

The hiring department completes Section I and the volunteer completes Section II. The department is responsible for sending the original to Employment Services (Administration and Finance, Second Floor, Salazar Hall). When the form is complete, and all signatures have been obtained, Employment Services will authorize campus conveniences if eligible and requested. **Incomplete forms will not be accepted and will be returned to the hiring department for completion.**

SECTION I: POSITION INFORMATION (to be completed by hiring department)

Department Name:	Effective Date:	Termination Date:
Department ID:	Supervisor:	Extension:
Appropriate Administrator (AA):	Extension:	
Assignment and Summary of Duties:		
Will volunteer work with minor children?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, LiveScan background check required
Will volunteer drive a vehicle on University business?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (DL# Exp.)
Will volunteer travel on University business?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Will volunteer receive academic credit for volunteering?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

AA Signature: _____ Date: _____

SECTION II: VOLUNTEER INFORMATION (to be completed by volunteer)

Volunteer Name:	<input type="checkbox"/> SSU Staff <input type="checkbox"/> SSU Student <input type="checkbox"/> SSU Faculty <input type="checkbox"/> Other		
Email Address:	SSN or SSU ID Number:	Date of Birth:	
Address:	City, State:	Zip Code:	
Phone Number:			
Emergency Contact Name:		Phone Number:	
Are you under 18 years of age? <input type="checkbox"/> No <input type="checkbox"/> Yes, Parental Consent Form Required			
Have you previously worked at SSU or another CSU campus?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes above, is there any reason you could not be re-hired?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain: Please provide the information below regarding your former appointment.			
Campus:		Appropriate Administrator:	
Department:			

This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed above and that services rendered by me will be at the direction of the above named supervisor. I will not be compensated for these services. I understand that I serve at the pleasure of my supervisor. In addition, this confirms that I have received notification of my benefits, rights, and responsibilities under Worker's Compensation.

Volunteer Signature: _____ Date: _____

CAMPUS CONVENIENCES FOR VOLUNTEERS

If you are receiving academic or professional credit at SSU or any other institution, or if you are a University student, staff, or faculty member, you are **not** eligible for campus conveniences as a volunteer employee.

Library Privileges:	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Employment Services will authorize
Parking Permit:	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Employment Services will authorize

AUTHORIZATION - ES Initials:
Date:

Limited Reporters' Statement Acknowledging Requirement to Report Child Abuse and Neglect

California law **requires** certain people, known as "Mandated Reporters," to report known or suspected child abuse or neglect. You have been identified as a Mandated Reporter (General Reporter). As a General Reporter, you are required by the law to sign this statement acknowledging your legal reporting obligations.

A copy of the relevant provisions of the law explaining the definition of "Mandated Reporter" (Penal Code § 11165.7), the reporting obligations (Penal Code § 11166), penalty for failure to report abuse or impeding report (Penal Code § 11166.01), the contents of the reports, and the confidentiality of the Mandated Reporter's identity (Penal Code § 11167) is attached.

Online training is available to you at <https://ds.calstate.edu/?svc=skillsoft> (under keyword search "Mandated Reporter")

This training is mandatory for all management employees. While it is not required for other employees, we strongly encourage all employees to take this training.

WHEN REPORTING ABUSE IS REQUIRED

As a Limited Mandated Reporter, whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect, **on CSU premises or at an official activity of, or program conducted by, the CSU**, you must report the suspected incident. (Penal Code §§ 11166(a) and 11165.7 (a)(41)).

PROCEDURE FOR REPORTING

To make a report, you **must** do the following:

- **Immediately, or as soon as practically possible**, contact by phone Sonoma County Child Protection Hotline (24/7) **(707) 565-4304** or **(800) 870-7064**
- **Within 36 hours of receiving the information concerning the incident**: complete Form SS 8572 (available online at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf) per the instructions (available online at http://ag.ca.gov/childabuse/pdf/8572_instruct.pdf); email it to FYCSCAR@schsd.org, or fax the printed form to **(707) 565-4324**.

