

Associated Students Inc.



Governance Committee

Thu Oct 24, 2024 2:30 PM - 3:45 PM PDT

1. Call to Order

Brian Rubio, Chair, called the meeting to order at 2:37 pm

2. Roll Call

Members Present: Daga, Nebedum, Neeki, Rubio, Walkley

Members Absent: None

Liaisons Present: Hesgard, J. Morales, Brown

Liaisons Absent: None

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting

* Indicates that the member was in attendance prior to the start of Unfinished Business but left before the scheduled ending of the meeting

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business

3. Approval of Agenda

(Walkley-m / Neeki-s) The Agenda was approved by unanimous consent.

4. Approval of Minutes

a. 9/26/2024 Governance Committee Meeting Minutes

(Nebedum-m / Daga-s) The September 26, 2024, Governance Committee Meeting Minutes were approved by unanimous consent.

5. Public Speakers

Members of the public may address Governance Committee members on any item appearing on this posted agenda or matters impacting students.

None

6. Reports

a. Chair

Rubio, Chair, opened the meeting with a reminder that there are six weeks left in the semester and encouraged attendees to take care of themselves. He thanked everyone for their punctuality at committee meetings, emphasizing its importance.

Rubio mentioned a speaker presenting on an agenda item later and requested that members limit the use of electronic devices, except for note-taking, to maintain respect for speakers and fellow Board members.

b. Director, Student Government

Hesgard, Director of Student Government, praised the Board's effective teamwork in approving scholarships that will benefit an additional 111 students next Spring and Fall. She acknowledged their efforts in promoting ASI scholarships this semester, resulting in 392 applications, with recent trainings to guide members on grading these.

Hesgard extended kudos to the Chief Governmental Officer for the Titans turnout event, which saw over 400 attendees and distributed 360 food vouchers to those registering to vote. Hesgard recognized Jain and S. Morales for their participation at Transfer Fest and urged commitment for those signed up for the "Fall in Love with Fullerton" event this Saturday.

Upcoming events also include "Behind the Ballot" with Van Jones that evening and Pop-Up Pantry events on November 20th and 21st, offering volunteer opportunities to increase awareness of the Food Pantry program.

7. Unfinished Business

a. None

8. New Business

a. Discussion: Policy Concerning Interaction with Minors

The Committee will receive information and discuss the ASI Policy Concerning Interaction with Minors.

Jeff Fehr, COO, introduced the discussion on the policy concerning interaction with minors, which had been updated last Spring. The purpose of the discussion was to

review the policy, gather recommendations for changes, and subsequently present these to the full Board for a vote.

Fehr outlined the history of the policy, originally approved in 2017, which primarily supports programs like Camp Titan and summer camps at the children's center. Fehr and Collins collaborated on revising the policy, seeking insights from a third-party organization called Praesidium, which specializes in preventing abuse against children and vulnerable adults.

The key recommendations from Praesidium included:

1. Clarifying types of abuse: Definitions for neglect, physical, emotional, and sexual abuse were added.
2. Parental approval: A procedure was established for obtaining parental acknowledgment regarding staff interactions with minors.
3. Minor-on-minor abuse: New policy language was introduced to address incidents between minors, including potential consequences for abusive behavior.
4. Gift acceptance from parents: Guidelines for staff on receiving gifts from parents were outlined.
5. Link to state policy: A quick link to California's child abuse policy was suggested.
6. Employee screening: Policy language was added regarding the screening of employees and volunteers interacting with minors.
7. Staff training and reporting: Enhanced training requirements for staff on abuse recognition and reporting were specified, ensuring all staff understand their roles as mandated reporters.

Fehr emphasized that the revisions were not in response to any past issues but were aimed at aligning with best practices to enhance the overall policy.

Rubio, Chair, opened the floor to questions and points of discussion.

Brown asked if the training related to minors would include cast majors doing internships at the Children's Center. Fehr confirmed that all individuals interacting with minors, including interns and student employees, are required to undergo the training.

Rubio inquired about where to find policies. Fehr indicated that all policies, including those concerning minors, are available on the organization's website, maintained by Hesgard and the marketing department.

Walkley asked if the presented document was a draft. Fehr clarified that it was a work in progress and invited feedback before a formal vote at the next meeting. Walkley followed up, questioning whether the Committee could ignore

suggestions made by content experts. Fehr affirmed that while they could, input from experts like Praesidium is generally taken seriously to ensure quality.

