



# **HIXSON UNITED METHODIST CHURCH**

# **CHILDREN AND YOUTH SAFE SANCTUARY POLICY**



(for Children, Youth, and Adults working with them)

# Safe Sanctuary Policy

## Hixson United Methodist

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The 1996 General Conference of The United Methodist Church adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The full text of this resolution is available in the church library. As stated in this resolution, specific steps are to be taken by local churches, annual conferences, the General Board of Discipleship, and the General Board of Global Ministries. Over the past year, teams at HUMC have been working to develop “Safe Sanctuaries” policies to adhere to this resolution set forth by the General Conference. Over the next 2 years we will be implementing screening procedures including reference checks and finger printing for paid workers and staff. We have already instituted new sign-in procedures for our children. Safety and risk-reducing policies and procedures for church activities during Sunday School, children and youth programs are being addressed.

It is our responsibility as Christians to make our church a safe place, protecting children and other vulnerable persons from sexual and ritual abuse. In response to this church wide challenge, we ask that the congregation here at Hixson United Methodist Church help maintain a safe sanctuary where children and youth can learn and develop the spiritual resources they need to grow in Christ by following these policies and procedures as they are made available through the different areas of our church.

This policy has been developed in order to ensure the safety of all the children and youth in our care. This policy is a work in progress and will regularly be reviewed by the Safe Sanctuary Committee (no less than annually). We are striving to have policies and procedures in place implemented by September 1, 2007.

### **As a result of this policy, we have the following goals:**

1. All volunteers and paid staff working with children and youth at Hixson UMC will complete a registration and screening process before being allowed to serve the youth or children.
2. Whenever possible, there will be at least two un-related adult volunteers present in each ministry area where children and youth are in attendance (refer to the HUMC Role Definitions for age requirements of workers).
3. All paid staff and adult volunteers will have clear safety guidelines and procedures while traveling off-site and/or staying in overnight accommodations during Hixson UMC sponsored events.
4. All paid staff, adult volunteers and student leaders will participate in appropriate training for their volunteer role and service.
5. Clear and concise procedures for reporting accidents and instances of suspected abuse will be provided to all persons participating in HUMC sponsored programs.
6. A safe environment and clear guidelines will be provided so that individual children/youth may receive basic counseling, support and prayer.
7. All children and youth will read and sign a covenant before participating in major events and off-site activities.

# **Hixson United Methodist Church Role Definitions For Volunteers and Paid Workers of Children or Youth**

**Child:** any person up to age eleven (11) and/or is in the nursery or kindergarten through fifth grade.

**Youth:** any person between the ages of twelve and eighteen (12-18) and/or is in the sixth through twelfth grade.

**Student Leader:** any person, sixth grade through age twenty-one (21) that is assisting two adults in an activity, function or event. A Student Leader will also be at least 2 years older than the oldest child/youth in attendance (i.e. - a high school student may volunteer with a middle school youth if they are two (2) years older than the oldest middle school youth in attendance). A college-age student leader (age 18 and older) may be the second person when assisting either a paid staff or a registered adult volunteer.

**Adult Volunteer:** any person at least twenty-one (21) years of age who is registered to serve with HUMC children and youth.

**Paid Staff:** any person employed by Hixson United Methodist Church.

**Primary Leader:** any adult directly responsible for supervising and overseeing the specific church related function, event, or activity (must be at least 5 years older than the oldest child/youth)

**Assistant Leader:** any adult that helps the primary leader

**Certified Helper:** any person, minimum twelve (12) years old who has completed an approved babysitting course. A certified helper may be the second person assisting the Primary Leader in a nursery age room.

# I. Registration Procedures and Screening Process

*All volunteers and paid staff working with children and youth at Hixson UMC will complete a registration and screening process before being allowed to serve the youth or children.*

Registration and careful screening of adult volunteers is one way to maintain a “safe sanctuary” for all children and youth. Registration and screening includes careful gathering and review of information pertaining to all people interested in serving our children and youth.

The following requirements exist as our registration and screening process.

