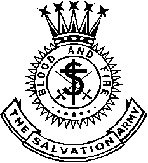
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**THE SALVATION ARMY**  
**CANADA AND BERMUDA TERRITORY**  
  
  
**POLICY AND PROCEDURES ON ABUSE**  
  
  
**January 1997**  
  
**(Revised May 2006)**

*"As a Christian organization, The Salvation Army is committed to upholding the standards of Christ, of love, care, protection and respect for the whole person in all relationships. Recognizing that the Christian church is no stranger to abuse, and understanding the profound emotional and spiritual damage resulting from abuse, The Salvation Army Canada and Bermuda Territory will not tolerate or condone abuse within its operations."*

**FOREWORD**

The Policies and Procedures of The Salvation Army Canada and Bermuda Territory on abuse are contained within this document. It is written in response to increased concern expressed by Officer and lay Human Resources about the potential for abuse within our ministries and the need for a mechanism for response by The Salvation Army.  
  
The policy focuses significantly on the spiritual ministry that must be provided by the evangelical community to the complainant, the accused, congregations and ministries affected by abuse. An integral part of this document is a training program which will be the responsibility of the Territorial Abuse Advisor.  
  
Extensive legal counsel was provided throughout the development of the policy.  
  
I commend this policy to you, believing that its development was directed by God, who provided the discernment and sensitivity needed in writing the policy and procedures. Any comments or concerns about the document should be addressed to the Secretary for Human Resources at Territorial Headquarters.

Issued by the Territorial Commander  
Commissioner M. Christine MacMillan  
Territorial Headquarters, Canada & Bermuda Territory  
May 2006

**Policy under Collective Agreement**  
  
Where a local Abuse policy (required under the terms of a collective agreement) is in place, it will be necessary to ensure it meets the standards of this policy. If changes are desired, these will need to be negotiated upon renewal of the collective agreement.  
  
**Harassment Policy**  
  
It must be noted that The Salvation Army's Human Resources Policy on Employment-Related Harassment is distinctly different from the Territorial Policy and Procedures on Abuse.  
  
The Harassment Policy is meant to cover ongoing discriminatory attacks or behaviour in the workplace against staff (officers, employees, and volunteers).  
  
The Abuse Policy covers situations in Salvation Army facilities and Corps which are extreme, and if taken outside of this policy to the legal realm could result in criminal charges. The Abuse Policy covers abusive behaviour against officers, soldiers, staff, clients, customers, and congregants, as defined in the Glossary of Terms.  
  
If there is doubt as to which policy applies to the situation, clarification should be sought from the Director of Employee Relations or from the Territorial Abuse Advisor.

**SECTION 1**  
**THEOLOGICAL BASIS**

The policy of The Salvation Army in the Canada and Bermuda Territory on **ABUSE** is set in the context of its **MISSION STATEMENT** which states *The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world*.  
  
Despite its mission to be part of the body of Christ in the world, The Salvation Army is painfully aware that there is potential for abuse within its ministry. It is a human organization comprised of individuals with strengths and weaknesses and who are vulnerable to sin.  
  
Based on the belief that every relationship is a sacred trust, our commitment is to embrace the teachings of Christ in all our dealings with people. We are called to be responsible and to respect each other as individuals created in the image of God. Should abuse occur within its ministries, The Salvation Army will make a clear and just response.  
  
**The Salvation Army believes, as stated in our first doctrine1, in the biblical principles of repentance, forgiveness and redemption. It also recognizes that scripture commands that Christian brothers and sisters seek to resolve conflicts within the body of Christ, rather than appealing to an outside court or judge. It is in light of these biblical truths that this ecclesiastical process of conflict resolution is being made available to those who are affiliated with or served by The Salvation Army.**  
  
The process outlined in this document is not a legal proceeding. It is an internal ecclesiastical resolution process. Where the law requires that a criminal investigation be conducted, as in child abuse cases, this policy ensures that the legal process is carried out.

1"We believe that the Scriptures of the Old and New Testaments were given by inspiration of God, and that they only constitute the Divine rule of Christian faith and practice." Some supporting scripture references: 2 Chronicles 19:9-12, Luke 18:6-8, Galatians 6:1-10.

