _______________________________________________________________

Would you like someone to call you to discuss the situation? ___ Yes ___No

Name: ____________________________ Telephone: ______________________

Address: _________________________________________________________

Email: ___________________________________________________________

Signature: ____________________________ Date ________________