1. **Six Month Waiting Period:** Persons wishing to apply as a volunteer to work with/care for children or youth shall have six (6) months of regular attendance and/or be actively involved in activities at Hixson United Methodist Church. An exception to this guideline applies to *Upward Basketball* coaches, who generally are parents of children/youth registered to play, but who do not attend HUMC. *Upward Basketball* coaches who are not members/regular attendees of HUMC are asked to be members/regular attendees of another Christian church.
2. **Age Requirements:** Any adult volunteer working with children or youth will be at least twenty-one (21) years old. Adults serving as “Primary Leader” will be at least five (5) years older than the oldest child/youth. Student Leaders will be at least 2 years older than the oldest child/youth in attendance. Student leaders who are age eighteen (18 or older) may serve as an assistant leader. See “Role Definitions” for specific age definitions.
3. **Registration Process:** A “*Volunteer Information Sheet and Covenant*” will be completed by all persons wishing in work with children/youth. All registrations will be reviewed by a paid staff person and will be placed on file in the Children’s and/or Student Ministry office.
4. **Background Check:** Applicants eighteen (18) years of age and older will sign consent for background check that will be included in the “*Volunteer Information Packet.*” Hixson United Methodist Church will conduct background checks using the “Track – 1” system. This system will check State and Local criminal and sexual offender search and will include a social trace which verifies the applicant’s identity. It will verify name, social security number and date of birth as well as any known affiliated addresses of the applicant. The search includes 43 states criminal and 48 states sexual offender registry.

Persons having a criminal history of any of the following types of offenses will not be allowed to serve in any ministry with children and youth:

- Child abuse, whether physical, emotional, sexual, or neglect.
- Violent offenses, including murder, rape, assault, domestic violence, etc.
- Persons having a Criminal History of DUI or DWI conviction within five (5) years immediately prior to application.
- Persons having a Criminal History of a drug related conviction within five (5) years immediately prior to application.

## II. Adult Presence and Adult-to-Child Ratios

*Whenever possible, there will be at least two un-related adult volunteers present in each ministry area where children and youth are in attendance (refer to the HUMC Role Definitions)*

Any paid staff person or adult volunteer in charge of children/youth will meet the requirements detailed in the “Role Definitions” section of this policy.

**Adult Presence:** Whenever possible, church activities involving children or youth will have at least two unrelated adults volunteers present at all times. The following guidelines serve as a “mandatory minimum”

- With children Pre-K through 3<sup>rd</sup> grade - there must be two paid staff or adult volunteers present at all times and/or must be in a room with a window in the door/split door with the top half open at all times.
- With children 4<sup>th</sup> – 5<sup>th</sup> grade - if only one adult volunteer or paid staff person can be present, there must be another adult that floats from class to class monitoring them and the full door or the top half of a split door must remain open at all times.
- With youth 6<sup>th</sup> – 12<sup>th</sup> grade one adult leader or paid staff person per classroom can be acceptable when other adults are present on the same floor and the door remains open at all times.

**Adult-to-Child Ratios:** Whenever possible, the following adult-to-child/adult-to-youth ratios will be maintained at all HUMC sponsored activities with children and youth.

- Activities including no one younger than high school will maintain a minimum adult:child ratio of 1:10.
- Activities including no one younger than middle school will maintain a minimum adult:child ratio of 1:7.
- Activities including no one younger than kindergarten will maintain a minimum adult:child ratio of 1:6.
- Activities including pre-school children will maintain a minimum adult:child ratio of 1:5.

**Overnight events:** Whenever children or youth participate in a HUMC sponsored, overnight event, sleeping rooms will always be designated as “male” rooms or “female” rooms. Mixing of sexes in these rooms will not be permitted at any time. No male will be in a “female” room regardless of whether or not there are females present. No female will be in a “male” room regardless of whether or not there are males present. The only exception to this rule would be if staff or a volunteer leader calls a meeting in one of these sleeping rooms where children/youth of both sexes attend.

### **III. Off-Site Travel and Overnight Accommodations**

*All paid staff and adult volunteers will have clear safety guidelines and procedures while traveling off-site and/or staying in overnight accommodations during Hixson UMC sponsored events.*

All off-site church activities include the same guidelines and policies listed in the section “Adult Presence and Adult-to-Child Ratios,” as well as the following:

#### **Off-Site Travel:**

- All drivers transporting minors shall be 21 years old or older unless written permission is given by a parent, directly to the Youth or Children’s Director, for their child to ride with a younger, licensed driver. Drivers of 15 passenger vans must be at least 25 years of age and be on the church insurance.
- Youth, children, staff, and volunteer leaders will wear safety belts while in transport during church sponsored events. This rule is waived on buses which do not have passenger safety belts.
- No paid staff or adult volunteer will transport a single child/youth of the opposite gender. Hixson UMC staff and volunteer leaders will make every effort to avoid one-on-one situations with children/youth of the same gender whenever possible.
- In cases where it necessitates a paid staff or volunteer leader to give a single child/youth a ride, permission will be sought from the parents and arrangements will be made with an adult of the same gender (to or from an event only). HUMC staff and volunteer leaders may work out with a child/youth’s parent a “blanket” approval to transport their child to and from church with a named adult of the same gender so that permission does not have to be negotiated for every trip.
- Youth will not transport other children/youth from the church to an off-site HUMC sponsored event. (HUMC cannot control and is therefore not responsible when a youth provide transportation for other youth to or from HUMC sponsored activities. These guidelines recommend that the parents of youth/children in these situations work out specific details when they might occur.)
- Due to the complex situations involved and the never-ending scenarios that arise regarding transportation issues, the Youth or Children’s Director retains the authority to make changes to the transportation previously arranged for a particular event.