Hesgard added context about the difference between corporate policies, which adhere to legal and regulatory standards, and advocacy policies focused on student government processes.

Neeki asked about the policy stating that employees are not allowed to build babysitting relationships, questioning if this is standard among public institutions. She noted that many in education settings, particularly elementary education, rely on such relationships for flexible income. Fehr clarified that the organization's priority is to ensure protection for the organization and its employees. He explained that if an employee at the Children's Center forms a side job with a parent of a child they care for, it could blur the lines between their role as an employee and their side job. Fehr emphasized the importance of maintaining clear boundaries to avoid conflicts of interest, stating that outside opportunities should not involve direct supervision or interaction with the same children.

9. Announcements/Member's Privilege

Brown announced a canned food drive in collaboration with the Food Pantry, set to take place in the spring. He expressed interest in collaborating with other committees for a competition, mentioning a prize where the winning ICC would get featured on the Pantry's digital displays. Brown encouraged members to connect with him after the meeting if interested in collaborating.

Walkley highlighted that it is College of Education Week at CSUF, celebrating its 20th anniversary. He noted recent presentations and a symposium, with additional Zoom webinars scheduled for that day.

10. Adjournment

Rubio, Chair, adjourned the meeting at 3:04 pm



ASI Board Vice Chair (Nov 24, 2024 13:32 PST)

Brian Rubio, Governance Committee Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2024-2025

10/24/2024 Governance Committee Roll Call

Attendance	Board Members			
		Present	Absent	
CHAIR/NSM	RUBIO	BRIAN	1	
ECS	DAGA	KESHAV	1	
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
			Present	Absent
			5	0

Attendance	Liaisons			
			Present	Absent
DIR STU GOVT	HESGARD	REBECCA	1	
ASI PRES.	MORALES	JOE	1	
ASI CHAIR *	BROWN	JARED	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee: Megan Hannoun

Chair Designee: Jared Brown

QUORUM 4

Majority 3











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Final Audit Report

2024-11-26

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2024-11-26 - 6:35:47 PM GMT



Policy Concerning Interaction with Minors

JEFF FEHRN

CHIEF OF ORGANIZATIONAL OPERATIONS

OCTOBER 2024

Governance Committee Purpose

The purpose of the Governance Committee is to: make recommendations concerning ASI Policy, Bylaws, and the Articles of Incorporation to the Board of Directors

The Board of Directors shall institute a review of Bylaws, Policy and Articles of Incorporation when necessary or when changes of the law may require.



Policy Concerning Interaction with Minors

Approved 2017

Addresses ASI programs and services that include interaction with minors. Including the Children's Center, Titan Recreation Summer Camp activities, & Camp Titan.

The policy was recently reviewed in spring 2024.

ASI elected to extend the review through a third-party risk management firm, Praesidium.

Praesidium

Mission is to prevent the sexual abuse of children and vulnerable adults and to preserve trust in respected organizations.

Risk Management firm operating for more than 30 years.

Employs experts such as researchers, attorneys, social workers, and human resources professionals that have worked to prevent sexual abuse in many industries including education.

Available as part of our corporate insurance services.

Praesidium Review

Commended ASI on the thoroughness and clarity of the policy.

Feedback ~

Section 1: Suggested adding a description of the four types of abuse (Neglect, Physical, Emotional, Sexual)

Section 4: Suggested details on how to obtain approval for 1:1 interactions with minors.

- Further recommended limiting/prohibiting physical interactions with minors.

Praesidium Review

Section 5: Added policy language prohibiting the abuse or mistreatment of one minor by another minor

Section 6: Added language regarding employees accepting gifts from minors/families.

Section 7: Mandated Reporters – added a link to the State of California's Child Abuse Policy as reference.

Praesidium Review

Section 10: Added policy language regarding screening employees and volunteers before interacting with minors.

Section 11: Added language regarding training requirements for staff and volunteers interacting with minors.

Section 12: Added language regarding the requirement to report red flags, inappropriate behavior and/or policy violations.

Praesidium Review

Section 13: Added policy language regarding the appropriate response to allegations or incidents of abuse required as mandated reporters.



Questions?

POLICY CONCERNING INTERACTION WITH MINORS

PURPOSE

Associated Students, Inc., California State University, Fullerton provides a number of programs and services that include interactions with minors. This includes, but is not limited to, the Children’s Center, which provides on-campus childcare services for California State University Fullerton (CSUF) students, faculty and local community families, Titan Recreation, which provides on-campus summer camp programs for the local community, and Camp Titan which provides off-campus summer youth camp programs. The purpose of this policy is to establish standards within programs, guide staff and volunteer conduct, and facilitate the identification of high-risk interactions and program characteristics.

