

# USC Employee Acknowledgment to Report Child Abuse

California law requires certain persons to report known or suspected child abuse or neglect. These individuals are known under the law as “mandated reporters.” Because of the nature of your job responsibilities, you are a mandated reporter. [Penal Code § 11165.7, 11166 and 11167] Please also see Penal Code Sections 11165.7, 111666 and 11167 (copies attached).

## Persons who are required to report abuse [Penal Code § 11165.7(a)]

### Mandated reporters include:

- Teachers who instruct students under the age of 18
- Any USC employee, including faculty, whose duties require contact on a regular basis with persons under the age of 18
- Any USC employee, including faculty, supervising those whose job duties require contact on a regular basis with persons under the age of 18
- Child care and children’s activity providers
- Social workers and mental health professionals
- Health care providers
- Clergy

## When reporting abuse is required [Penal Code § 11166(a)]

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident.

## Abuse that must be reported [Penal Code §§ 11165.1, 11165.6, 11166(a)]

- **Physical injury** inflicted by other than accidental means on a child.
- **Sexual abuse** meaning sexual assault or sexual exploitation of a child.
- **Neglect** meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare.
- **Willful harming or injuring or endangering a child** meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child’s health is endangered.
- **Unlawful corporal punishment or injury** willfully inflicted upon a child and resulting in a traumatic condition.

## Where to call in and send the written abuse report

Reports of suspected child abuse or neglect must be made to each of the following:

- Immediately via telephone report to the USC Department of Public Safety at **(213) 740-6000** or **(213) 740-4321**.
- Immediately via telephone report to the Department of Children and Family Services Child Protection Hotline at **(800) 540-4000**.
- Within 36 hours via written report to the Department of Children and Family Services on Form SS8572 (Suspected Child Abuse Report). The Child Protection Hotline will explain how to get the form.

## Immunity and confidentiality of reporter and of abuse reports

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by law. **[Penal Code § 11172(a)]** The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports and other designated agencies. **[Penal Code § 11167(d)(1)]** While USC policy requires that you also report to DPS, you are not required to disclose your identity to DPS. **[Penal Code § 11166(i)(2)]**

## Penalty for failure to report abuse [Penal Code § 11166(b)]

A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1000, or both.

## Copy of law

I have received a copy of Penal Code Sections 11165.7, 111666 and 11167.

## Acknowledgment of responsibility

I understand and acknowledge my responsibility to report known or suspected child abuse in compliance with Penal Code requirements.

Employee name

Job title

School/department

Employee ID

Employee signature

Date

Note: retain in employee file