#### **Overnight Accommodations:**

When staying in overnight accommodations (hotels, private homes, cabins, etc.):

- Paid staff, adult and student leaders will sleep in separate beds from children/youth (exception: a child/youth may share a bed with his or her own parent if necessary).
- No one leader will be roomed or left alone in a room with any one child/youth.
- No Youth/Child will sleep in the same bed with another child/youth that is three (3) or more years younger or older than themselves.
- Room assignments will be made such that an adult is only in a room if there are three or more children/youth. In certain situations, a group of youth may be allowed to room without an adult roommate, in which case an adult will be assigned to be responsible for the youth in that room.
- Sleeping rooms will always be designated as “male” rooms or “female” rooms. Mixing of sexes in these rooms will not be permitted at any time (ie. no male will be in a “female” room regardless of whether or not there are females present/no female will be in a “male” room regardless of whether or not there are males present). The only exception to this rule would be if staff or a volunteer leader calls a meeting in one of these sleeping rooms where children/youth of both sexes attend.
- Adult leaders and student leaders (3 years older than the oldest child) will change clothes in a separate room from any children/youth, and will shower in a separate room or at a different time from any child/youth.

## IV. Volunteer Leader Training

*All paid staff, adult volunteers and student leaders will participate in appropriate training for their volunteer role and service.*

**Ministry description:** Each and every person seeking to volunteer with children and/or youth will be provided with a clear and concise ministry description of their role at HUMC.

**Annual Volunteer Orientation** - All workers with minors – whether paid staff or volunteer, part-time or full-time, clergy or lay – will attend an annual orientation session in which they are informed of the:

- church's policies for the prevention of the abuse of children and youth;
- procedures to be used in all ministries with children/youth;
- appropriate steps to follow for reporting and accident or an incident of abuse
- details of the Tennessee state laws regarding the definitions of child/youth abuse and the requirements of reporting abuse when it is discovered.

In addition, adult volunteers will annually read and sign the "Ministry Covenant" indicating that they will abide by and cooperate with the church's policies and procedures .

**Training:** All paid staff and volunteer leaders will receive regular and appropriate training for their role with children and/or youth.

**Resources:** As they become available, paid staff and volunteer leaders will be provided with relevant resources for their role with children and/or youth.

## V. Reporting Accidents and Instances of Suspected Abuse

*Clear and concise procedures for reporting accidents and instances of suspected abuse will be provided to all persons participating in HUMC sponsored programs.*

**Reporting and Accident:** In any incident or accident involving the need for first-aid care, parents will be notified and an *Accident Report* will be completed and filed.

### **Instances of Suspected Abuse:**

#### **Definitions of Abuse:**

- *Verbal Abuse* – Any verbal act that humiliates degrades or threatens any child or youth. Yelling and showing at the children will not be tolerated.
- *Physical Abuse* – Any act of omission or an act that endangers a person's physical or mental health. In the case of a child/youth physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or conditions. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.
- *Sexual Abuse* – Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in HUMC sponsored activities, 6) sexualized behavior that communicates sexual interest and/or content. Examples are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one's own or another person's body, touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse (#6 taken from Resolution #30 Book of Resolutions 2000).

**Reporting:** It is the right of every Hixson UMC member, guest, employee, and volunteer to have an environment, at HUMC, free from sexual harassment and to stop unwelcome sexual conduct at the earliest opportunity.

Children/Youth – In cases involving alleged sexual harassment or sexual misconduct of a minor child (birth to 18 years), the person receiving the report will promptly report the incident to the local authorities of child welfare and protective services. The person receiving the report shall also notify the Staff Parish Relations Committee chairperson and the Senior Pastor of HUMC (if the situation does not involve the chairperson or the Senior Pastor). The SPRC shall have no investigative or disciplinary role since authority in case involving minor children is governed by local, state and federal laws; however, the SPRC shall continue to be consulted and involved regarding the effect any actions may have on the life of the HUMC community of faith or in the life of the family involved.

