

1.1.C.3 Reporting Abuse or Neglect

I Policy Index:



Date Signed: 07/01/2014
Distribution: Public
Replaces Policy: 3A-21
Supersedes Policy Dated: 12/09/2010
Affected Units: All Units
Effective Date: 07/09/2014
Scheduled Revision Date: November 2015
Revision Number: 11
Office of Primary Responsibility: DOC Administration

II Policy:

Staff members are required to report any instance of a suspected abuse or neglect of a child and the abuse, neglect or exploitation of an elder or adult with a disability, including those instances that happen outside the scope of employment with the State of South Dakota.

III Definitions:

Abused or Neglected Child:

- A. For the purposes of this policy, the term abused or neglected child means a child under the age of eighteen:
1. Whose parent, guardian, or custodian has abandoned, or has subjected the child to mistreatment or abuse;
 2. Who lacks proper parental care through the actions or omissions of the child's parent, guardian, or custodian;
 3. Whose environment is injurious to the child's welfare;
 4. Whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, supervision, education, medical care, or any other care necessary for the child's health, guidance, or well-being;
 5. Who is homeless, without proper care, or not domiciled with the parent, guardian, or custodian through no fault of the child's parent, guardian, or custodian;
 6. Who is threatened with substantial harm;
 7. Who has sustained emotional harm or mental injury as indicated by an injury to the child's intellectual or psychological capacity evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, with due regard to the child's culture;
 8. Who is subject to sexual abuse, sexual molestation, or sexual exploitation by the child's parent, guardian, custodian, or any other person responsible for the child's care;

9. Who was subject to prenatal exposure to abusive use of alcohol or any controlled drug or substance not lawfully prescribed by a practitioner as authorized by Chapters § 22-42 and 34-20B; or
 10. Whose parent, guardian, or custodian knowingly exposes the child to an environment that is being used for the manufacture, use, or distribution of methamphetamines or any other unlawfully manufactured controlled drug or substance.
- B. Or a child subject to abuse or neglect as defined in SDCL § 26-11A-24 (1) or (5):
1. "Abuse," any act or failure to act by an employee of a juvenile corrections facility or by a contract person or entity providing services to a juvenile corrections facility, which act was performed or was failed to be performed, knowingly, recklessly, or intentionally, and which caused, or may have caused, injury or death to an individual in the custody or care of a juvenile corrections facility;
 2. "Neglect," a negligent act or omission by any individual responsible for providing custody, care, or services in a juvenile corrections facility which caused or may have caused injury or death to an individual in the care or custody of a juvenile corrections facility or which placed such individual at undue risk of injury or death;

Institutional Sexual Abuse:

1. Offender Sexual Abuse: Sexual abuse of an offender by another offender and includes any sexual act, if the offender does not consent, is coerced into such acts by overt or implied threats of violence, or is unable to consent or refuse.
2. Staff Sexual Abuse: Sexual abuse of an offender by a staff member, contractor, or volunteer and includes any sexual act with or without the consent of the offender.

Elder or Disabled Adult Abuse:

Physical harm, bodily injury, or attempt to cause physical harm or injury, or the infliction of fear of imminent physical harm or bodily injury of an elder or disabled adult.

Elder or Disabled Adult Neglect:

Harm to a elder's or a disabled adult's health or welfare, without reasonable medical justification, cause by conduct of a person responsible for the elder's or disabled adult's health or welfare, within the means available for the elder or disabled adult, include the failure to provide food, clothing, shelter or medical care.

Exploitation of an Elder or Disabled Adult:

The wrongful taking of exercising of control over property of an elder or a disabled adult with intent to defraud the elder or disabled adult.

Elder:

A person sixty-five years of age or older.

Adult with a Disability:

A person eighteen years of age or older who suffers from a condition of intellectual disability, infirmities of aging as manifested by organic brain damage, advanced age, or other physical dysfunctioning to the extent that the person is unable to protect himself or herself or provide for his or her own.

Staff Member:

For the purposes of this policy, a staff member is any person employed by the Department of Corrections (DOC) and/or any employee or person-authorized to work within a correctional facility operated by the DOC (See ARSD [55:05:02:02](#)).

DOC Units:

All DOC institutions, Parole Services and juvenile aftercare.