**SECTION 2**  
**GLOSSARY OF TERMS**

**Abuse:**

The misuse of power (e.g. positional, physical, strength of personality or will) in interpersonal relationships. It includes, but is not limited to the following:

**Sexual Abuse:**

Sexual abuse occurs when someone engages in repeated incidents (or a single incident of an extreme nature) of unwanted behaviour with sexual overtones with any individual. This may include, but is not limited to:

* + - Sexual touch - "accidental" touch of sexual areas of the body
    - Tickling and playful aggression
    - A prolonged hug when a brief hug is customary
    - Kissing on the lips when a kiss on the cheek would be appropriate
    - Pressing up against the body when hugging
    - Giving an inappropriate gift
    - Innuendo or sexual/suggestive comments
    - Tales of sexual exploits
    - Inappropriate questions about an individual's intimate personal relationships
    - Leering
    - Disrespecting the individual's right to privacy
    - Exhibitionism
    - Sexual intercourse

**Consent**:

Many people believe that sexual relationships between consenting adults do not constitute abuse. However, mutual consent presumes that the parties are on an equal footing with each other, so that one person is not pressured by any consideration of the position of the other person. Officers and all other lay leaders/workers are in a position of trust over those to whom we provide ministry or service. **WHERE UNEQUAL POWER EXISTS, CONSENT DOES NOT EXIST.**

**Physical Abuse:**

Any deliberate or careless action or inaction that causes bodily harm or pain to an individual. This may include, but is not limited to:

* + - Neglect - withholding basic physical needs or reasonable care expected based on the nature of the facility
    - Assault
    - Rough handling
    - Forcible, unauthorized or unnecessary confinement
    - Inappropriate use of restraint

**Emotional Abuse:**

Deliberate or careless actions or inaction that cause or result in repeated humiliation;, emotional trauma, fear, intimidation of an individual, including discouragement of an individual's spiritual journey. This may include, but is not limited to:

* + - Use of derogatory, threatening, derisive, or demeaning language
    - The denial of appropriate privacy
    - Constant inappropriate and/or unwarranted criticism that is not constructive
    - Misuse of spiritual authority

**Discipline:**

Where a complaint is substantiated in whole or in part, appropriate disciplinary action will be taken. The level of discipline will be in keeping with all relevant factors, including the nature of the abuse which has been substantiated. Disciplinary action could include, but is not limited to, a verbal or written warning, removal from rolls, continued suspension without pay/allowances, return to probationary status, transfer, termination/discharge for cause.

**Supervisory Responsibilities:**

The normal exercise of supervisory responsibilities according to established policies and procedures, including training, counselling and progressive discipline does not constitute abuse, unless there is strong evidence to the contrary.

**External Investigation:**

An external investigation may be conducted by police, professional regulatory, government and/or funding body. Where an external investigation is initiated in which an Officer is accused the Officer under investigation, or any other Officer who has knowledge of the investigation, is required to report this immediately to the Secretary for Human Resources.

**Hurting Community:**

The hurting community consists of those individuals who may be affected as members of the congregation or agency staff of the complainant/abuser or those who are accused of violating positional power by perpetrating abuse. Continuing support of the hurting community through pastoral care would be beneficial.

**Investigations:**

For each Abuse Policy case where an internal investigation is necessary, two investigators will be appointed. The investigators are chosen by the Territorial Abuse Advisor with the approval of the Secretary for Human Resources. An investigator can be a Salvation Army Officer or a lay professional affiliated with The Salvation Army. All investigators sign a pledge of confidentiality prior to assuming this role. It is the job of an investigator to interview, document, and analyze all investigative work within the parameters of his/her task as assigned by the Territorial Abuse Advisor. The investigator will also be a member of the Review Committee.

**Involved Parties:**

The involved parties are the recipient/s of the initial disclosure/s, complainant/s and alleged abuser/s.

**Officer Review Board:**

The purpose of the Officer Review Board is to consider and make recommendations to the Territorial Commander on officer-related matters, including abuse investigations as provided by the Territorial Abuse Advisor. The goal of the board is to fairly consider each situation on its own merit while, at the same time, being consistent with similar situations.

**Pastoral Care:**

The Secretary for Human Resources or Territorial Abuse Advisor, will arrange for pastoral care and counselling to the complainant/abuser and their immediate family members. Pastoral care will include coming along-side the complainant/abuser in a spirit of love, acceptance and caring. Pastoral care may involve professional counselling where required.

**Recipient of Disclosure:**

Any person in a position of trust within the organization may be the recipient of a disclosure. This would include Officers, Local Officers, and those responsible for Corps, recreational, educational, or social service programs. All disclosures must be forwarded to the Territorial Abuse Advisor for further instruction.

**Skilled Designate:**

A person skilled in interpersonal relationships and knowledgeable of local culture.

