

Reporting Form CPS calls

I, _____, made a report to CPS on _____ at _____
(Date) (Time)

I am an employee/volunteer at _____, an entity in
(Name of entity)
the Diocese of Dallas.

The CPS person who took my call was _____.

The case number given to the call was _____.

The call concerned (name of child and circumstances; date and place of alleged incident).

Signed _____
Employee/Volunteer who made the call

Signed _____
Safety Officer

The safety officer will mail this form to CPS confirming the call.
The safety officer will keep a copy of this form on file.
The safety officer will send a copy of this form to the Chancellor.
These reports will be mailed within three working days of the actual phone call.

Mailing address of CPS: Texas Department of Family and Protective Services
2355 North Stemmons Freeway
Dallas, TX 75207
1-800-252-5400