IV Procedures:

1. Reporting Abused or Neglect within the Scope of Employment:

A. **Department of Social Services**- Anytime an employee of the Department of Social Services (DSS) assigned to a DOC institution receives a report of alleged abuse or neglect, the employee will comply with the following reporting procedures:

1. Report as mandated in SDCL § [26-8A-8](#);
2. Comply with all reporting procedures prescribed within the respective DOC unit and this policy; and
3. Provide the respective Warden or Superintendent with a copy of the Abuse and Neglect Report (See [Attachment 3](#)).

Note: The Warden or Superintendent is not obligated to report the same alleged incident of abuse or neglect to DSS if they receive a report from the DSS staff.

4. DSS staff will provide a copy of the DSS verification letter of receipt (if one is received) to the Warden or Superintendent.

B. **STAR Academy** - Anytime abuse or neglect is observed or suspected by a staff member or is reported to a staff member, an Abuse and Neglect Report (See [Attachment 2](#)) will be completed and forwarded to the Superintendent. If the incident of abuse or neglect involves a juvenile offender and is alleged to have occurred at STAR Academy, the following shall occur (See [Attachment 1](#)):

1. For alleged incidents of abuse or neglect of a juvenile offender that **occurred at STAR Academy**, the following procedures apply:
 - a. The Superintendent or his/her designee will immediately contact the Regional Department of Social Services (DSS) office in Rapid City at 1-605-394-2525, the juvenile corrections monitor (JCM) and the DOC Administration office to report the information (See SDCL § [26-8A-8](#)).
 - 1) Additionally, the Juvenile Division PREA Coordinator and Rapid City DCI office (1-605-393-8121) will be contacted for alleged incidents of sexual abuse involving a juvenile offender alleged to have occurred at STAR Academy (See DOC policy 1.3.E.5 [Compliance with PREA Standards](#)).
 - 2) If the juvenile offender is subject to substantial risk of imminent sexual abuse, the facility shall take immediate action to protect the juvenile.
 - 3) Reports of juvenile offender sexual abuse and/or staff sexual abuse will be responded to according to DOC policies 1.3.E.5 [Compliance with PREA Standards](#) and [Response and Investigation of Sexual Abused and/or Harassment](#).

- b. If immediate law enforcement assistance is necessary, contact Custer County dispatch.
 - c. If after hours, the Superintendent or his/her designee will contact DSS via the Fall River dispatch at 1-605-745-5155. The Superintendent or his/her designee will contact the JCM, the Rapid City DSS office at either 1-605-394-2525 or DSSRCIntake@state.sd.us and the DOC Administration office immediately the next day.
2. For reports of alleged abuse or neglect that occurred somewhere **other than at STAR Academy**, staff will complete a Abuse and Neglect Report and report the information to the Superintendent or his/her designee (See [Attachment 3](#)).
- a. The initial report may be verbal but will be followed by a written report by the completion of the workday.
 - b. The Superintendent or his/her designee will immediately contact the Regional DSS office in Rapid City at 1-605-394-2525 or DSSRCIntake@state.sd.us to report the information.
- C. **Juvenile Community Corrections** - If a Juvenile Community Corrections staff member becomes aware of alleged abuse or neglect, the staff member will complete a Abuse and Neglect Report (See [Attachment 4](#)) and report the information directly to local law enforcement or the DSS office located in the region where the incident occurred and follow-up in writing to the Director of Community Corrections.
- Note:** The initial report may be verbal but will be followed by a written report by the completion of the workday.
1. If there is information indicating the person is currently in imminent danger of being abused or neglected, and the staff member is unsuccessful in their attempt to report the information to DSS, the Director of Community Corrections or his/her designee will immediately report the alleged abuse or neglect to local law enforcement in the jurisdiction where the person in imminent danger resides.
- D. **DOC Foster Care Program** - If the suspected instance of abuse or neglect involves a juvenile offender and is reported to have occurred in a DOC foster home, staff will immediately notify the Community Corrections Specialist assigned to the foster home, who will then contact the DSS, Division of Criminal Investigation (DCI), their DOC direct supervisor, the Director of Juvenile Services and DOC Administration (See DOC policy 1.1.A.3 [Reporting Information to DOC Administration](#)). Other incidents of abuse or neglect not involving a juvenile offender will be reported on the Abuse and Neglect Report form and reported to the Director of Community Corrections.
- Note:** The initial report may be verbal but will be followed by a written report by the completion of the workday (See [Attachment 4](#)).
1. If there is information indicating the person/juvenile is currently in imminent danger of being abused or neglected, and the staff member is unsuccessful in their attempt to report the information to DSS, the Director of Community Corrections or his/her designee will immediately report the alleged abuse or neglect to local law enforcement in the jurisdiction where the person/juvenile in imminent danger resides.

