

Confidential Notice of Concern

Once completed, please enclose in a sealed, confidential envelope and deliver or mail to the rector or wardens in the parish office or mail to the Bishop's Office: 1055 Taylor Street, San Francisco, CA 94108.

Individual(s) of concern _____

Congregation _____

Date of occurrence _____ Time of occurrence _____

Type of concern —

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern

Please describe the situation — (What happened? Where and when? Who was involved, present, notified? If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.)

What action was taken? (How was the situation handled? Who was involved? Who was questioned? Were police called? Attach additional sheets if needed.)

What is the follow-up plan? (Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.)

Submitted by _____ Date _____

Signature _____

Preferred phone _____ Email _____

Address _____

Reviewed by _____