

DCFS Sexual Harassment Complaint Form Instructions

(Issued 10/13)

Purpose

The form is used to report a sexual harassment complaint at DCFS.

Preparation

Employee completes, signs, and dates the Form to notify DCFS officials of a sexual harassment complaint.

Disposition

Original is filed in the employee's personnel record maintained by the central Human Resource office for each division/bureau/section of DCFS according to the [DCFS Policy 6-02 Retention of Departmental Records](#).