

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Policies

Number: D 16

Subject: Mandated Suspected Abuse Reporting

Revision Date: 03/04/2025

Approved: Signature on file

POLICY

All employees of SSA are mandated to report suspected incidents of both child abuse and adult/elder abuse. [Penal Code, Section 11166](#) requires any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in the mandated reporter's professional capacity or within the scope of the mandated reporter's employment whom the mandated reporter knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone. Following the verbal report, the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. Note: The Penal Code also names other mandated reporters, such as teachers, physicians, psychologists, psychiatrists, and clergy. Similarly, incidents of Adult/Elder Abuse are to be reported immediately or as soon as possible.

SSA employees shall report suspected incidents of abuse as stipulated in this procedure. Failure to report suspected child abuse is punishable by fine or confinement in county jail or both. Failure to report suspected dependent adult/elder abuse is a misdemeanor punishable by a fine and/or imprisonment per Penal Code, Section 11166.

Immunity from liability: No person required to make a report pursuant to this article shall incur any civil or criminal liability for any report required or authorized, unless it can be proven that an intentional or deliberately false report was made (W&I Code 15634) (a).