#### **Investigation:**

1. A response team designated by church staff and the SPRC will conduct investigations involving employees, members, or volunteers. In addition to following the general guidelines of this policy, the response team is expected to develop specific recommendations for action that are appropriate for each case.
2. Investigations will include interviews with all relevant individuals, including the complainant, the accused, and all known witnesses, as well as a review of all relevant information/documentation necessary to complete the investigation.
3. The confidences and sensitivities of all persons involved in the incident will be respected to the extent reasonably possible in the context of a complete investigation. The response team shall be sensitive to the needs of the accused and the accuser and shall consider appropriate support, including making counseling available during the investigation.

**Investigation (con't):**

4. The response team may retain independent legal counsel to assist in its investigation and resolution of the matter. Where appropriate, individuals against whom complaints have been raised may be suspended from their duties with or without pay while an investigation is conducted.
5. A designated Safe Sanctuaries Committee person will be the media contact during and investigation.

**Action:**

1. Upon reaching a conclusion as to the appropriate course of action, the response team will meet with the accused and other appropriate persons to communicate the results of the investigation and the proposed resolution.
2. The response team may recommend any reasonable course of action to address substantiated allegations including counseling, education, termination of an employee or volunteer, or requesting a member to withdraw their membership.
3. Where validity of the complaint cannot be determined, other options will be made available to both parties. One option may include additional education and awareness of sexual harassment and sexual misconduct and the policy regarding these matters at HUMC.
4. If the investigation reasonably establishes that the alleged conduct did not occur, the complainant shall be informed that false sexual harassment claims or sexual misconduct claims will not be tolerated under this policy. Appropriate action may be recommended to assure the wrongly accused person that the false charge will not affect his/her employment by or volunteer involvement at HUMC.
5. If the response team is unable to resolve the situation through other means, then a "formal investigation" and the full judicial process may be used as a last resort. All formal investigations follow the guidelines from the latest publication of the Book of Discipline.

**Non-retaliation:**

1. This policy prohibits retaliation against anyone who, in good faith, reports allegations of sexual harassment or sexual misconduct or assists in investigating charges.
2. Anyone found to have participated in retaliatory actions will be confronted by the senior Pastor or Staff/Parish Chair and appropriate action will be taken, which may include termination as a volunteer or employee of HUMC.

## **VI. Counseling with Children and Youth**

*A safe environment and clear guidelines will be provided so that individual children and youth may receive basic counseling, support and prayer.*

The following counseling guidelines are general in nature and do not represent every possible scenario or situation in which our staff and volunteer leaders may find themselves. It is important to note that spontaneous counseling situations arise, making some of the following guidelines unreasonable. In which case, a paid staff or volunteer leader may have to make a judgment call about the appropriateness of maintaining a “safe sanctuary” in the context of that discussion.

1. At all times the staff and volunteer leaders are to conduct themselves in a manner that brings glory to God and is a good representation of HUMC, especially in the presence of children and youth.
2. The staff of HUMC and all of the volunteer leaders involved in children and youth programs seek to build good relationships with them. In doing so, a listening ear is offered as well as occasional advice. Paid children/youth ministry staff and most volunteer leaders are not trained as professional counselors and are not prepared to offer professional psychological or spiritual counseling. If any person appears to need a level of counseling that we are not prepared to give, the youth/child and/or parents/guardians will be directed toward our clergy staff or other professional counselors.
3. On most occasions, a discussion between a child/youth and paid staff or volunteer leaders will be a confidential discussion. If danger or harm is suspected to be imminent, the normal confidentiality rule will be violated and clergy staff and/or parents/guardians will be notified of the concern.
4. One-on-one discussions between a child/youth and a paid staff or volunteer leader are a healthy and normal part of ministry. However, anyone working with children/youth will always avoid doing this behind closed doors. When reasonable, discussions will be held in the presence of a second adult. Where child/youth privacy concerns are an issue, the second adult presence might be a presence at a distance.
5. There may be circumstances that do not allow a second adult’s presence and a discussion cannot be postponed. In such situations, the location of the discussion should be considered with preference given to public or visible locations.

## VII. Community Covenant

*All children and youth will be asked to read and sign an HUMC covenant before participating in major events and off-site activities.*

**In order to create a positive and healthy atmosphere, we expect that each person (student, adult leaders and staff) to live within the framework of our Student Ministry Covenant.**

**As a gathered community in Christ, we agree to:**

- Share God's love by always speaking in a positive and encouraging manner.
- Become visible reflections of Christ in our relations with one another, and all whom we come into contact with during our time together.
- Respond to God by participating in and promptly being on time for all scheduled group programming.
- Value God's people by respecting the authorities God provides for us (local and state officials, Hixson UMC staff, adult counselors, young adult leaders and junior counselors, or any other event staff).
- Exercise humility and self control by being modest in our choices of clothing and appropriate in our relations with others.
- Exemplify Christ as we honor all rules, regulations and safety guidelines of any hired charter companies or accommodations.
- Get excited by the opportunity to live out this covenant as a gathered community in Christ!

