

Appendix IV

Reporting Form for Abuse of a Minor

As per Arizona Statue 13-360 and New Mexico Statue 32A-4-3: After a call is made to the Police or Child Protective Services to report suspected abuse a written statement must be submitted by mail or fax within forty-eight (48) hours.

Complete this form and submit to appropriate authorities and retain a copy of the report for your personal records (if multiple minors are suspected of being abused, a separate form for each minor must be completed):

General Information			
Date/Time reported to Police or CPS Child Abuse Hotline:	Ask for location (or) fax # of where to send report:	Police or CPS Hotline phone # used to make report:	Name of Person report was given to, Badge number if available:
Person Making Report			
Last Name of Person Making Report:	First Name of Person Making Report:	<input type="checkbox"/> Clergy <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer	Contact Phone number for person submitting report:
Parent/Person(s) Having Custody of Minor			
(1) Parent, Guardian or Custodian Last Name	Parent, Guardian or Custodian First Name		<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian
Street Address/Physical Address		City	State
Home Telephone Number	Work Telephone Number	Cell Phone Number	
(2) Parent, Guardian or Custodian Last Name			
(2) Parent, Guardian or Custodian Last Name	Parent, Guardian or Custodian First Name		<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Custodian
Street Address/Physical Address		City	State
Home Telephone Number	Work Telephone Number	Cell Phone Number	
Minor's Information			
(1) Child's Last Name	Child's First Name		Child's Date of Birth
Street Address/Physical Address		City	State
			Zip

[Reporting Form for Abuse of a Minor - Continued]

Alleged Abuser's Information (as much as is known)				
Last Name		First Name		Date of Birth
Street Address/Physical Address		City	State	Zip
Home Telephone Number	Work Telephone Number		Cell Phone Number	
Relationship to Child		Parish/School		Address/Location Where Alleged Abuse Occurred
<input type="checkbox"/> Clergy <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer				
Reason for report: (Circumstances leading to the suspicion that the child is a victim of abuse/neglect and/or Suspicion concerning previous injury or neglect to this child or other children in this family situation)				

If the alleged abuse of the minor was a result of a member of the clergy, employee, or volunteer of the Catholic Church, contact the Victim's Assistance Office at 505-906-7357 and provide a copy of this report via confidential fax 505-297-3113.

Reporting Contacts & Guidance

Bureau of Indian Affairs – Indian Country Child Abuse Hotline 1-800-633-5155

Arizona Agency: Child Protective Services - Dept. of Economic Security

Website: <https://extranet.azdes.gov/dcss/edcss/findoffice/index.jsf>

Child Abuse Hotline: 1-888-SOS-CHILD (1-888-767-2445)

Adult Abuse Hotline: 1-877-SOS-ADULT (1-877-767-2385)

New Mexico Agency: Children, Youth, and Families Dept.

Website: <https://cyfd.org/contact-us>

Child Abuse Hotline: 1-855-333-SAFE (7233) or text #SAFE

Adult Abuse Hotline: 1-866-654-3219 or 1-505-476-4912

If Physical Abuse, of a child has been revealed to you or you have reasonable belief or have observed that there is abuse:

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Ask questions:
What happened? Who did it? When did it happen?
Where did it happen?
4. Assure and validate the child: the abuse was not their fault and they did the right thing by report.
5. When the minor is stable and secure with another adult, immediately report the allegations by telephone or in person to law enforcement and Child Protective Services.
6. Write a summary of the incident, complete the reporting form in Appendix IV and then mail or fax to appropriate law enforcement and Child Protective Services within 72 hours.
7. School personnel shall contact the Department of Education at 505-863-4406 and report the call made to CPS/Police Department. Information provided should only include date, time of call, and who placed the call. The Department of Education shall maintain this information in a log book.
8. If the accused is an employee or volunteer of the Church, after reporting to law enforcement, immediately contact the Office of Safe Environment at 505-863-4406 or Victim's Assistance office at 505-906-7357.

If Sexual Abuse, of a child has been revealed to you or you have reasonable belief or have observed that there is abuse:

1. Listen attentively to the minor.
2. Stay calm and keep the minor in a safe environment.
3. Leave questioning of the child for the trained interviewer.
4. Assure and validate the child: the abuse was not their fault and they did the right by reporting.
5. When the minor is stable and secure with another adult, immediately report the allegations by telephone or in person to law enforcement and Child Protective Services.
6. Write a summary of the incident, complete the reporting form in Appendix IV and the mail or fax to appropriate law enforcement and Child Protective Services within 72 hours.
7. School personnel shall contact Department of Education at 505-863-4406 and report the call made to CPS/Police Department. Information provided should only include date, time of call, and who placed the call. The Department of Education shall maintain this information in a log book.
8. If the accused is an employee or volunteer of the Church, after reporting to law enforcement, immediately contact the Office of Safe Environment at 505-863-4406 or Victim's Assistance office at 505-906-7357.
***If you have any questions on reporting or you need assistance contact Office of Safe Environment at 505-863-4406 or Victim's Assistance office at 505-906-7357**