

## 7CAV-R-042 – Developmental Counselling Statement

<b>Section 1</b>		Date (of Letter)	
Title	Rank	Name (Last.F)	Billet
<i>Trooper</i>			
<i>Counselling Authority</i>			
<b>Section 2</b>			
<i>Evidenced infraction and associated details / Previous instances and counsellings</i>			
<i>Associated regulation / order / SOP</i>			
<i>Notes of discussion</i>			
<i>Agreed plan of action</i>	Counselling Authority	Trooper	Misc / Others
<i>Any comments</i>			
<i>Recommended Consequence</i>	<p>Not applicable for Counselling Statements. They are developmental coaching sessions intended to ensure troopers know the process and expectations.</p> <p>Counselling statements are not subject to appeals, as they are simply a non-punitive reminder of the process and expectations.</p>		
<i>Special punishments ordered</i>			
<i>Right to Appeal</i>			
<i>Appeal outcome (if applicable)</i>			
PROCEDURAL REFERENCE – For use only in conjunction with 7CAV-R-042.			
RECORDS must be kept for 90 days only in the 7 <sup>th</sup> Cavalry Google Drive. Send up Chain of Command when complete.			
THIS DOCUMENT must include all relevant information and content of the verbal discussion had with the trooper unless no effort was made to contact the Disciplining Authority within 72 hours.			