

## **How to Make a Report and Information to Provide:**

Personnel must follow these steps in this order:

### **Step One: Contact the legal authorities within 24 hours of learning the information**

NRS §432B requires that Personnel make such report(s) as soon as reasonably practicable but not later than 24 hours after he/she knows or has reasonable cause to believe that the child or other such person has been abused or neglected, and such reports shall be made to either:

1. An agency which provides such child or other welfare services (in the case of the abuse or neglect of a child); or
2. To their local law enforcement agency. See, Nev. Rev. Stat. § 432B.220.

**To be clear, first contact is with legal authorities.**

Personnel may contact either: local law enforcement by calling 911 or CPS 24-Hour Hotline in Clark County at (702) 399-0081. Reports may also be made on-line at: <https://dcfs.nv.gov/Tips/CA/ChildAbuse/>. Additional telephone numbers for CPS in various counties served by the Archdiocese of Las Vegas are as follows:

### **COUNTY CHILD WELFARE SERVICES**

<b>Southern Region</b>
Clark County Department of Family Services 121 So. Martin Luther King Blvd Las Vegas, NV 89106 Phone: 702-455-5444 Fax: 702-385-2999

### **DCFS Rural Region Child Welfare Service Locations - Outside Clark County**

<b>Ely Field Office</b>	<b>Elko Field Office</b>
740 Park Avenue Ely, NV 89301 Phone: 775-289-1640 Fax: 775-289-1652	1010 Ruby Vista Drive Elko, NV 89801 Phone: 775-753-1300 Fax: 775-753-1301
<b>Pahrump Field Office</b>	<b>Winnemucca Field Office</b>
1780 E. Basin Avenue, #2 Pahrump, NV 89060 775-727-8497 775-727-7072	475 W. Haskell Street, Box 7 Winnemucca, NV 89445-3781 Phone: 775-623-6555 Fax: 775-623-6559

Tonopah Field Office	Local Law Enforcement – 911
#2 Frankee Street Old Court House Building P.O. Box 311 Tonopah, NV 89049-1491 Phone: 775-482-2033 Fax: 775-482-2037	Local Law Enforcement may always be called

### **Additional information regarding reporting**

- If making the report by telephone, Personnel should be sure to obtain the badge number, the “P” number, the person’s name with whom they spoke, the report number and any other identifying information (e.g., Personnel number).
- Personnel should keep a complete record or notes of their conversation and include them with their report to the Archdiocese.
- Personnel making the report online must print a copy of the report before pressing the “SUBMIT” button. A copy of the report must be provided to the Archdiocesan Victim’s Advocate.
- Either the Archdiocesan Victim’s Advocate/Safe Environment Coordinator or the Safe Environment Coordinator at the Personnel’s location may also notify, or assist the Personnel in making the report to, the civil authorities.
- Personnel making a report will be asked for as much information as possible regarding the identity of the suspected victim (e.g., family name(s), address(es), ages, birth date(s), whether/where the parents are employed, etc.), as well as information as to the alleged accused individual and any details of the situation.
- While CPS/Las Vegas Metropolitan Police Department (LVMPD) cannot guarantee anonymity, the caller’s name may be kept confidential.

### **Step Two: Contact the Archdiocese of Las Vegas**

Immediately after contacting the authorities, Personnel **MUST** then **ALSO** contact the Archdiocese of Las Vegas at any of the phone numbers listed below and provide the Archdiocese with the same information that the Personnel provided to the authorities.

Personnel may contact any of the following people at the Archdiocese: The Victim’s Advocate at (702) 235-7723 (24 hours); The Director of Safety and Risk Management at (702) 735-4570; and/or The Director of Human Resources at (702) 735-2512

The Victim’s Advocate/Safe Environment Coordinator may also notify, or assist the Personnel in making the report to, the civil authorities.

As indicated above, the Archdiocese of Las Vegas will often conduct an immediate internal investigation consistent with the Reporting/Investigation procedures outlined above and in complete cooperation with the civil authorities.

If any Personnel has any questions regarding the mandatory reporting of suspected child abuse, he/she should contact the Victim's Advocate at (702) 235-7723 (24 hours); the Director of Safety and Risk Management at (702) 735- 4570, the Vicar General at (702) 697-3903, and/or the Director of Human Resources at (702) 735-2512.

A Diocesan Incident Report must be completed with the same information reported to the civil authorities and must include the information with whom the Personnel spoke to the civil authorities.

### **Child Pornography**

Another form of child sexual abuse that must be immediately reported as set forth herein is child pornography. No Personnel may view, possess or distribute any sexually-oriented or morally inappropriate materials in any format whatsoever (e.g., magazines, cards, videos, films, texts, DVDs, clothing, etc.), or engage in viewing/listening to child pornography, acquire/possess/distribute child pornography on any personal electronic device on Diocesan property, or on any electronic device/property owned by a parish, school, agency, or institution of the Archdiocese of Las Vegas.

If a Personnel discovers that another is in possession of or that another is acquiring, possessing, or distributing child pornography, he/she must contact local law enforcement immediately at one of the above telephone numbers. The Personnel must then follow the remaining protocol for contacting the Archdiocese as set forth in this document. The remaining steps above must also be followed.

### **Failure to report suspected child abuse, neglect, and/or sexual abuse**

Any person who knowingly or willfully violates the Nevada Mandatory Reporting Statutes is guilty of a misdemeanor for the first violation and for each subsequent violation, is guilty a gross misdemeanor – as well as a violation of Diocesan policy. See Nevada Revised Statute § 432B.240 (2019).