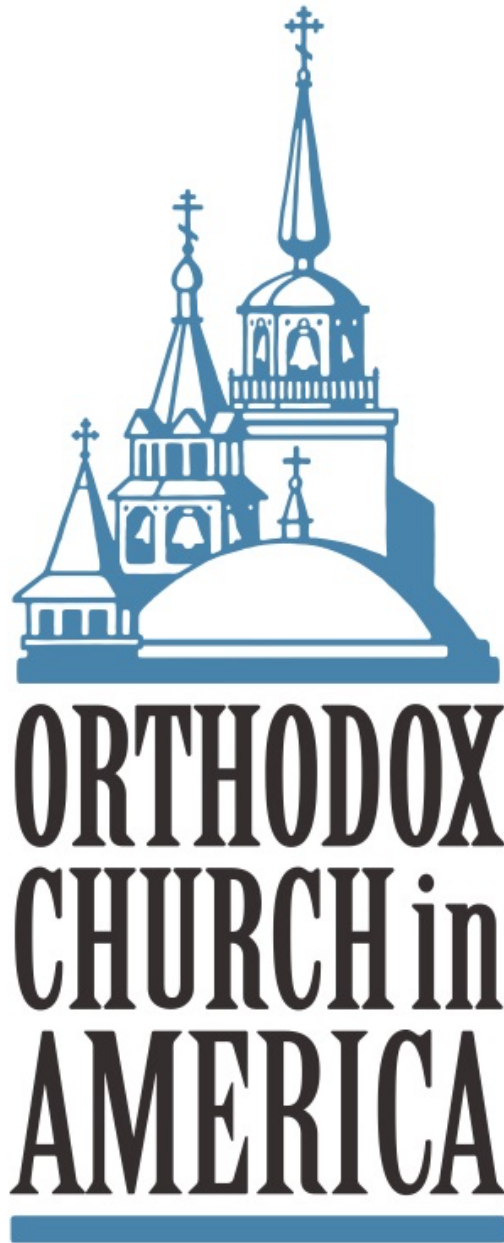


# PROCEDURES FOR REPORTING SEXUAL MISCONDUCT ALLEGATIONS



OFFICE FOR REVIEW OF SEXUAL MISCONDUCT ALLEGATIONS

According to the OCA Policy, Standards, and Procedures on Sexual Misconduct (2013):

**Sexual Misconduct** encompasses a range of behavior used to obtain sexual gratification against another or at the expense of another or in a situation where the perpetrator is in a position of authority – physical, psychological, emotional, or spiritual – over the victim. Sexual Misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening, intimidating or using the person against whom such conduct is directed.

For the specific definition and range of behaviors that define sexual misconduct, please refer to the end of this document.

## **1. Initiation of report**

### **A. Layperson**

If you are a **layperson** and observe or experience sexual misconduct, you must immediately report it, either verbally or in writing, to the appropriate authority:

1. Parish rector
2. If the parish rector is the subject of a complaint, the lay person should inform the Ruling Bishop as well as the Office for Review of Sexual Misconduct Allegations (see contact information below).

### **B. Clergy**

If you are a **clergyman** and you receive a complaint from anyone that a lay worker or clergyman has committed or may have committed sexual misconduct, it is mandatory to report or forward reports of complaints directly to BOTH of the following, either verbally or in writing:

1. Ruling Bishop\*
2. Office for Review of Sexual Misconduct Allegations

Reporting of a complaint is mandatory and can be made verbally or in writing. Failure to report or forward a complaint can have canonical, legal or civil consequences. No one in the Church hierarchy or administration, at any level, has the authority to impose any exceptions to this mandatory reporting requirement or to influence the reporter/report in any way.

\*Should the Ruling Bishop be the subject of the complaint, the report shall be made to the Metropolitan instead of the Bishop. If the Metropolitan is the subject of the complaint, then the report shall be made to the Secretary of the Holy Synod.

## **2. Confirmation of receipt of report**

Clergy receiving reports will confirm to the reporter in writing the fact that they have forwarded the received complaints to the appropriate Church authorities.

## **3. Report to law enforcement**

If you, or your parish, organization, or institution, are required by law to report sexual misconduct (especially in cases involving minors) to local law enforcement, social services, or other outside agencies, then you must do so immediately prior to all other notifications.

## **4. Notify parents of alleged victim who is a minor**

If the alleged victim is a minor, the clergyman who received the initial complaint or the Office for Review of Sexual Misconduct Allegations must immediately notify the parents or guardians of the alleged victim of the complaint, unless the parent or guardian is the subject of the complaint.

## **5. Retaliation**

If you perceive or experience any retaliation against alleged victims or anyone who, in good faith, has made a complaint or participated in an investigation under the OCA Policy, that retaliation must be reported in the same manner as for sexual misconduct.

