



Roman Catholic Diocese of Albany

## HOW TO REPORT SEXUAL ABUSE

### Victims of Sexual Abuse

The Diocese of Albany urges all victims to report any instance of sexual abuse against a minor by a member of the clergy, its employees or volunteers, to the local police or to the office of the appropriate District Attorney. ([Contact information for DAs](#))

### Adults Reporting Past Abuse.

Adults who wish to report allegations of childhood abuse to the diocese should contact the diocesan Assistance Coordinator (Phone: 518-453-6646; E-mail: [assistance.coordinator@rcda.org](mailto:assistance.coordinator@rcda.org)). The Assistance Coordinator will respond to you within 24-48 hours. All allegations of abuse of minors received by the Assistance Coordinator will be reported to the office of the appropriate District Attorney. Copies of reports will also be sent to the Bishop, the diocesan attorney and the diocesan Review Board members. **Reports received will not be screened for credibility.**

The Diocese of Albany is committed to full cooperation with the civil authorities in the reporting and investigation of such allegations. If the diocese receives notification from the DA's office that it will not investigate an allegation of sexual abuse that was submitted, or that it is unable to take any action, the diocese will then follow its own protocol for processing an allegation of sexual abuse.

### Employees Reporting Abuse:

#### 1) Where the victim is a current minor:

##### a) Allegations against parish/school staff/volunteers.

The parish leader/school principal should immediately report all allegations received of sexual abuse against clergy, employees or volunteers to the **local police and to the diocesan attorney** Michael Costello Esq. (# 518-463-1177) **The person receiving the report will not screen such reports for credibility.** The diocesan attorney will inform the appropriate DA **within 24 hours.** If the diocesan attorney cannot be reached, please call the Assistance Coordinator at 518-453-6646

##### b) Allegations against parish or school leaders.

If an allegation is received against the parish leader or school principal, **the person receiving the report will not screen such reports for credibility.**

The diocesan attorney Michael Costello Esq. should be notified as soon as the report is received and he in turn will immediately notify the local police *and the appropriate DA's office* **within 24 hours.** If the diocesan attorney cannot be reached, please call the Assistance Coordinator at 518-453-6646. Copies of any report made to the police or DA should be sent to the Assistance Coordinator who will inform the Bishop, the diocesan attorney and the diocesan Review Board members. The School Superintendent will be informed of all reports received against school personnel.

##### c) Allegations against the child's family.

Allegations received by school or parish staff that a child/youth has been harmed or is at risk of being harmed by a parent/guardian or other person legally responsible for his or her care.(e.g. any adults living in the home) should be reported to the Child Abuse Central Register.

Mandated reporters call: 1-800-635-1522

Parish staff who are not mandated reporters: 1-800 -342-3720

If a child is in immediate danger call 911 or the local police.

For further information please visit: <http://www.ocfs.state.ny.us/ohrd/ccg/>

#### 2) Where the victim is an adult:

**Parish, school staff and other** diocesan personnel receiving such reports from adults who were abused as minors, should notify the Assistance Coordinator (Phone # 518-453-6646) within one business day. **Such reports received will not be screened for credibility.** The person receiving the complaint should remind the victim of his/her right to report the allegation directly to the office of the district attorney where the alleged abuse occurred. All allegations of abuse of minors received by the Assistance Coordinator will be reported to the office of the appropriate District Attorney, with copies sent the diocesan attorney and the Review Board members.

The School Superintendent will be informed of all reports received against school personnel.