***Template* Mandated Reporter Notice**

You are receiving this notice because you are a mandated reporter of suspected child abuse and neglect. Your reporting obligations are outlined below. Please contact your immediate supervisor should you have any questions.

Mandated Reporters

As a (*check all that apply*) human resources employee and/or an adult with direct contact and supervision over minors in the performance of the minors’ job duties, you are a “mandated reporter,” under California Penal Code § 11165.7. Mandated reporters must report reasonably *suspected* cases of child abuse and neglect that you learn about in the scope of your employment, including related to any minor at our Company (i.e., under the age of 18) regardless of whether the abuse and/or neglect happens at work.

Required Reporting

If you are classified as a mandated reporter, you must report suspected cases of the following:

* Sexual abuse (HR Employees *and Direct Supervisors*)
* Physical abuse (HR Employees)
* Neglect (HR Employees)

You may – but are not required to – report additional forms of abuse, such as emotional abuse.

Filing a Report

If you know or reasonably suspect someone under the age of 18 has been the victim of child abuse or neglect (as listed above), you must report it *immediately*, or as soon as practicable, by calling either local law enforcement (i.e., police or sheriff’s department), or the county child welfare department in your area. A list of county phone numbers is available here:

<https://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>

You must also report it to Human Resources or your Supervisor *immediately*, or as soon as practicable. You may make an anonymous report.

Within ***36 hours*** of becoming aware of the potential abuse/neglect, you must also file a Suspected Child Abuse Report Form (SCAR Form) to law enforcement or child welfare department. The form is available here:

<https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf>

Immunity and Confidentiality

You have immunity from criminal or civil liability for reporting as required by law. Your identity is confidential and will be disclosed only among appropriate agencies and persons. Any violation of confidentiality is a misdemeanor punishable by imprisonment, fine, or both.

Protection from Retaliation

You may not be disciplined, terminated, retaliated against, discriminated against, or harassed for making a mandated report of reasonably suspected child abuse or neglect. If you believe you are retaliated against for reporting suspected child abuse or neglect, please report it to Human Resources immediately, or another member of management with whom you feel comfortable.

Failure to Report

If you fail to make a required report to one of the agencies listed above, or confirm that someone with joint knowledge has timely reported on your behalf, you may be guilty of a misdemeanor punishable by up to six months in jail, a fine of $1,000, or both. You may also be subject to disciplinary action, up to and including termination.

Employee Acknowledgment

***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand my obligation to report known or suspected child abuse and neglect. I have received copies of California Penal Code sections 11165.7, 11166, and 11167, which describe my legal obligations.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

(*Employee Signature*) (*Date)*

***I have completed training in both the identification and reporting of child abuse and neglect, as required by AB 1963.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(*Employee Signature*) (*Date*)

(*Retain Copy for Personnel File*)