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POLICY STATEMENT

It is the policy of the Associated Students Inc., California State University, Fullerton (ASI) to establish accountability and security for on-campus and off-campus services and programs for minors. All operations will be conducted in accordance with these established guidelines. Training will be conducted by management personnel for all staff and volunteers during their introduction to the program. All staff, interns, and volunteers must act in accordance with all local, state, and federal laws while interacting with Associated Students Inc., California State University, Fullerton.

WHO SHOULD KNOW THIS POLICY

Commented [P1]: This is a great visualization of responsibility. It's very clear who needs to be familiar with the content as a way of having institutional memory.

- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Program Advisors
- Volunteers
- Grant Recipients
- Staff

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Staff	Personnel that includes professional staff, student employees, and temporary staff.
Volunteers	Personnel that includes students, parents, and interns who volunteer their Time.
Appropriate	Suitable by standards set by Associated Students Inc.
Inappropriate	Unsuitable by standards set by Associated Students Inc.
Child/Minor	Any person under the age of 18 years.
CANRA	California Child Abuse and Neglect Reporting Act; Penal Code Article 2.5, 11165.7 – 11174.3
Inappropriate	Unsuitable by standards set by Associated Students Inc.
Mandated Reporter	Mandated reporters are individuals who are legally bound to make reports of known or suspected child abuse or neglect. They include numerous categories of persons who, because of the nature of their position, are more likely to become aware of child abuse or neglect. A full list of mandated reporters is contained in California Penal Code section 11165.7

STANDARDS

1) POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF MINORS

Associated Students, Inc., California State University, Fullerton (ASI) will not tolerate the mistreatment or abuse, including neglect, physical abuse, emotional abuse, or sexual abuse, of minors in any programs. Any mistreatment or abuse by an adult will result in disciplinary action, up to and including termination of employment or volunteer service.

- Neglect includes failure, refusal, or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, water, clothing, medical or dental care or shelter to seriously endanger the physical health of the consumer.
- Physical abuse includes physical injury inflicted on a consumer by other than accidental means. Conduct qualifying as Physical Abuse may include, but is not limited to, hitting, spanking, shaking, slapping, unnecessary restraints, pushing, or other forceful physical contact.
- Emotional abuse conduct that reasonably causes harm to a consumer’s psychological or intellectual functioning and includes language that is degrading or threatening, and includes verbal interactions such as name calling, insults, cursing, derogatory remarks, belittling, and shaming.
- Sexual abuse includes a wide spectrum of interactions with consumers including rape, certain physical assault, sexual battery, physical sexual contact, sexually explicit or offensive verbal communication, verbal sexual harassment, voyeurism, sexually oriented conversations, sexual intercourse or sexual touching of a consumer, sexual exploitation, exposing of genitalia, viewing of sexual activity, or permitting, allowing, or encouraging a consumer to engage in prostitution.

Commented [P2]: This could include definitions or at least mention of the 4 different types of abuse. It could also include minor to minor PSB.

[For specific definitions of what conduct meets the definition of abuse or neglect under CANRA see California Penal Code §11165.1-11165.6.](#)

2) PHYSICAL INTERACTIONS BETWEEN ADULTS AND MINORS

ASI wishes to promote a positive, nurturing environment while protecting minors and adults. The organization encourages appropriate physical contact with minors and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by adults toward minors involved in ASI programs will result in disciplinary action, up to and including termination of employment. The policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
Side hugs Shoulder-to-shoulder or – temple hugs Pats on the shoulder or back Handshakes High-fives and hand slapping Verbal praise Pats on the head when culturally appropriate Touching hands, shoulders, and arms Arms around shoulders Holding hands (with young minors in escorting situations)	<input type="checkbox"/> Full-frontal hugs <input type="checkbox"/> Kissing <input type="checkbox"/> Showing affection in unsupervised isolated area <input type="checkbox"/> Lap sitting (except when rading or comforting injured child) <input type="checkbox"/> Wrestling <input type="checkbox"/> Piggyback rides <input type="checkbox"/> Tickling <input type="checkbox"/> Anytipe of massage given by or to a child <input type="checkbox"/> Any form of affection that is unwanted by the child or the adults, including those listed in “Appropriate Physical Interactions” <input type="checkbox"/> Sexual compliments relating to physique or body development <input type="checkbox"/> Fondling of bottom, chest, or genitals

3) VERBAL INTERACTIONS BETWEEN ADULTS AND MINORS

Adults are prohibited from speaking to minors in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Adults must not initiate sexually-oriented conversations with minors. Adults are not permitted to discuss their own sexual activities with minors.

