

THE DIOCESE OF BATON ROUGE
Process for Reporting the Alleged Abuse of a Protected Individual

***When the
Accused is a:***

**Priest, Deacon,
Religious Brother
or Sister, or
Seminarist**

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- Step 1: Mandated Reporter calls local Police or Sheriff's Department
 - Step 2: Mandated Reporter alerts Diocesan Victim Assistance Coordinator via the 24-Hour VAC Hotline
 - Step 3: Victim Assistance Coordinator alerts the appropriate Diocesan Chancery Official

**Diocesan 24-Hour Victim
Assistance Hotline
(225) 242-0250**

**Diocesan Office of Child
and Youth Protection
(225) 242-0202**

**Employee of the
Diocese, Volunteer
in Ministry or
Other person**

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- Step 1: Mandated Reporter makes report to appropriate Civil Authority (Abuse of minor within the home: Call Department of Children and Family Services; Abuse of minor outside of the home: Call local Police or Sheriff's Department; Abuse of Vulnerable Adult: Call local Police or Sheriff's Department and appropriate Louisiana Vulnerable Adult Services)
 - Step 2: Mandated Reporter alerts his or her immediate supervisor
 - Step 3: Supervisor alerts appropriate Department Head and the Director, Office of Child and Youth Protection
 - Step 4: If abuse is sexual in nature, call the diocesan Victim Assistance Coordinator via the 24-Hour Victim Assistance Hotline when accused is a diocesan employee, volunteer or other person

**Diocesan Office of
Human Resources
(225) 387-0561**

**Louisiana Department
of Children and Family
Services State-Wide
24-Hour Hotline
855-452-5437**

**Louisiana Adult
Protective Services
(for vulnerable adults
ages 18-59)
1-800-898-4910**

**Licensed
Daycare
Staff**

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- Step 1: Mandated Reporter makes report to Department of Children and Family Services
 - Step 2: Mandated Reporter alerts his or her immediate supervisor
 - Step 3: Supervisor alerts appropriate Department Head and the Director, Office of Child and Youth Protection
 - *Step 4: If abuse is sexual in nature, call the diocesan Victim Assistance Coordinator via the 24-Hour Victim Assistance Hotline

**Louisiana Department of
Elderly Protective
Services
(for vulnerable adults
ages 60 and older)
1-833-577-6532**