**Suspension:**

When suspension is authorized for the period of the investigation, it is done for the protection of all parties involved, and does not assume guilt. It may involve the relinquishing of appointments/employment responsibilities, leadership activities and/or public participation. Officers/employees on suspension may continue to receive full allowances/salary benefits, pending the outcome of the investigation.

**Territorial Abuse Advisor:**

The Territorial Abuse Advisor is responsible to the Secretary for Human Resources at Territorial Headquarters to administrate the Abuse Policy. This individual is academically and professionally qualified to serve as an advisor on abuse issues. The Abuse Advisor will be available to help and guide leaders throughout the investigative process of interviewing, reporting and documenting abuse; to conduct interviews and request/review relevant information from Salvation Army files; to coordinate the communication between all parties in the case; to relay information between the Secretary for Human Resources and internal or external investigations; to provide update on actions taken to the Secretary for Human Resources and officials who have reported cases; to act on behalf of administration with department heads and divisional commanders where officers (or lay persons) are involved; and to ensure that an official Review Meeting is convened to review investigative findings and formulate recommendations to facilitate the resolution of the case (in the case of employees, volunteers, members - where an Officer is the alleged abuser, a complete report will be provided to the Secretary for Human Resources).

**Vulnerable Adult:**

Persons who, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence on others; or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them or may have difficulty ensuring their own safety and protection. This includes but is not limited to children, the elderly, those who are ill, mentally and physically disabled, or those who are vulnerable because of life circumstances.

**SECTION 3**  
**1.0 Policy Statement**

As a Christian organization, The Salvation Army is committed to upholding the standards of Christ, of love, care, protection and respect for the whole person in all relationships. Recognizing that the Christian church is no stranger to abuse, and understanding the profound emotional and spiritual damage resulting from abuse, The Salvation Army Canada and Bermuda Territory will not tolerate or condone abuse within its operations.

**SECTION 3**  
**1.1 Underlying Principles**

A. Any allegation of abuse will be taken seriously.

B. The Salvation Army recognizes that the act of disclosure results in anxiety and vulnerability.  
  
C. The Salvation Army will be governed by legislation related to abuse.  
  
D. The protection of children is a moral, ethical and legal responsibility.  
  
E. The Salvation Army is obligated to fully consider and, where appropriate, investigate all allegations. The Salvation Army reserves the right to conduct an internal investigation not withstanding and regardless of the outcome of any other investigation.  
  
F. When a person discloses abuse, immediate and short-term support will be provided by The Salvation Army.  
  
G. The Salvation Army will not impede any investigation, criminal, professional, regulatory or otherwise authorized.2

2In the case of a criminal investigation, confidential files will only be released upon receipt of a search warrant. A request to seal files removed under warrant or requested under subpoena will be made, with request for review by a judge who would assess whether to permit the file to be opened. A request to photocopy all materials given to any investigating body will be made.

**SECTION 3**  
**1.2 Confidentiality**

It should be noted that some provincial laws will override the privilege of confidentiality (including that of clergy and doctors). Such laws indicate that the requirements of the obligation to report supersede the confessional seal. Information received under this policy will be kept in confidence, except to the extent the process of law requires disclosure.

**SECTION 3**  
**1.3 Mechanisms for Response**

A. The Abuse Advisor will be available through Territorial Headquarters to provide advice and serve as a consultant to Divisional Commanders/Department Heads around such matters of abuse as disclosures, investigation, resolution and information.  
  
B. An integral part of the implementation of the Policy & Procedures document is the educational component. This will take the form of ongoing structured seminars for all Officers and lay Human Resources throughout the Territory.  
  
C. Senior Corps Census Locals/Senior Management Staff will be confidentially apprised of the fact that an allegation has been made and the action being taken. When necessary, the soldiers/staff will also be advised of the allegation.

D. Recognizing that loss of respect may occur, the Secretary for Human Resources, in consultation with the Abuse Advisor, will delegate Human Resources, skilled in facilitation and conflict mediation, to go into the ministry/service to initiate the healing process. The work of the delegated person/s will be short-term.