*Note: The identity of all reporting sources is always kept confidential. This does not, however, prevent the alleged perpetrator or third parties from speculating who the reporting source is. Should others inquire about the reporting source, the OCA will neither confirm nor deny the reporter's identity.*

## **CONTACT INFORMATION:**

### **Office for Review of Sexual Misconduct Allegations**

Archpriest Alessandro Margheritino  
OCA Chancellor/Director of ORSMA  
(516) 922-0550 x. 129  
[chancellor@oca.org](mailto:chancellor@oca.org)

Cindy Heise  
Coordinator of ORSMA  
(516) 922-0550 x. 134  
[cheise@oca.org](mailto:cheise@oca.org)

## DIOCESAN CONTACT LIST

<p><u>Albanian Archdiocese</u>  Bishop Nikodhim  Email: <a href="mailto:chancery@albanianarchdiocese.org">chancery@albanianarchdiocese.org</a>  Office: (617)268-1275  517 East Broadway  South Boston, MA 02127</p> <p><u>Archdiocese of Canada</u>  Archbishop Irénée  Email: <a href="mailto:archbishop@archdiocese.ca">archbishop@archdiocese.ca</a>  Phone: (450)834-2870  Fax: (450)834-5471  3441-15ème Av  Rawdon QC J0K 1S0  Canada</p> <p><u>Archdiocese of Washington, D.C.</u>  Mka. Jennifer Levine  Email: <a href="mailto:jlevine@oca.org">jlevine@oca.org</a>  Office: (516)922-0550 x. 140  PO Box 31409  Alexandria, VA 22310-7809</p> <p><u>Archdiocese of Western Pennsylvania</u>  Archbishop Melchisedek  Email: <a href="mailto:melchisedek999@yahoo.com">melchisedek999@yahoo.com</a>  Office / Fax: (724)776-5555  PO Box 1769  Cranberry Township, PA 16066</p> <p><u>Bulgarian Diocese</u>  Archbishop Alexander  Email: <a href="mailto:alexander@bdoca.org">alexander@bdoca.org</a>  Office: (419)693-9540  Fax: (419)693-9451  519 Brynhaven Dr.  Oregon, OH 43616-2809</p>	<p><u>Diocese of Mexico</u>  Archbishop Alejo  Email: <a href="mailto:obispoalejo@yahoo.com.mx">obispoalejo@yahoo.com.mx</a>  Office/Fax: 5784-5198  Calle Irapuato #53, corner Av. Río Consulado  Peñón de los Baños, Venustiano Carranza  C.P. 15520, CDMX  MEXICO</p> <p><u>Diocese of New England</u>  Bishop Benedict  Email: <a href="mailto:bishop@ocadne.org">bishop@ocadne.org</a>  Office: (252)325-4505  75 Hospital Hill Rd  Sharon, CT 06069</p> <p><u>Diocese of New York and New Jersey</u>  Archbishop Michael  Email: <a href="mailto:info@nynjoca.org">info@nynjoca.org</a>  Office: (914)779-6580  Fax: (914)779-6581  33 Hewitt Ave.  Bronxville, NY 10708</p> <p><u>Diocese of the Midwest</u>  Archbishop Daniel  Email: <a href="mailto:bishopdaniel@domoca.org">bishopdaniel@domoca.org</a>  Phone: (602)253-9515  917 N Wood Street  Chicago, IL 60622</p> <p><u>Diocese of the South</u>  Archbishop Alexander  Email: <a href="mailto:alexander@bdoca.org">alexander@bdoca.org</a>  Office: (419)693-9540  Fax: (419)693-9451  519 Brynhaven Dr.  Oregon, OH 43616-2809</p>
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<p><u>Diocese of Alaska</u>  Anna Mizes  Email: <a href="mailto:adminsecretary@odosa.org">adminsecretary@odosa.org</a>  Office: (570)937-4067  430 C St, Ste 303  Anchorage, AK 99501-2345</p> <p><u>Diocese of Eastern Pennsylvania</u>  Archbishop Mark  Email: <a href="mailto:vladyka.mark@gmail.com">vladyka.mark@gmail.com</a>  Office: (484)281-3406  325 N Walnut St  Bath, PA 18014</p>	<p><u>Diocese of the West</u>  Archbishop Benjamin  Email: <a href="mailto:vikenty@msn.com">vikenty@msn.com</a>  Office: (415)567-9378  1520 Green St.  San Francisco, CA 94123</p> <p><u>Romanian Episcopate</u>  Archbishop Nathaniel  Email: <a href="mailto:nathaniel@roea.org">nathaniel@roea.org</a>  Office: (517)522-4800  Fax: (517)522-5907  PO Box 309  Grass Lake, MI 49240</p>
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