



## MEMORANDUM

Date: FY 2014-2015  
To: Student Worker (New Hires)  
Fr: Office of Human Resources  
Re: Acknowledgement of Receipt of Mandated Reporter Status Information

California law requires certain persons to report known or suspected child abuse or neglect. These individuals are known under the law as “mandated reporters”. Employees of Santa Monica Community College District, by law, qualify as “mandated reporters”. California Penal Code Section 11166.5(a) requires that all mandated reporters of child abuse and neglect sign an acknowledgement of their legal duties and that the district retain it. Further, it requires that all mandated reporters be provided with the Penal Code Provisions.

In this packet you will find the following:

- a) Acknowledgement of Mandated Reporter Status
- b) Reporting Suspected Child Abuse (Where to Report Suspected Child Abuse)
- c) Frequently Asked Questions
- d) California Penal Code Section 11165.7-11167

Please read the following directions and return the signed Acknowledgement form as directed:

1. Sign and date Acknowledgement of Mandated Reporter Status form.
2. Copy form and keep copy for your records.
3. **Return original form along with your other new hire documents.**
4. Keep copy of Acknowledgement form and remainder of packet of information.
5. Review packet of information to learn the responsibilities of a Mandated Reporter.

Thank you for your participation.