

 <p><b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b></p>	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 1/13/09	Page: 1 of 2	Number: 1.7
	Reviewed by/Reviewed Date: CSA Exec Team 1/26/09	Replaces:	Category: Employee Conduct/Expectations
Title: <b>Mandated Reporter Responsibilities for Child, Adult, and Dependent Adult Abuse (Short Version)</b>		Approved: 1/26/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

Employees of public welfare departments are mandated reporters to help protect children, elderly and dependant adults from abuse or neglect as defined by local and state codes.

**Definition**

The Penal Code (PC 11166) and the Welfare and Institutions Code (W&I Code Section 15630) states that all employees of public welfare departments are mandated reporters of child, elder and dependent adult abuse.

PC 11166 – Child Abuse & Neglect

A mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child (0-18) whom the mandated reporter knows or reasonably suspects had been the victim of child abuse or neglect such as physical abuse, sexual abuse, emotional abuse, general neglect, severe neglect, or caretaker absence/incapacity. The mandated reporter shall make an initial report to Child Protective Services or law enforcement immediately or as soon as is practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written follow up report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

W&I Code 15630

Any person who has assumed full or intermittent responsibility for the care or custody of an elder or dependent adult, whether or not he or she receives compensation, including administrators, supervisors, and any licensed staff of a public or private facility that provides care or services for elder or dependent adults, or any elder or dependent adult care custodian, health practitioner, clergy member, or employee of a county adult protective services agency or a local law enforcement agency, is a mandated reporter. Any mandated reporter who, in his or her professional capacity, or within the scope of his or her employment, has observed or has knowledge of an incident that reasonably appears to be physical abuse, as defined in Section 15610.63 of the Welfare and **Institutions Code**, abandonment, abduction, isolation, financial abuse, or neglect, or is told by an elder or dependent adult that he or she has experienced behavior, including an act or omission, constituting physical abuse, as defined in Section 15610.63 of the Welfare and **Institutions Code**, abandonment, abduction, isolation, financial abuse, or neglect, or reasonably suspects

that abuse, shall report the known or suspected instance of abuse by telephone immediately or as soon as practicably possible, and by written report sent within two working days.

## **Procedure**

As an employee of Stanislaus County Community Services Agency:

- a. I acknowledge that I am a mandated reporter of child, elder, and dependent adult abuse and must report anytime I **observe, have knowledge of, am told, or reasonably suspect** that an incident of abuse has occurred.
- b. I acknowledge that the reporting responsibility is individual. No supervisor or administrator may impede or inhibit my reporting duties. I understand that I will not incur civil or criminal liability for making a report. However, I understand that failure to report is a misdemeanor, punishable by not more than six months in county jail or by a fine of not more than one thousand dollars (\$1,000) or both. If the unreported abuse results in death or great bodily harm, the fine increases to \$5,000 and the jail time increases to 1 year.
- c. I acknowledge that the report will remain confidential and disclosed only to agencies involved in the identification, treatment, and prevention of abuse.
- d. I acknowledge that my reporting responsibilities extend only to that time when I am acting within the scope of my employment.
- e. I can access the Penal Code and Welfare and Institution Code sections at the following link [www.leginfo.ca.gov](http://www.leginfo.ca.gov) . I have clarified any information, which I did not understand and am now aware of my reporting responsibilities and am willing to comply. I have also requested an explanation of reporting policies within this agency and understand them as well. I understand that completion of this statement is a condition of employment.
- f. Any questions should be directed to the appropriate hotline number:
  1. Adult Abuse Hotline (800) 336-4316
  2. Child Abuse Hotline (808) 558-3665
- g. It is the Agency's expectation that all CSA employees are required to complete the Mandated Reporters Training class within the first year of employment.