



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Child Abuse Reporting			Article: 1602
APPROVED: William Dickinson, Chief Probation Officer			
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POLICY

The mandatory Child Abuse Reporting Law, PC 11166, requires employees of the Probation Department to report all suspected child abuse cases they encounter during the course of their employment.

The responsibility for making the report rests with the individual employee. The employee may consult Management to determine if there is sufficient probable cause to make a referral; however, it is the employee's decision and Management may not advise or direct the employee not to file a report.

Guidelines

- A. Each director is responsible for maintaining a supply of State Department of Social Service Form, SS 8572 (Rev. 12/02) "Suspected Child Abuse Report." Each Division Director is further responsible for advising all staff where the supply of these forms is maintained.
- B. When a departmental staff member determines a Suspected Child Abuse Report should be filed, the following steps will be taken:
 - 1. The individual shall make an initial report immediately or as soon as practicably possible by telephone to:

The Kern County Department of Human Services Child Protective Services Hotline at (661) 631- 6011 (countywide) or (760) 375-6049 (Ridgecrest)

- 2. The employee, upon completion of the telephone call, shall complete the Suspected Child Abuse Report Form SS 8572 in its entirety.
- 3. The employee shall fax a copy of the report to the Department of Human Services within 36 hours of receiving the information concerning the incident.
- 4. A copy of the report will be kept in the file maintained by the Probation Department.

Prerequisite of Employment

Penal Code section 11166.5 requires any person who enters employment with a law enforcement agency on or after January 1, 1985 must prior to and as a condition of employment, sign a statement, which shall be provided by the employer, indicating the employee has knowledge of Penal Code section 11166 and will comply with those provisions. This signed statement shall be retained by the employer.