

# Mandated Reporter Information Form

## Reporter Responsibility Employee Form

- Definitions:** The following situations are reportable conditions:
- Physical abuse
  - Sexual abuse
  - Child exploitation, child pornography and child prostitution
  - Neglect
  - Corporal punishment resulting in injury
  - Willful cruelty or unjustifiable punishment

- Who Reports:** The following individuals are legally mandated reporters:
- Teachers
  - Instructional aides
  - Teacher's aide/assistant
  - Classified employees
  - Administrative officers or supervisors of child welfare and attendance, or a certificated pupil personnel employee.
  - Employees of a school district police or security department.

**When to Report:** A telephone report must be made immediately when the reporter observes a child in his/her professional capacity or within the scope of his/her employment and has knowledge, or reasonable suspicion, that the child has been abused. A written report, on a standard form, must be sent within 36 hours after the telephone report has been made.

**To Whom Do You Report:** You have a choice of reporting to the Police or Sheriff's Department, the Probation Department or Child Welfare Agency. Each county has preferred reporting procedure.

**Individual Responsibility:** Any individual who is named in the reporting law must report abuse. If the individual confers with a superior and a decision is made that the superior file the report, one report is sufficient. However if the superior disagrees, the individual with the original suspicion must report.

**Anonymous Reporting:** Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

**Immunity:** Any legally mandated reporter has immunity when making a report. In the event a civil suit is filed against the reporter, reimbursement for legal fees is available up to \$50,000 (P.C. Section 11172). No individual can be dismissed, disciplined or harassed for making a report of suspected child abuse.

**Liability:** Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

**Notification Regarding Abuse:** You are not legally required to notify the parents that you are making a report; however, it is often beneficial to let the parents know you are reporting for benefit of a future relationship.

I understand that I am a legally mandated reporter. I have clarified any information listed above which I did not understand, 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.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Date