



ARCHDIOCESE OF HARTFORD  
134 FARMINGTON AVENUE  
HARTFORD, CONNECTICUT  
06105-3784

OFFICE OF  
THE ARCHBISHOP

May 16, 2011

Dear Monsignor/Father:

It has been eight years since the Archdiocese of Hartford instituted a Safe Environment Office in order to be in compliance with the *Charter for the Protection of Children and Young People*. At this time, the following programs should be in full operation in your parish, school, and religious education programs.

- Background Check Authorizations
- Virtus® Protecting God's Children for Adults
- Safe Environment Training for Ministers to the Sick and Homebound
- Child Lures Prevention Program

Each year, the Archdiocese is subject to a compliance audit conducted by an organization approved by the United States Conference of Catholic Bishops. We have a new consulting firm this year, StoneBridge Business Partners, from Rochester, New York. The auditors will request letters signed by the pastors/administrators of our parishes, verifying that the required programs have been implemented.

Auditors will be conducting on-site visits to random parishes to ensure that your parish and school (if you have one) are in compliance. It is imperative that you have well-documented records. The annual Archdiocesan audit will be conducted during the week of October 17, 2011. Detailed information pertinent to parish and school audits will be sent to your parish site coordinator.

Enclosed is a copy of *How to Report an Incident of Sexual Abuse to the Archdiocese of Hartford*. As in the past, we ask that you please publish this procedure in your parish bulletins and post it on your parish website. In addition, when this information is published, please send a copy of your bulletin to Sister Mary Kelly to be included in audit documentation.

In conclusion, please sign the enclosed letter and return it to Sister Mary Kelly, C.S.J., at the Chancery Office by **June 10, 2011**. If you have any questions regarding this letter, please contact Sister Mary directly at 860-541-6491. Thank you for your continued cooperation as we move forward with the auditing process for this year.

Sincerely in Christ,

Most Reverend Henry J. Mansell  
Archbishop of Hartford

Enclosure (2)

## 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.