



February 18, 2020

Dear Pastors and Pastoral Leaders,

In fall of 2018, the Diocese of Green Bay engaged an independent investigative firm to conduct an outside review of the files of all diocesan priests and deacons. Their review led to the release of our list of clergy with substantiated allegations of sexual abuse of a minor in January 2019, and also brought to the forefront the need for a robust safe environment reporting system.

As we work toward a safe and secure environment for all people who live within our diocese, we are committed to making it simple and confidential to share red flag behaviors such as:

- Sexual abuse of a minor (if this is currently taking place, immediately call 911 to report)
- Harassment
- Boundary issues
- Threats of violence
- Concerning behavior by clergy, staff, or volunteers
- Misconduct
- Anything that you may find stressful or out of the ordinary and feel compelled to bring forward regarding clergy, staff, or volunteers

We will partner with our parish staff and volunteers to combat these challenges and take a proactive approach to preventing what we can by staying ahead of concerning and potentially harmful situations. We will work together to take timely actions and help our community members, whether they are a program leader, a victim, or a bystander.

To help with these efforts, the Diocese of Green Bay Office of Safe Environment has implemented a web-based incident reporting tool called *Awareity*. *Awareity* is a comprehensive platform for reporting, tracking, and documenting incidents and concerns. *Awareity* empowers program leaders, staff, neighbors, visitors, and all other community members to be heard and to safely report warning signs and trouble. The goal of *Awareity* is prevention and to help identify red flags and warning signs before an incident occurs or escalates.

If you need to report a concern, please visit our website [www.gbdioc.org/awareity](http://www.gbdioc.org/awareity) and click on the *Awareity* Incident Report button (*shown to the right*). All reports can be submitted by using your name or remaining anonymous if you choose. As soon as a report is made, all of the appropriate personnel will receive an immediate notification of the report, review the report information and take appropriate actions to intervene and/or prevent escalation.



*Awareity* is not meant to replace face-to-face communication, but instead provide an alternative option for reporting information that you may be uncomfortable coming forward with normally. Using *Awareity* to make a report ensures that your report is heard and received by a team of people who will be responsible for proper follow-up and follow through on the information provided.

By working together, we can help prevent incidents from occurring and ensure the safety and security of our ministries and parish communities.

If you have questions or concerns, please contact me at (920) 272-8174 or [ccoopman@gbdioc.org](mailto:ccoopman@gbdioc.org). Additional information and resources are attached and also available on the diocesan website at [www.gbdioc.org/awareity](http://www.gbdioc.org/awareity).

Sincerely,



Courtney Coopman  
*Victim Assistance Coordinator*

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### **Please Add the Awareity Button to Your Website**

1. To add the Awareity reporting button to your website, please [click here](#). You will be brought to a new window where you can download the file by right-clicking on the image and saving it in your computer's file folders.



2. Through your website's content management system, upload the image you saved and place it within your website, hyperlinking it to the Awareity Reporting System: [www.gbdioc.org/awareity](http://www.gbdioc.org/awareity)
3. Once the button is live on your website, test it out. Make sure the link goes to the right website and confirm everything works correctly.

If you need assistance with how to download the file or add a button with a link to the reporting system on your website, please contact:

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