

## Report to the Adult Abuse Registry Committee - Designated Officer

*The Vulnerable Persons Living with a Mental Disability Act* requires that if, after an investigation the executive director believes that a person has abused or neglected a vulnerable person and also believes that for the purpose of clause 25.3(1)(b) of the Act, the person is or may become employable, or the person is able or may be able to do volunteer work; and for the purpose of clause 25.3(1)(c) of the Act, the abuse or neglect did not occur because the person was not properly trained, **the executive director must provide a report about the matter to the adult abuse registry committee, in accordance with the regulations. See below for address.**

Under *The Adult Abuse Registry Act* the applicable definition of “abuse” or “neglect” depends on the identity of the specified adult victim. In relation to a specified adult who is a vulnerable person under *The Vulnerable Persons Living with a Mental Disability Act*, the definitions from that Act apply. Abuse is defined as: “mistreatment, whether physical, sexual, mental, emotional, financial or a combination thereof, that is reasonably likely to cause death, or that causes or is reasonably likely to cause serious physical or psychological harm to a vulnerable person, or significant loss to his or her property;” and “neglect” is defined as: “an act or omission whether intentional or unintentional, that is reasonably likely to cause death or that causes or is reasonably likely to cause serious physical or psychological harm to a vulnerable person, or significant loss to his or her property”. In relation to a specified adult under any other designated Act, “abuse” and “neglect” are as defined in that other Act.

**OFFENDER/ABUSER:** \_\_\_\_\_  
(Last Name, Given Names)

Also known as: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male  Female  Occupation: \_\_\_\_\_  
(Day/Month/Year)

Driver's Licence # & Jurisdiction: \_\_\_\_\_

S.I.N.# \_\_\_\_\_ P.H.I.N.# \_\_\_\_\_  
**Note: The SIN and PHIN are only to be provided where necessary to correctly identify the Offender/Abuser.**

Last Known Street Address: \_\_\_\_\_  
(Address must be provided as a street address, which can be obtained for individuals living in rural Manitoba from the Chief Administrative Officer of the rural municipality in which the individual resides.)

Police Service Incident #: \_\_\_\_\_ Police Agency: \_\_\_\_\_

Position of Trust: Yes  No  \_\_\_\_\_  
(If yes, specify details.)

**SPECIFIED ADULT VICTIM(S):** \_\_\_\_\_  
(Last Name, Given Names)

Date of Birth: \_\_\_\_\_ Male  Female   
(Day/Month/Year)

Last Known Street Address: \_\_\_\_\_  
(Address must be provided as a street address, which can be obtained for individuals living in rural Manitoba from the Chief Administrative Officer of the rural municipality in which the individual resides.)

**LOCATION AND STREET ADDRESS WHERE INCIDENT OCCURRED:** \_\_\_\_\_  
(Address must be provided as a street address.)

**DATE OF INCIDENT:** \_\_\_\_\_  
(Day/Month/Year)  
(Where it is not feasible to provide an exact date, general time parameters in which the abuse or neglect would have occurred must be provided.)

**DATE DEPARTMENTAL INVESTIGATION CONCLUDED:** \_\_\_\_\_  
(Day/Month/Year)

**Criteria and Extenuating Circumstances pursuant to section 25.3(1) of *The VPA* and section 1.2 of *The VPA Regulation & Information Required by the AARC Rules of Practice and Procedure***

<p><u>Particulars of the Abuse or Neglect</u>  <i>(Note: This section <u>must</u> include the following information:</i></p> <ul style="list-style-type: none"> <li>• <i>nature and details of abuse or neglect</i></li> <li>• <i>the time frame within which the abuse or neglect occurred; and</i></li> <li>• <i>the relationship of the alleged offender to the specified adult.</i></li> </ul> <p><i>This section <u>must</u> specify the type of abuse (i.e. physical, sexual, mental, emotional, financial, or a combination, if applicable).</i></p>	
<p><u>Specified Adult's Physical and Emotional Condition</u>  <i>(Note: This section refers to the specified adult's physical and emotional condition as a result of the incident. Include any relevant medical or psychological reports).</i></p>	
<p><u>Action Taken in Response to Incident</u>  <i>(Note: Include details regarding any referral for medical examination and the involvement of law enforcement).</i></p>	
<p><u>Identity of Person who Made the Report Under Section 21 of the Act</u>  <i>(Note: Include the information on which the person's report was based).</i></p>	
<p><u>How Abuse or Neglect Meets Definition Set out in the Act</u>  <i>(Note: This section <u>must</u> include the evidence which led to the determination that the incident meets the threshold as set out in the Act).</i></p>	
<p><u>WORK HISTORY</u>  <i>(Note: This section should reference how long the alleged offender was employed at the agency in question and any additional work history available from the agency.</i></p>	
<p><u>TRAINING</u>  <i>(Note: This section should reference dates and details regarding training opportunities relevant to the abuse or neglect that the alleged offender was offered and those which were completed.</i></p>	
<p><u>HISTORY OF OFFENDING</u>  <i>(Note: This section should include information regarding any founded allegations at the Departmental investigation stage prior to the AARC coming into effect.</i></p>	
<p><u>Other Relevant Information Including Location and Street Address where the Incident Occurred</u>  <i>(Note: Include other information, as required, for the AAR Committee to carry out its responsibilities under The Adult Abuse Registry Act).</i></p>	

Completed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and forwarded to: the Adult Abuse Registry Committee Coordinator, 205-114 Garry Street, Winnipeg, Manitoba R3C 4V7 or via fax at: (204) 945-5668, by:

DESIGNATED OFFICER: \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

\_\_\_\_\_ (Address)

\_\_\_\_\_  
 (Signature of Designated Officer)

\_\_\_\_\_  
 (Please Print Name)