Organizational policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<input type="checkbox"/> Positive reinforcement <input type="checkbox"/> Appropriate jokes <input type="checkbox"/> Encouragement <input type="checkbox"/> Praise	<input type="checkbox"/> Name-calling <input type="checkbox"/> Discussing sexual encounters or in any way involving minors in the personal problems or issues of staff and volunteers <input type="checkbox"/> Secrets <input type="checkbox"/> Cursing <input type="checkbox"/> Derogatory, discriminatory, or sexual jokes <input type="checkbox"/> Shaming <input type="checkbox"/> Belittling <input type="checkbox"/> Derogatory remarks <input type="checkbox"/> Harsh language that may frighten, threaten, or humiliate minors

4) ONE-ON-ONE INTERACTIONS WITH MINORS

In those situations where one-on-one interactions are approved in writing by the minor's parent/guardian, or according to program handbook/policy rules adults should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Commented [P3]: Consider adding the procedure to obtain approval.

Additional Guidelines for One-on-One Interactions

- a) When meeting one-on-one with a child, always do so in a public place where and in full view of others.
- b) Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, fist-bumps, and handshakes.
- c) If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- d) Inform other adults that you are alone with a child and ask them to randomly drop in.
- e) Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Commented [P4]: This could modified to no physical affection when one-on-one to further reduce risk or misinterpretation.

5) POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF ONE MINOR BY ANOTHER MINOR

e) Associated Students, Inc. ASI will not tolerate mistreatment, abuse, or sexual activity among consumers as part of our commitment to providing all consumers with a safe environment. Conduct by consumers that rises to the level of abuse, mistreatment, or sexual activity will result in intervention or disciplinary action, up to and including, dismissal from the program. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, the organization will take the necessary steps to eliminate such behavior.

5)6) GIFT GIVING

Adults should only give gifts to groups of minors and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents must be notified.

Commented [P5]: Consider additional language of how and when employees can receive gifts from consumers or a consumer's parent/guardian. A suggestion would be to include: Employees are able to accept gifts on behalf of the organization or gift of less than X amount can be accepted by an employee. Employees must disclose gifts received to a supervisor.

2- Employees should not accept gifts from minors/families of minors without confirming approval from management. If approved, gifts must be reported in accordance with ASI Policy.

6)7) MANDATED REPORTERS

Staff members of Associated Students Inc., California State University, Fullerton are required to abide by the [State of California's child abuse policy](#). ASI employees fall within the law's definition of "child-care custodians" and are therefore mandated by California State Law to report any suspected cases of child abuse or neglect directly to the appropriate authorities for investigation. Employees must sign a statement confirming that they have been informed of their responsibility. Employees should not hesitate to report to their supervisor any suspicion of child abuse or neglect. Employees should know that their identity will be protected as ASI cannot by law require employees to disclose their identity to anyone.

Commented [P6]: Could attach the policy here for someone who needs to review it for easy access. I have attached a resource but a different one may be preferred.

7)8) NON-FRATERNIZATION BETWEEN STAFF AND MINORS

Staff members of Associated Students Inc., California State University, Fullerton may not spend time alone with minors met in ASI programs, including but not limited to babysitting, sleepovers, and inviting minors to their homes. The only exception to this prohibition is an established prior relationship between the employee and the minor's parents, which must be disclosed to ASI. In addition, staff may not transport minors in their private vehicles.

Commented [P7]: Consider adding prior relationships must be disclosed to ASI.

8)9) SOCIAL MEDIA AND MINORS

Staff and volunteers of Associated Students Inc., California State University, Fullerton are encouraged to have private social media accounts so that minors do not have access to private information. In addition, staff and volunteers are encouraged to keep online communication with minors at a minimum and communication must always be in an indirect capacity (e.g. group messaging, event invitations, etc.). Staff and volunteers are prohibited from directly messaging minors. Staff and volunteers are prohibited from posting photos or comments that are, or could be perceived as, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, humiliating, sexually-oriented, or inappropriate.

