

**Carmelite Province of the Most Pure Heart of Mary**  
**ALLEGATION INTAKE REPORT FORM**

DATE REPORTED: \_\_\_\_\_ TIME REPORTED \_\_\_\_\_

REPORTER'S NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REPORT PRESENTED:     Phone     Mail     Internet     Other

REPORTER'S RELATIONSHIP TO VICTIM: \_\_\_\_\_

REPORT RECIPIENT: \_\_\_\_\_

**ALLEGED OFFENDER:**

OFFENDER'S NAME: \_\_\_\_\_

CURRENT TITLE: \_\_\_\_\_

POSITION/OFFICE: \_\_\_\_\_

PARISH/INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ALLEGED VICTIM:**

VICTIM'S NAME: \_\_\_\_\_

AGE AT TIME OF INCIDENT: \_\_\_\_\_

CURRENT AGE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NEXT OF KIN'S NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_

**INCIDENT DETAILS:**

INCIDENT DATE(S) and TIME(S): \_\_\_\_\_

INCIDENT LOCATION: \_\_\_\_\_

INCIDENT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WITNESS TO INCIDENT: \_\_\_\_\_

\_\_\_\_\_

PERSON(S) TOLD OF INCIDENT CONCURRENTLY OR SOON AFTER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUSLY REPORTED:**

REPORT TO LAW ENFORCEMENT:     Yes     No

IF "YES," TO WHAT AGENCY: \_\_\_\_\_

DATE OF THAT REPORT: \_\_\_\_\_

REPORT TO OTHER AGENCIES:    Yes     No

IF "YES," TO WHAT AGENCIES: \_\_\_\_\_

DATE OF THAT REPORT: \_\_\_\_\_

BY WHOM: \_\_\_\_\_

**OTHER DATA IN ACCORD WITH PROCEDURAL CHECKLIST FOR ALLEGATIONS:**

1. DATE DIRECTOR OF ACCOUNTABILITY AND ETHICAL MINISTRY (DOA) MADE AWARE OF ALLEGATION : \_\_\_\_\_, AND BY WHOM: \_\_\_\_\_ TO ENABLE DOA TO COMPLETE PROCESSING & DOCUMENTATION UNTIL CASE RESOLVED.
  
2. ACCUSED, LEGAL AND CANONICAL COUNSEL INFORMED ON: \_\_\_\_\_ BY \_\_\_\_\_, (LEGAL COUNSEL) IN TURN WILL ENSURE COMPLIANCE WITH ALL CIVIL AUTHORITIES AND INSURANCE CARRIERS (IF NOT ALREADY DONE) \_\_\_\_\_
  
3. PRIOR PROVINCIAL OR \_\_\_\_\_ INFORMED REVIEW BOARD CHAIR AND ACCUSED, APPLYING RISK REDUCTION TEMPORARY PROTOCOLS AND OFFERING SUPPORTS TO ACCUSED ON \_\_\_\_\_.
  
4. SEARCH OF PROVINCIAL ARCHIVES, FOR ANY INFORMATION PERTAINING TO THE ACCUSED THAT COULD HELP DETERMINE THE INITIAL LIKELY TRUTH OR FALSEHOOD OF THE ALLEGATION, UNDERTAKEN BY: \_\_\_\_\_ ON :: \_\_\_\_\_
  
5. DOA ENGAGED A VICTIM ASSISTANCE COORDINATOR TO ASSIST THE VICTIM/FAMILY AND ALSO PROVIDED SUPPORT/CONTACT WITH THE VICTIM/FAMILY ON: \_\_\_\_\_
  
6. IF SEARCH/INITIAL INVESTIGATION, ALONG WITH CONSULTATION WITH LEGAL AND CANONICAL COUNSEL, SUGGESTED THE ALLEGATION HAS A SEMBLANCE OF TRUTH, THE ACCUSED AND CHAIR OF THE REVIEW BOARD WERE INFORMED OF THAT DETERMINATION ON: \_\_\_\_\_ . ALL PARTIES NEEDING TO BE INFORMED OF OUTCOME OF PRELIMINARY INVESTIGATION WERE INFORMED.
  
7. NOTIFICATION OF THE BISHOPS IN WHOSE DIOCESES ABUSE REPORTEDLY OCCURRED AND WHERE MEMBER WAS RESIDING AT TIME OF ALLEGATION WAS DONE AT THE OUTSET OF THE FORMAL INVESTIGATION AND AFTER ITS FINAL CONCLUSION BY: \_\_\_\_\_

NAMES/

DATES: \_\_\_\_\_

8. PRIOR PROVINCIAL ALSO DECREED THAT A FORMAL PRELIMINARY INVESTIGATION SHOULD BE UNDERTAKEN AS TO THE VERACITY OF THE ALLEGATION ON : \_\_\_\_\_ .  
PROVINCIAL LAWYER WITH APPROVAL OF THE PRIOR PROVINCIAL  
NAMED: \_\_\_\_\_ , AN EXPERIENCED INVESTIGATOR TO  
CONDUCT FORMAL INVESTIGATION .

