

APPENDIX A

Mandatory Reporting: Contact Information for Civil Authorities in the District of Columbia and Maryland

All Persons: Reporting suspected cases of child¹ abuse or neglect is everyone's responsibility. Detailed guidance for making a report to the civil authorities in the District of Columbia and Maryland is included in Appendix B. If you have reason to believe that a child has been or is being abused (sexually or physically) or neglected, you must report it as soon as possible to the appropriate civil authorities.²

- **In the District of Columbia:** Call Metropolitan Police Dept. Youth and Family Services Division at 202-576-6768 or Child & Family Services Agency at 202-671-SAFE (7233).
- **In Maryland:** Call the local police department or local Child Protective Services agency (refer to table below for contact information). You can also call 911 to report to the police or 1-800-917-7383 to report to the Maryland Department of Human Services.
- If the report involves any Archdiocesan cleric, employee, or volunteer, or otherwise relates to an Archdiocesan parish, school, or ministry, the reporter must also submit the report to the appropriate Archdiocesan department (see Appendix C for further guidance).
- **Call 911 if a child is in immediate danger.**

Additional Requirements for Professionals: Certain professionals, including health practitioners, educators and childcare providers, as well as athletic coaches in the District of Columbia, must also take the following steps in making a report to the civil authorities:

- **In the District of Columbia:** If requested, fax or mail a written report to the Child and Family Services Agency or Metropolitan Police Department (refer to table below for contact information).
- **In Maryland:** Submit a written report using Maryland DHR/SSA Form 180 (Report of Suspected Child Abuse/Neglect) by fax or U.S. mail to the local Child Protective Services agency within 48 hours, with a copy sent to the local office of the State's Attorney (refer to table below for contact information).

Reporting Guidance: The report should include all details that are known or available to the person making the report, including: (1) the identity of the alleged victim and the accused; (2) the nature of the alleged abuse or neglect; (3) where and when it took place; (4) any potential witnesses; and (5) any other details or information disclosed or known to the reporter. The reporter must defer to law enforcement, and not undertake their own investigation, if any of the specific details are not readily available. Please refer to Appendix B for further detailed reporting guidance.

Reporting Forms: A copy of any written report must be submitted to the appropriate Archdiocesan department (see contact information in Appendix C). The reporting forms are included in Appendix D.

¹ Both the District of Columbia and Maryland law use the term "child" to identify anyone under the age of 18, which has the same meaning as the term "minor" used in this Policy.

² There is an exception to the mandatory reporting requirements if the report would violate the seal of the confessional.

Contact Information for Local Civil Authorities

<p>District of Columbia</p>	<p>Child & Family Services Agency 200 I St. SE Washington, DC 20003 202-442-6100 202-671-SAFE (7233) Fax: 202-727-6505 Email: cfsa@dc.gov</p>	<p>Metropolitan Police Department Youth and Family Services Division 5002 Hayes Street, NE Washington, DC 20019 202-576-6768 Fax: 202-576-6561</p>	
<p>Calvert County</p>	<p>Md. Dept. of Social Services 200 Duke Street Prince Frederick, MD 20678 443-550-6900 Fax: 410-286-7429</p>	<p>County Sheriff 30 Church St. Prince Frederick, MD 20678 410-535-2800</p>	<p>State's Attorney Office 175 Main St. Prince Frederick, MD 20678 410-535-1600 x2369 Fax: 410-535-2436</p>
<p>Charles County</p>	<p>Md. Dept. of Social Services 200 Kent Avenue LaPlata, MD 20646 301-392-6739 301-932-2222 (after hours) Fax: 301-934-2662</p>	<p>County Sheriff 6915 Crain Highway PO Box 189 La Plata, MD 20646 301-932-2222</p>	<p>State's Attorney Office P.O. Box 3065 La Plata, MD 20646 301-932-3360 Fax: 301-932-3410</p>
<p>Montgomery County</p>	<p>Dept. of Health and Human Services 1301 Piccard Drive Rockville, MD 20850 240-777-4417 Fax: 240-777-4258</p>	<p>Police Department Special Victims Investigations Division 100 Edison Park Drive Gaithersburg, MD 20878 240-773-5400</p>	<p>State's Attorney Office 50 Maryland Ave. Rockville, MD 20850 240-777-7300 Fax: 240-777-7413</p>
<p>Prince George's County</p>	<p>Md. Dept. of Social Services 805 Brightseat Road Landover, MD 20785 301-909-2450 301-699-8605 (after hours) Fax: 301-909-2200</p>	<p>Police Department Child and Vulnerable Adult Unit 8801 Police Plaza Upper Marlboro, MD 20772 301-772-4930</p>	<p>State's Attorney Office 14735 Main St. Upper Marlboro, MD 20772 301-952-3500 Fax: 301-952-3775</p>
<p>St. Mary's County</p>	<p>Md. Dept. of Social Services 23110 Leonard Hall Drive Leonardtown, MD 20650 240-895-7016 301-475-8016 (after hours) Fax: 240-895-7099</p>	<p>County Sheriff 23150 Leonard Hall Dr. Leonardtown, MD 20650 301-475-8008</p>	<p>State's Attorney Office 41605 Courthouse Dr. Leonardtown, MD 20650 301-475-4200 x4500 Fax: 301-475-4596</p>