10) SCREENING OF EMPLOYEES AND VOLUNTEERS

ASI's Children's Center will screen all employees and volunteers prior to contact with our minors in our program(s)/Center consumers. This process will include an in-person interview with behaviorally based questions to assess the risk of abuse by an applicant. Applicants will submit three references including one personal reference, who can speak to the applicant's character and previous experience with consumers. *Child Abuse Index Check/Live Scan are required for individuals approved to work in the Children's Center. An applicant considered for hire must complete a background check prior to contacting consumers with minors and annually after. Any adverse action on a background check will be reviewed by administration for further consideration.

Commented [P8]: Consider adding a section on the screening and selection process for your employees and volunteers. This ensures that all are being properly screened before interacting with minors.

*All employees/volunteers for Associated Students Inc., California State University, Fullerton camp and hosted events for minor students are required to complete a live scan, reference check, and mandatory training.

11) TRAINING REQUIREMENTS:

a) Associated Students Inc., California State University, Fullerton requires all employees and high-access volunteers to be trained on the following foundational abuse prevention topics prior to having access to consumers/minors within our programs:

- The organization's policies related to preventing and responding to abuse;
- How to maintain appropriate boundaries with consumers/minors;
- Definitions of abuse;
- Facts about sexual abuse;
- How abuse happens in organizations;
- Information about sexual grooming;
- How to manage high-risk activities (i.e., bathroom and locker room activities, diapering and toileting, transportation, camps, etc.);
- How to prevent false allegations;
- How to recognize and respond to suspicious or inappropriate behaviors and policy violations; and
- How to recognize and respond to suspicions or allegations of abuse.

All employees and high-access volunteers will receive this training upon hire and prior to having access to consumers/minor students/clients.

The organization keeps documentation of training records for all employees and high-access volunteers.

b) Annual abuse prevention training serves as a refresher for previously learned concepts and provides additional knowledge and skills to enhance the ability of employees and volunteers to protect consumers/minors. All employees and high-access volunteers are responsible for annually completing training on the following concepts:

- The organization's up-to-date policies related to preventing and responding to abuse;
- How to maintain appropriate boundaries with consumers/minors; and
- Additional topics that contribute to employee and volunteers' skills and knowledge related to abuse prevention. These may vary according to an employee's role within the organization [front line employees, supervisors, hiring managers, board of directors].

c) Additional trainings will be offered on the following topics:

- Responding to suspicious or inappropriate behaviors
- Responding to allegations or incidents of abuse
- Monitoring and supervision of high-risk activities such as bathrooms, one-on-one interactions, transition and free times, electronic communication, and isolated or unmonitored areas like stairwells and classrooms.

12) POLICY REQUIRING REPORTING OF RED FLAGS, INAPPROPRIATE BEHAVIOR, OR POLICY VIOLATIONS

Associated Students Inc., California State University, Fullerton has zero tolerance for abuse. It is imperative that every employee or volunteer actively participates in the protection of consumers/minors within our programs.

If employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, or consumers, it is their professional and personal responsibility to immediately report their observations in accordance with the organization's reporting procedures.

Remember, at our organization, the policies apply to everyone.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are required to report:

- Any violation of the organization's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with consumers
- Seeing or visiting with a consumer outside of scheduled programing
- Buying gifts for individual consumers
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of the organization's electronic communication policy
- Making suggestive comments to consumers
- Showing favoritism towards a consumer or type of consumer
- Consumers disclosing that an employee or volunteer makes them feel uncomfortable

All reports of suspicious or inappropriate behavior with consumers will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior.
- Immediately report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Complete an internal report, but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

13) PROCEDURES FOR EMPLOYEE AND VOLUNTEER RESPONSE TO ALLEGATIONS OR INCIDENTS OF ABUSE

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a consumer—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Non-mandated reporters ~~Reports may be made~~ make reports confidentially or anonymously. A person who reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice.

For more information about child abuse reporting please visit:

<https://www.childwelfare.gov/resources/mandatory-reporting-child-abuse-and-neglect-california/>

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

In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of a consumer—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Non-mandated reporters ~~Reports may be made~~ make reports confidentially or anonymously. A person who reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice.

1. Immediate supervisor
2. Directors
3. Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.

Commented [P9]: Check with California law on this.

Commented [P10]: Recommend the organization look at how they want a report to roll up the chain of command.

- Protect the alleged survivor from intimidation, retribution, or further abuse to the extent possible.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- Immediately report the allegation or incident to the appropriate local authorities (based on mandatory reporting requirements). Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

DATE APPROVED: 03/07/2017
REVISED: 02/20/2024