E. In the assessment of complaints (as outlined in Section 2) a process will be followed ensuring that:

* + - If the complaint is found to be invalid or unsubstantiated, effort will be made to assist the restoration of the credibility of the accused and the relationship between the affected persons within the Organization.
    - If the complaint is found to be valid, discipline of the accused will be undertaken. Other appropriate steps will be taken in order to initiate the following:
      * + Protection and healing of the complainant/s
        + Rebuilding of the affected congregation/ministry
        + Restoration of the offending person toward wholeness of life
        + Reclamation of the integrity of The Salvation Army

**SECTION 3**  
**2.1 Adult Abuse by an Adult**

**Policy Statement:**  
  
As a Christian Organization, The Salvation Army is committed to upholding the standards of Christ, of love, care, protection and respect for the whole person in all relationships. Recognizing that the Christian church is no stranger to abuse and understanding the profound emotional and spiritual damage resulting from abuse. The Salvation Army Canada and Bermuda Territory will not tolerate or condone abuse within its operations.  
  
**Procedures:**  
  
**Consent**: Many people mistakenly believe that sexual relationships between consenting adults do not constitute abuse. However, mutual consent presumes that the parties are on an equal footing with each other, so that one person is not pressured by any consideration of the position of the other person. Officers and all other lay leaders/workers are in a position of trust over those to whom we provide ministry or service. **WHERE UNEQUAL POWER EXISTS, CONSENT DOES NOT EXIST**.  
  
A person who considers that he/she has been subjected to abuse is encouraged to bring the matter to the attention of the person responsible for the conduct either individually or with a third party. Where this is not a possibility because of a concern for personal safety, or where such action does not produce a satisfactory result, the complainant should continue with the following steps.  
  
Recipient of disclosure asks complainant to fill out the Disclosure/Allegations Form. The completed form is forwarded to the Secretary for Human Resources (SP) or Territorial Abuse Advisor (TAA). The TAA will inform the Divisional Commander/Department Head (DC/DH) of the complainant(s) and alleged abuser(s).  
  
SP and TAA conduct a preliminary analysis of the allegations to decide on required action in one of the following:

The Territorial Abuse Advisor will review every allegation to determine whether an investigation under the Territorial Policy and Procedure on Abuse is the appropriate response to the situation. If an investigation is deemed warranted the procedure will be as follows:  
  
**I. Internal Investigation**

* TAA or DC/DH will notify alleged abuser of allegations on behalf of the Secretary for Human Resources.
* Pastoral care will be arranged for the complainant/abuser and their families by Pastoral Services at THQ, as appropriate.
* When and where appropriate, the DC/DH and/or designate will meet with the involved parties to outline investigative process.
* Where an investigation is deemed necessary, the TAA will launch a full-scale investigation including a Review Committee Meeting. Investigator(s) will be appointed.
* The SP (for Officer Human Resources) or DC/DH or designate (for non-Officer Human Resources) will be responsible to authorize the suspension of the alleged abuser, where appropriate, on the basis of the allegations during the investigation. The spouse may be requested to absent him/herself from the workplace/appointment, if necessary.
* TAA will ensure that a Serious Occurrence Report has been completed by the facility/ministry unit and submitted, where required, to the appropriate licensing/funding body; and an Occurrence Report has been completed and submitted under confidential cover to the Director of Risk Management at Territorial Headquarters.
* An extended investigation following established guidelines, conducted by the TAA will be completed within 120 calendar days of the initial disclosure.
* Following completion of the investigation, a Review Committee Meeting will take place. An investigation report will be prepared by the TAA, in collaboration with Review Committee members, for presentation to the Officer Review Board (ORB) for Officer Human Resources, or to the appropriate decision-makers or decision-making body for non-Officer Human Resources within 30 calendar days (or as soon thereafter as possible).
* The civil standard of "proof on the balance of probabilities" will be used in making a decision with respect to the allegation/s of abuse and appropriate action, if any, to be taken.
* The alleged abuser will be advised of the decision of the TC or DC/DH, by the SP/designate (for Officer Human Resources) or DC/DH/designate (for non-Officer Human Resources).
* A letter will be sent to the complainant and may be sent to all involved parties by the SP/designate (for Officer Human Resources) or DC/DH/designate (for non-Officer Human Resources).
* As soon as possible, when deemed appropriate, the DC/DH and/or designate will meet with the hurting community to promote reconciliation and healing. Release of information related to the investigation will be in accordance with the privacy legislation and maintaining confidentiality. The statement will be reviewed by legal counsel and prepared by the Secretary for Human Resources or designate.
* File retention will be in compliance with standard Salvation Army guidelines for Human Resources records or as may be otherwise required by law.

