

Roman Catholic Diocese of Phoenix Procedures & Phone Numbers to Report Abuse

Child Protective Services (CPS) Statewide 1-888-767- 2445 Toll Free / TTD 1-800-530-1831

Local Law Enforcement

ANTHEM	602-876-1011 / 602-262-6151	KINGMAN	928-753-1911
APACHE JUNCTION	480-982-8260	LAKE HAVASU CITY	928-855-4111
AVONDALE	623-333-7000	LAVEEN	602-876-1011
BAGDAD	800-771-2797 / 928-771-3260	LITCHFIELD	602-876-1011
BAPCHULE /SACATON	520-562-4511	MESA	480-644-2211
BUCKEYE	623-386-4421	PARADISE VALLEY	480-948-7410
BULLHEAD CITY	928-763-1999	PEORIA	623-773-7061
CAMP VERDE	928-567-6621	PHOENIX	602-262-6151
CAREFREE	602-876-1011	PRESCOTT	928-445-3131
CASHION	623-333-7001	PRESCOTT VALLEY	928-772-9267
CAVE CREEK	602-876-1011	QUEEN CREEK	602-876-1011
CHANDLER	480-782-4130	SCOTTSDALE	480-312-5000
COTTONWOOD	928-634-4246	SEDONA	928-282-3100
EL MIRAGE	623-933-1341	SELIGMAN	928-771-3266
FLAGSTAFF	928-774-1414	SUN CITY	602-876-1011
FOUNTAIN HILLS	602-252-7840	SUN CITY WEST	602-876-1011
GILA BEND	602-876-1011	SUN LAKES	602-876-1011
GILBERT	480-503-6500	SURPRISE	623-222-4000
GLENDALE	623-930-3000	TEMPE	480-350-8311
GOODYEAR	623-932-1220	TOLLESON	623-936-7186
GRAND CANYON	Inside the Park: 928-638-7805	YOUNGTOWN	602-876-1011
	Outside the Park: 928-774-1414	WICKENBURG	928-684-5411
GUADALUPE	602-876-1011	WILLIAMS	928-635-4461

NOTE: CALL 520-562-3396 FOR CHILD PROTECTIVE SERVICES/TRIBAL SOCIAL SERVICES FOR INCIDENTS ON THE FOLLOWING RESERVATIONS: BLACKWATER, SACATON, BAPCHULE, SANTAN, LAVEEN AND MARICOPA

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 these 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 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 V and then mail or fax to appropriate law enforcement and Child Protective Services within 72 hours.
7. School personnel shall contact Catholic Schools Office (602) 354-2341 and report the call made to CPS/Police Department. Information provided should only include date, time of call, and who placed the call. Catholic School's office 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 Child and Youth Protection (602) 354-2396.

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 thing 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 V and then mail or fax to appropriate law enforcement and Child Protective Services within 72 hours.
 7. School personnel shall contact Catholic Schools Office (602) 354-2341 and report the call made to CPS/Police Department. Information provided should only include date, time of call, and who placed the call. Catholic School's office 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 Child and Youth Protection (602) 354-2396.
- *If you have any questions on reporting or you need assistance contact OCYP (602) 354-2396.**

Minor Abuse Reporting Form

As per Arizona Revised Statute 13-3620: 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 seventy-two (72) hours.

Complete this form and submit a written summary including the following:

- Nature and extent of the injuries or physical neglect; including evidence of previous injuries or physical neglect
- Any other information that might be helpful in establishing the cause of the physical injury or physical neglect
- Retain a copy of report including written summary for your personal records.

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 Number 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	City	State	Zip
Home Telephone Number	Work Telephone Number	Cell Phone Number	
(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	City	State	Zip
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	City	State	Zip
(2) Child's Last Name	Child's First Name	Child's Date of Birth	
Street Address	City	State	Zip

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 Office of Child & Youth Protection at 602-354-2396 and provide a copy of this report via confidential fax 602-354-2469.