Additional names and contact information for agencies that can accept reports are available online at the following websites:

- California State University Police Departments (by campus): <http://calstate.edu/strategicinitiatives/UPD/contacts.shtml>
- Child Protective Services (by county): http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/hotline_numbers.asp
- For Sheriffs' Departments (by county): <http://www.calsheriffs.org/sheriffs-offices.html>

***Note:** Reporting to a supervisor, a coworker, or other person is not a substitute for making a mandated report to one of the agencies listed above.*

ABUSE AND NEGLECT THAT MUST BE REPORTED

Physical abuse, meaning physical injury other than by accidental means inflicted on a child (Penal Code § 11165.6).

Sexual assault, including sex acts with a child, intentional masturbation in the presence of a child, child molestation, and lewd or lascivious acts with a child under 14 years of age or with a child under 16 years of age if the other person is at least ten years older than the child (Penal Code § 11165.1(a)(b)).

Sexual exploitation, including acts relating to child pornography, child prostitution, or performances involving obscene sexual conduct by a child (Penal Code § 11165.1(c)).

Statutory rape involving sexual intercourse between a child under 16 years of age and a person 21 years of age or older, which is also a form of "sexual assault" (Penal Code § 11165.1(a)).

Neglect, meaning the negligent treatment or maltreatment of a child by a parent, guardian or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare (Penal Code § 11165.2).

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 to be placed in a situation in which the child or child's health is endangered (Penal Code § 11165.3).

Unlawful corporal punishment, meaning a situation in which any person willfully inflicts upon a child cruel and inhuman corporal punishment or a physical injury (Penal Code § 11165.4).

WHAT IS NOT CHILD ABUSE OR NEGLECT?

The law does **not** consider the following child abuse or neglect for reporting purposes:

- Injuries caused by two children fighting during a mutual altercation (Penal Code § 11165.6)
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment (Penal Code § 11165.6)
- Reasonable and necessary force used by public school officials to quell a disturbance threatening physical injury to person or damage to property, for self-defense, or to obtain possession of weapons or other dangerous objects under a child's control (Penal Code § 11165.4)
- Corporal punishment, unless it is cruel or inhumane or willfully inflicts a physical injury (Penal Code § 11165.4)
- Not receiving medical treatment for religious reasons (Penal Code § 11165.2(b))
- Acts performed for a valid medical purpose (Penal Code § 11165.1(b)(3))
- An informed and appropriate medical decision made by a parent, guardian or caretaker after consultation with a physician who has examined the child (Penal Code § 11165.2(b))

IMMUNITY AND CONFIDENTIALITY OF REPORTER

Mandated Reporters cannot be held civilly or criminally liable for their reports. Instead, they enjoy immunity from prosecution for their reporting of suspected child abuse (Penal Code § 11172(a)). Both the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies (Penal Code § 11167(d)).

PENALTY FOR FAILURE TO REPORT ABUSE OR IMPEDING REPORT

A Mandated Reporter who fails to make a required report of abuse, or any administrator or supervisor who impedes or inhibits a report, is guilty of a misdemeanor punishable by up to six months in jail, a fine of \$1,000, or both (Penal Code Section 11166(c) and Section 11166.01(a)). Where the abuse results in death or great bodily injury, the Mandated Reporter who fails to make a required report or administrator or supervisor who impeded or inhibited the report is subject to punishment of up to one year in jail, a fine of \$5,000, or both (Penal Code Section 11166.01(b)).

ACKNOWLEDGMENT

I acknowledge being provided with copies of Penal Code Sections 11165.7, 11166, 11166.01, and 11167. I acknowledge and understand my responsibility and legal obligation to report known or suspected child abuse or neglect in compliance with Penal Code Section 11166.

Employee's Name: _____ Employee ID: _____

Department Name: _____

Signature: _____