**Other Guidelines (while participating in Trips, Retreats, and Special Events):**

- **Male/Female Rooms:** Whenever participating in overnight events which include designated rooms for males and females, no person (including adult counselors, interns and staff) may enter a room of the opposite sex.
- **Traveling Trios:** Whenever participating in an offsite event where multiple activity options are offered, all participants need to be in groups of three or more, and have the approval of their adult leader.
- **Offsite Travel:** If, for any reason, a participant needs to travel off-site during a regularly scheduled event, permission must be received from the church staff and there must be at least one adult traveling with them.
- **Nighttime Travel:** While traveling with Hixson Student Ministry on a bus or airplane, all participants (including adult counselors, interns and staff) need to be seated next to a person of the same gender after dark.
- **Tobacco and Alcohol:** Out of respect for those younger, it is requested that anyone of legal age refrain from tobacco use and/or drinking while on the event (it is understood that those under legal age are restricted from tobacco and alcohol consumption by state law).
- **Firearms and Weapons:** No firearms or weapons of any kind are permitted on Hixson Student Ministry trips, retreats or events.

*I/We understand that not acting in accordance with this covenant may result in disciplinary actions of the director's discretion, up to expulsion from the event, suspension from the next two Hixson Student Ministry events, and the assumption of legal or financial liability. By my signature on this form, I am indicating that I have read this covenant and accept my end of the agreement.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

# Ministry Covenant

## for those working with children and youth

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The congregation of Hixson United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual, physical, or Emotional) should volunteer to work with children or youth in any church sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with the youth of our church must have been active participants of the congregation for at least 6 months before beginning a volunteer assignment.
4. Adult volunteers with youth shall observe the adult:child ratio policies at all times so that no adult is ever completely alone with one youth.
5. Adult volunteers with youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior by anyone that seems abusive or inappropriate.

**As a volunteer seeking to work with children and/or youth, I am committed to demonstrating the love of Jesus Christ so that each child/youth will be "surrounded by steadfast love, established in the faith, and confirmed and strengthened in the way that leads to life eternal" ("Baptismal covenant II," *United Methodist Hymnal*, p. 44).**

### **As a part of this commitment, I will:**

- I will provide appropriate guidance to each child/youth in my care.
- I will provide support and assistance to parents when they arrive with their child.
- I will be punctual and reliable in my attendance.
- I will notify the area coordinator, team leader or church staff person in advance if I must be absent.
- I will **not** engage in physical punishment/discipline of any child.
- I will cooperate with other adult leader, staff, and with parents.
- I will follow all appropriate safety measures, policies and procedures while working in ministries with children/youth.
- I agree to participate in training and education events provided by the church related to my volunteer assignment.
- I will promptly report abusive or inappropriate behavior to the coordinator, team leader **and** to the Children or Youth Minister.
- I agree to inform a minister of this congregation if I have ever been convicted of child abuse.

I have read this **Covenant**, and I agree to observe and abide by the policies set forth above.

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Applicant Name (Print)

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Signature of Applicant

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Date

# Accident Report Form

## Hixson United Methodist Church

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*(Please print all information)*

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Name of youth injured: \_\_\_\_\_ Age: \_\_\_\_\_

Address of youth: \_\_\_\_\_

\_\_\_\_\_

Location of Accident: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Name of person (or people) who witnessed the accident:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Accident: \_\_\_\_\_

\_\_\_\_\_

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# Suspected Incident of Youth Abuse Report

## Hixson United Methodist Church

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1. Name of worker (paid or volunteer) observing or receiving disclosure of abuse of youth:

\_\_\_\_\_

2. Victim's Name: \_\_\_\_\_

Victim's Age & Date of Birth \_\_\_\_\_

3. Date/place of initial conversation with/report from victim: \_\_\_\_\_

\_\_\_\_\_

4. Victim's statement (give detailed summary here) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

\_\_\_\_\_

6. Reported to pastor: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Call to victim's parent/guardian: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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8. Call to local Children and family service agency: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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9. Call to local law enforcement agency: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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10. Other Contacts: \_\_\_\_\_

Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making the Report

\_\_\_\_\_  
Date