EXPLANATION IF INVESTIGATION NOT DECREED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9.. PRIOR PROVINCIAL OR HIS DELEGATE OFFERED TO MEET WITH OR DID MEET WITH THE ALLEGED VICTIM ON : \_\_\_\_\_ , ARRANGED DIRECTLY OR THROUGH THE LEGAL COUNSEL OF THE VICTIM..

\_\_\_\_\_

\_\_\_\_\_

10.. NOTIFICATION OF THE PROVINCE/ORDER, THE FAITH COMMUNITY AND THE PUBLIC, AS APPROPRIATE : \_\_\_\_\_

\_\_\_\_\_

11. RESULTS OF FORMAL INVESTIGATION SHARED WITH REVIEW BOARD. AT REVIEW BOARD MEETING ON \_\_\_\_\_ , REVIEW BOARD DID \_\_\_\_\_ DETERMINE SEMBLANCE OF TRUTH PRESENT OR DETERMINED THE FOLLOWING:

\_\_\_\_\_

\_\_\_\_\_

IF ADDITIONAL MEETING WAS REQUIRED, REVIEW BOARD DETERMINED:

\_\_\_\_\_

\_\_\_\_\_

12. THE PRIOR PROVINCIAL ON \_\_\_\_\_ FOUND SEMBLANCE OF TRUTH WAS \_\_\_\_\_ OR WAS NOT \_\_\_\_\_ PRESENT; IN ACCORD WITH CANON LAW RE: CLERICS, PRIOR PROVINCIAL ISSUED DECREE CLOSING THE FORMAL INVESTIGATION AND REFERRED CASE TO THE PRIOR GENERAL ON: \_\_\_\_\_ FOR TRANSMITTAL TO THE CONGREGATION FOR THE DOCTRINE OF THE FAITH FOR ITS REVIEW..

13. DETERMINATION OF CDF RE: ALLEGATION: \_\_\_\_\_ (ESTABLISHED OR NOT ESTABLISHED)

ON: \_\_\_\_\_ RESULTING IN THE FOLLOWING ACTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. NOTIFICATION OF THE MINISTRIES AND ORGANIZATIONS IN WHICH THE MEMBER ADMITTED TO THE SEXUAL ABUSE OF A MINOR OR VULNERABLE ADULT OR IN WHICH AN ALLEGATION ABOUT SUCH WAS ESTABLISHED OCCURRED ON: \_\_\_\_\_

\_\_\_\_\_

15. IF NO SEMBLANCE OF TRUTH FOUND BY PROVINCIAL, THE FOLLOWING STEPS TO RESTORE THE GOOD NAME OF THE ACCUSED WERE TAKEN: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

16. IF THE ALLEGATION INVOLVED A CASE WHERE EITHER THE APPLICABLE CANONICAL NORMS WERE NOT VIOLATED OR THE REQUISITE STANDARD OF PROOF WAS NOT MET, THE FOLLOWING ACTIONS OCCURRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

17.. IF ALLEGATION WAS FOUND TO HAVE SEMBLANCE OF TRUTH , BUT DID NOT INVOLVE A CLERIC, THE FOLLOWING ACTIONS OCCURRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

18. IF THE FINAL STATUS OF THE ALLEGATION OF ABUSE WAS ESTABLISHED AND IT WAS DETERMINED THAT THE ACCUSED MEMBER WOULD REMAIN A MEMBER OF THE PROVINCE, A SAFETY PLAN IN ACCORDANCE WITH PRAESIDIUM STANDARD 19 WAS DRAWN UP AND REVIEWED BY THE REVIEW BOARD AND APPROVED BY THE PROVINCIAL ON : \_\_\_\_\_.

19. IF THE ACCUSED MEMBER WAS DETERMINED TO BE A POSSIBLE HIGH RISK OFFENDER, USING PRAESIDIUM APPROVED METHODS, PRESIDIUM WAS INFORMED WITHIN 30 DAYS OF IMPLEMENTATION OF THE SAFETY PLAN ON: \_\_\_\_\_.

15. BY SIGNATURE: \_\_\_\_\_, THE DIRECTOR OF ACCOUNTABILITY ON \_\_\_\_\_ ENSURES THAT ALL OF THE STEPS OF THE PROCEDURAL CHECK LIST RELATING TO THIS ALLEGATION AND THE ACCOMPANYING INCIDENT REPORT FORM ARE COMPLETED AND THAT ALL DOCUMENTATION RELATED TO THE CASE IS BEING PRESERVED.