



DE LA SALLE ANZPPNG
LAC NSW Police Report

**Incident Report to NSW Police Force
by a Non Government Organisation (NGO)**

Incident Report to the Local Area Command - NSW Police Force

(This form is to be used in circumstances of suspected physical or sexual abuse¹² committed by living or deceased, current or former employees of the organisation, AND where the victim details are unclear / unknown OR the victim does not want to report the incident to police.)

This form is **not** to be completed if you have a current child victim – use existing mandatory reporting child at risk protocol.

LOCAL AREA COMMAND:

DATE REPORTED:

NSW/ACT PSO Reference: Towards Healing No:

Intelligence No:

NOTIFYING OFFICER

Name:

Contact Number:

Date:

Signature:

NOTIFYING ORGANISATION DETAILS

* Organisation Name (ORG)	
*Contact Name	
*Contact Address	
*Phone	
Mobile	
*Email	

Relevant Church Authority

Name:	
Address:	
Phone Number:	
Email:	
Preferred Contact Person:	
Leader/Provincial etc	
Delegate of the CA:	

¹ **Sexual assault** - Any person who has sexual intercourse with another person without the consent of the other person. (New South Wales Crimes Act 1900)

² **Indecent Assault** - Any person who assaults another person and, at the time of, or immediately before or after, the assault, commits an act of indecency on or in the presence of the other person (New South Wales Crimes Act 1900)

<u>POLICE</u>	<u>REPORTING DETAILS</u>
Date you were made aware of the incident or when it was reported to you.	
Has a report been made to Police? If so, where, when and to whom? Include NSWPF Reference No?	
Have any other parties been notified? (E.g. FACS, Ombudsman, Children's Guardian, etc.)? If so where, when and to whom?	
Is there any known urgency to have this matter reported to police?	
* What steps have been taken by ORG to assess any current/ongoing risks?	
What steps have been taken by the ORG to preserve all available evidence (ie notes, admissions, interviews, photos, etc) in case the victim changes their mind & the evidence is required for a police investigation ?	
Has the victim been advised of his right to seek appropriate counselling services?	

Source of Information	
Surname:	
Given Name/s:	
Title:	
Address:	
Home Phone:	
Work Phone:	
Mobile:	
Email:	

Preferred contact:	
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Alleged Person of Interest (POI)	
*Surname:	
*Given Name/s:	
Title:	
*Religious Name:	
*Gender:	
*DOB or approximate age:	
*DOD:	
Address:	
Home Phone:	
Work Phone:	
Mobile:	
Email:	
Preferred contact:	

Alleged Incident	
Time:	
*Date/s:	
*Location/s:	
How reported:	
To whom reported:	
*Circumstances of the suspected offence:	

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Alleged Victim Details³	
Surname:	
Given Name/s:	
*DOB or approx age:	
*Gender:	
Address:	
Home Phone:	
Work Phone:	
Mobile:	
Email:	
Preferred contact:	
*Age of victim at time of incident:	
Has the victim been advised of the option of speaking with Police at any time?	
Is the ORG aware of the reason why the victim has chosen not to report to police at this time? If so, please detail.	
Has the ORG consulted with the victim to have their personal details given to police?	
Has the victim agreed for their personal details to be provided	

³ When completing this part of the document please indicate whether the victim has given authority for their personal details to be forwarded to NSW Police.

to police?	
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