**II. External Investigation**

* Where complaint involves criminal activity, an investigation by police is warranted.
* Where a complaint is not necessarily of criminal nature, an investigation may be warranted by an authorized body (professional regulatory, government and/or funding body).
* Where complaint may involve criminal activity, but the complainant is unwilling to go to the police, the TAA will instruct the DC/DH on the legal requirements in reporting the alleged abuse to police.
* Where an investigation is initiated by an external body in which an Officer is accused, the Officer under investigation, or any other Officer who has knowledge of the investigation, is required to report this immediately to the Secretary for Human Resources.
* The Territorial Abuse Policy will be upheld in co-operation with all external investigations.
* Pastoral care will be offered to the complainant/abuser and their families through Pastoral Services at THQ, as appropriate. The DC/DH of the complainants will be advised to give encouragement and emotional support to the complaint/s in the initiation of the external investigation, either personally or through the CO/ED.
* TAA and/or DC/DH will consult with police or other investigation body, where appropriate.
* TAA will ensure that a Serious Occurrence Report has been completed and submitted by the facility and/or ministry unit, where required, to the appropriate licensing/funding body; and an Occurrence Report has been completed and submitted under confidential cover to the Director of Risk Management at Territorial Headquarters.
* The SP (for Officer Human Resources) or DC/DH/designate (for non-Officer Human Resources) will be responsible to authorize the suspension of the alleged abuser, where appropriate, on the basis of the allegations during the investigation and/or trial. The spouse may be requested to absent him/herself from the workplace/appointment, if necessary.
* The Salvation Army reserves the right to do an internal investigation and not withstanding and regardless of the outcome of any other investigation.
* When and where appropriate, the DC/DH and/or designate will meet with the involved parties to outline investigative process.
* A Review Committee Meeting will be held, if needed, to review the findings, if any/available, of the external investigation, and any internal investigation deemed necessary, and make recommendations. An Investigation Report will be compiled by the TAA, if necessary.
* The civil standard of "proof on the balance of probabilities" will be used in making a decision with respect to the allegation/s of abuse and appropriate action, if any, to be taken.
* The alleged abuser will be advised of the decision of the TC or DC/DH by the SP/designate (for Officer Human Resources) DC/DH/designate (non-Officer Human Resources).
* As soon as possible, to promote reconciliation and healing, the DC/DH and/or designate will meet with the hurting community, if helpful, to advise of results of the investigation. A written statement (reviewed by legal counsel) prepared by the SP/designate (for Officer Human Resources) or DC/DH/designate (for non-Officer Human Resources) will be presented.
* As soon as possible, when deemed appropriate, the DC/DH and/or designate will meet with the hurting community to promote reconciliation and healing. Release of information related to the investigation will be in accordance with privacy legislation and maintaining confidentiality.
* File retention will be in compliance with Salvation Army guidelines for Human Resources records or as may be otherwise required by law.

**SECTION 3**  
**2.2 Child Abuse by an Adult**

**Policy Statement**  
  
As a Christian Organization, The Salvation Army is committed to upholding the standards of Christ, of love, care, protection and respect for the whole person in all relationships. Recognizing that the Christian church is no stranger to abuse and understanding the profound emotional and spiritual damage resulting from abuse. The Salvation Army Canada and Bermuda Territory will not tolerate or condone abuse within its operations.  
  
**General Guidelines**  
  
Child abuse of any kind is extremely serious. Any person who suspects that a child has been or may have been, is currently or may currently be, or is at risk now or may in the future be at risk of being abused, should seek the immediate advice of the Territorial Abuse Advisor as to the person's obligations to report to the police or provincial welfare protection authorities.  
  
In order for the investigation to proceed unhindered it is required that only the child protection agency or the police question the complainant or alleged abuser. The child's parent/s or guardian/s should be informed of the alleged abuse complaint by the provincial child welfare protection or police authorities only.  
  
Professionals must comply with the reporting law even though the reported information may be confidential or privileged. The only privilege not subject to the reporting law is that between a solicitor and his/her client in most provinces.  
  
Contact throughout all the events of the case must be maintained with the Territorial Abuse Advisor by the responsible local leaders. The Territorial Abuse Advisor will, in turn, keep all parties informed, as appropriate, of the progress of the situation. Failure to report child abuse can be a serious offence which is punishable by fine or imprisonment.  
  
In all cases where a disclosure of past child abuse is made, and the alleged abuser is presently in a position of trust which might place children at risk, The Salvation Army will take investigative action. This investigation will be the responsibility of the Territorial Abuse Advisor. (Please refer to 'Internal Investigation' procedures in Section 3, 2.1).  
  
