**Child Abuse and Neglect Reporting Procedures**

**Step One:** Contact one of the following agencies by phone as immediately or as soon as possible:

- Cal Poly University Police Department - (805) 756-2281
- San Luis Obispo Police Department – (805) 781-7314
- San Luis Obispo County Sheriff’s Department – (805) 781-4550
- San Luis Obispo County Child Welfare Service (CWS)
  - (805) 781-5437 (24 hour hotline)
  - 1-800-834-5437 (24 hour toll free hotline)

**Note:** In case of an emergency or if a crime is in progress, employees **should always immediately call campus police or 911**.

**Step Two:** Within 36 hours of receiving the information concerning the incident:

- Complete Form SS 8572 (see Executive Order 1083 [Attachment E](#); the form is also available online at the California Department of Justice's website along with [instructions for completing the form](#)) and;
- Send, fax, or electronically transmit completed Form SS 8572 to the agency that was contacted by phone. (Penal Code § 11166(a))

At the time of the reporting phone call, the Mandated Reporter must provide the following information, if known:

- Name, business address, and telephone number of the Mandated Reporter
- Child's name, address, and present location
- Name(s), address(es), and telephone number(s) of the child's parent(s), guardian(s), or caretaker(s)
- Source of information that led to the suspicion of child abuse
- Name, address, telephone number, and other personal information of person(s) who might have abused the child.

For suspected abuse or neglect occurring on CSU premises or at an official activity of, or program conducted by the CSU, Mandated Reporters are encouraged, but not required, to also notify their supervisors or other appropriate administrators. However, reporting to a supervisor, a coworker, or any other person is not a substitute for making a mandated report to one of the agencies listed above.

When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report (Penal Code § 11166(h)).