DAVIS POLICE DEPARTMENT

MANDATED REPORTER REQUIREMENTS
Policy and Procedure 1.46-A

DEPARTMENT MANUAL

Index as:
Mandated reporter requirements
Child abuse report
Elder abuse report

I. POLICY

All members and Volunteers in Police Service (VIPS) are mandated reporters.

- **Child Abuse Reporting**
The California Child Abuse and Neglect Reporting Act ("CANRA"), codified at California Penal Code §§ 11164-11174.3, requires that employers of mandated reporters (as defined in the Act) promote identification and reporting of child abuse or neglect. It is the policy of the City of Davis and the Davis Police Department to comply with its obligations under the Act and require that all members and volunteers make required reports under the Act.

- **Elder Abuse and Dependent Adult Reporting**
The Elder Abuse and Dependent Adult Civil Protection Act ("EADACPA"), codified at California Welfare and Institutions Code §§ 15600-15660, requires that employers of mandated reporters promote identification and reporting of Elder and Dependent Adult abuse or neglect. It is the policy of the City of Davis and the Davis Police Department to comply with its obligations under the Act and require that all members and volunteers make required reports under the Act.

II. PROCEDURE

A. Mandated Reporters

1. **Notification to Members Who Are Mandated Reporters**
   
   Prior to and as a condition of employment or being a volunteer with the Davis Police Department, mandated reporters shall sign a statement that they understand and will comply with the CANRA and/or the EADACPA, as applicable. Completed forms shall be maintained in a member’s or volunteer’s personnel files.

2. **Training for Mandated Reporters**
   
   Professional Standards shall determine what, if any, training (in addition to that provided through the acknowledgment form(s) process itself) is necessary and appropriate to advise members and volunteers on the subject of abuse and neglect, identification and reporting, and of their obligations under the CANRA and/or the EADACPA.

**Note: Mandated Reporters must comply with the duties imposed by the Acts whether or not they have received training from the City of Davis, the Davis Police Department or any third party.**
B. Child Abuse Reporting Requirements

1. Initial Telephone Report (non-sworn members and volunteers)

For non-sworn members and volunteers, immediately or as soon as practicable after knowing or observing suspected child abuse or neglect, a mandated reporter shall make a report to any police department or sheriff’s department (not including a school district police or security department), or the county welfare department (Child Protective Services). For ease of reference the following agencies can receive such reports:

- The Davis Police Department can be contacted by calling (530) 758-3600.
- Child Protective Services can be contacted by calling (530) 666-3753.
- The Yolo County Sheriffs can be contacted by calling (530) 666-8282.

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

The duty to make the report cannot be delegated to any other person.

2. Required Written Report (non-sworn members and volunteers)

Within 36 hours of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and either send, fax, or electronically submit to the Davis Police Department, or the Yolo County Sheriff’s Department, or the Yolo County Social Services Dept., Child Protective Services a written follow-up report, which includes a completed Department of Justice form (SS 8572). (Penal Code 11166, 11168).

The duty to make the written report cannot be delegated to any other person.

3. Sworn Member Reporting

Sworn members will follow the mandated reporter requirements including cross reporting to Child Protective Services and any other required agencies (Penal Code 11166, 11168).

C. Elder Abuse and Dependent Adult Civil Protection Reporting

1. Initial Telephone Report (non-sworn members and volunteers)

A mandated reporter shall report the known or suspected instance of abuse by telephone immediately or as soon as possible thereafter.

- The Davis Police Department can be contacted by calling (530) 758-3600.

When the initial telephone report is made, the mandated reporter shall note the name of the official contacted, the date and time contacted, and any instructions or advice received.

The duty to make the written report cannot be delegated to any other person.

2. Required Written Report (non-sworn members and volunteers)

Within two (2) working days of knowing or observing the information concerning the incident, the mandated reporter shall then prepare and submit a written report to the Davis
Police Department on the proper mandated form. The form (SOC 341) can be picked up at the Police Department.

The duty to make the written report cannot be delegated to any other person.

3. Sworn Member Reporting

Sworn members will follow the mandated reporter requirements including cross reporting pursuant to PP 2.16-B, Elder Abuse and the EADACPA.

4. Disciplinary Action

Failure to make a required report under this policy may result in disciplinary action.

No supervisor, administrator, or other official may impede or inhibit a mandated reporter’s duties, nor impose any sanction on any person making a good-faith report under the Acts or under this policy. Retaliation against any good-faith reporter will be handled under the City’s Policy against Harassment and Discrimination.

Darren Pytel
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