**Procedures:**

* Investigations will be conducted by the child protection agency or police. The alleged abuser will be initially approached only by the child welfare protection authorities and/or police.
* The Salvation Army reserves the right to do an internal investigation not withstanding and regardless of the outcome of any other investigation.
* The TAA will keep up-to-date on all events, to the extent possible, as they transpire in order to keep the SP informed and provide support referrals for any fracturing of family, Corps, Institution, etc.
* Suspension of the alleged abuser or removal from current position of responsibility may occur during the investigation and/or trial, as authorized by the SP (for Officer Human Resources) or DC/DH/designate (for non-Officer Human Resources). The spouse may be requested to absent him/herself from the workplace/appointment, if necessary.
* Pastoral support for the complainant/accused and their immediate family members will be offered, as appropriate.
* As appropriate to the investigation, the involved parties will keep informed by the TAA, either directly or through the CO/ED, of the steps being taken within the process.
* A Review Committee Meeting will be held to review the findings of the external investigation, and any internal investigation deemed necessary (not for officers). An Investigation Report will be compiled by the TAA, if necessary.
* The civil standard of "proof on the balance of probabilities" will be used in making a decision with respect to the allegation/s of abuse and appropriate action, if any, to be taken.
* The alleged abuser will be advised of the decision of the TC or DC/DH by the SP/designate (for Officer Human Resources) or DC/DH/designate (non-Officer Human Resources).
* A written response may be sent to all involved parties by the SP (for Officer Human Resources) or DC/DH/designate (non-Officer Human Resources). At the discretion of the SP, a copy of the Investigation Report, if any, may also be forwarded to the complainant and other involved parties.
* As soon as possible, to promote reconciliation and healing, the DC/DH and/or designate will meet with the hurting community, if helpful, to advise of the results of the investigation. A written statement (reviewed by legal counsel) prepared by the SP (for Officer Human Resources) DC/DH/designate (non-Officer Human Resources) will be presented.
* File retention will be in compliance with standard Salvation Army guidelines for Human Resources records or as may be otherwise required by law.Disclosure/Allegations Form

***“Confidential”***

|  |  |
| --- | --- |
| Complainant’s Name |  |
| Address (with postal code) |  |
| Telephone Number(s) |  |
| Connection with The Salvation Army |  |

|  |  |  |
| --- | --- | --- |
|  | **INCIDENT SUMMARY** | (if necessary, use separate form for each incident) |
| DATE(S): |  |  |
| TIME(S): |  |  |
| PLACE(S): |  |  |
| NATURE OF INCIDENT(S) | Sexual 🞎 |  |
|  | Physical 🞎 |  |
|  | Emotional 🞎 |  |
|  | Other (specify) 🞎 |  |
| COMMENT ON THE INCIDENT(S): |  |  |
|  |  |  |
|  |  |  |
| DOES THE ACCUSED KNOW HIS/HER BEHAVIOUR IS UNACCEPTABLE TO YOU? | YES 🞎 | NO 🞎 |
| HAVE YOU CONFRONTED HIM/HER?  IF YES WHAT HAPPENED | YES 🞎 | NO 🞎 |
|  |  |  |
|  |  |  |
| DOES ANYONE ELSE KNOW ABOUT THIS?  Will you share their names? | YES 🞎 | NO 🞎 |
|  |  |  |
| WERE THERE ANY WITNESSES  Will you share their names? | YES 🞎 | NO 🞎 |
|  |  |  |
| WHAT DO YOU WANT ME TO DO WITH THIS INFORMATION? |  |  |
|  |  |  |
| ARE YOU WILLING TO ASSIST WITH AN INVESTIGATION? | YES 🞎 | NO 🞎 |
| ARE YOU WILLING TO PROVIDE A FULL WRITTEN REPORT, IF REQUIRED?\* | YES 🞎 | NO 🞎 |

|  |  |  |
| --- | --- | --- |
| Name of Alleged Abuser: |  |  |
| Current Position: |  |  |
| Relationship to Complainant:  (at time of incident) |  |  |
| Corps Officer 🞎 | Relative 🞎 |  |
| Counselor 🞎 | Other (please specify) 🞎 |  |
| Supervisor 🞎 |  |  |

|  |  |
| --- | --- |
| Signature of Complainant: |  |
| Signature of Recipient of Disclosure: |  |
| Address of Recipient: |  |
| Phone Number of Recipient: |  |
| Relationship to Complainant: |  |
| Date of Report: |  |

\*Only the Abuse Advisor may request a full written report. To be sent to the Territorial Abuse Advisor for forwarding to the Secretary for Human Resources and Divisional Commander/Department Head.