

**HOW TO REPORT AN INCIDENT OF SEXUAL ABUSE TO THE
ARCHDIOCESE OF HARTFORD**

If you or someone you know has been a victim of sexual abuse, assault, molestation or exploitation as a minor (under the age of 18 years) by a person working for the Roman Catholic Church within the Archdiocese of Hartford (such as a priest, deacon, sister, brother, lay officer, lay employee, lay volunteer, etc.) you are requested to report the incident in the following manner:

1. Call the Victims Assistance Coordinator for the Archdiocese of Hartford at 860-541-6491.
2. Compose in writing a detailed description of the facts involved in the incident and send it as soon as possible to:
Sister Mary Kelly, C.S.J.
Victims Assistance Coordinator
134 Farmington Avenue
Hartford, CT 06105-3784

Your detailed description of the incident should include your name, address, and telephone number and, if known, the name, address and telephone number of the minor/victim and his/her parents or other person responsible for the minor's care, the age and gender of the minor/victim, the date, place, circumstances and nature of the misconduct and the name and address of the person who allegedly committed the misconduct.

Information will then be communicated by the Archdiocese to the State Department of Children and Families and/or the appropriate law enforcement agencies as required by law. If you are a non-mandated reporter under Connecticut law, you should also be aware of your right to make a report to public authorities concerning this matter, including the State Department of Children and Families and/or appropriate law enforcement agencies. We support your right to do so. If you are a mandated reporter, you must also report directly to the State Department of Children and Families Hotline at 1-800-842-2288 and/or the appropriate law enforcement agencies as required by law.

3. After the Archdiocese receives a report as outlined above, an investigation will be undertaken by or on behalf of the Archdiocese of Hartford.