- E. **DOC Adult Institutions** – If any staff member within a DOC adult institution becomes aware of alleged abuse or neglect, the following will occur.
1. The staff member will immediately complete an Abuse and Neglect Report (See [Attachment 4](#)) and report the information directly to local law enforcement or the DSS office located in the region where the incident occurred and report the information to the Warden or his/her designee.

Note: The initial report may be verbal but will be followed by a written report by the completion of the workday.
 2. For the purpose of this policy, if the report of abuse or neglect is made by a victim who is now an adult offender currently in DOC custody, no report is required.
 - a. Reports of offender sexual abuse and/or staff sexual abuse will be responded to according to DOC policies 1.3.E.5 [Compliance with PREA Standards](#) and [Investigation of Sexual Abuse and/or Sexual Harassment](#).
 3. Staff are required to report immediately any knowledge, suspicion or information regarding an incident of sexual abuse or sexual harassment that occurred in an adult institution involving an offender (See DOC policy 1.3.E.5 [Compliance with PREA Standards](#)).
- F. **Parole Services** – Parole Service staff who become aware of alleged abuse or neglect will complete a Abuse and Neglect Report (See [Attachment 4](#)) and report the alleged abuse or neglect directly to law enforcement or the DSS office where the incident occurred and follow up in writing to Director of Parole Services.
1. If staff is unable to contact DSS there is information indicating the person is in imminent danger of being abused or neglected, the Director of Parole Services or his/her designee will immediately report the alleged abuse or neglect to local law enforcement in the jurisdiction where the person in imminent danger resides.
 2. For the purpose of this policy, if the report of abuse or neglect is made by a victim who is now an adult offender currently on parole supervision, no report is required.
- G. **DOC Administration** - Staff assigned to the DOC Administration office who become aware of alleged abuse or neglect will complete a Abuse and Neglect Report and report the alleged abuse or neglect to local law enforcement or the DSS office where the incident occurred.
- H. **Out of State Reports** - For reports of abuse or neglect that occurred outside of South Dakota, the appropriate social services, child protection or law enforcement agency for the state in which the alleged abuse or neglect took place will be contacted.

2. Content of Abuse and Neglect Report:

- A. The Abuse and Neglect Report (See [Attachment 4](#) and [Attachment 2](#)) forwarded to law enforcement, DSS, Tribe (when applicable) and JCM (when applicable) will include as much information and details about the alleged abuse and neglect as possible.
- B. Any staff member receiving a information of suspected abuse or neglect will keep the information and contents of the report confidential and limited to those who must know. Staff may not disclose any such file, record, information or photos to unauthorized parties (See SDCL § [26-8A-13](#)).

3. Reporting Documentation:

- A. A copy of the Abuse and Neglect Report forwarded to law enforcement, DSS, Tribe (if applicable) and the JCM (if applicable), and other pertinent information (verification of report received from DSS, Incident Reports, photographs, medical records, etc.) related to the incident will be retained by the reporting unit.
 - 1. Reports involving juvenile offenders at STAR Academy will be maintained by the Superintendent or his/her designee.
 - 2. Reports involving juvenile offenders under the jurisdiction of juvenile community corrections will be maintained by the Director of Juvenile Community Corrections or his/her designee.
 - 3. Reports involving juvenile offenders in DOC Foster Care will be maintained by the Director of Juvenile Services or his/her designee.
 - 4. Reports submitted by parole services staff will be maintained by the Director of Parole Services or his/her designee.
 - 5. Reports submitted by adult DOC institutional staff will be maintained by the Warden or his/her designee.

4. Responsibilities of Staff:

- A. Staff members will cooperate fully with any investigation into an alleged abuse or neglect case.
- B. A staff member who becomes aware of an incident of an abuse or neglect outside the scope of his/her employment will report the incident directly to DSS, law enforcement or the local state's attorney (See SDCL § 26-8A-8).
- C. Any staff member who knows or has reason to suspect a child or elderly/disabled adult has been abused or neglected may report that information to DSS, law enforcement or the local state's attorney regardless of whether that person is a mandatory reporter (See SDCL § 22-46-11)
- D. Any staff member participating in good faith in the making of a report or the submitting of records or photographs of abuse or neglect pursuant to SDCL §§ 26-8A-3 to 26-8A-8 is immune from any liability, civil or criminal that might otherwise be incurred or imposed (See SDCL §§ 26-8A-8 and 22-46-8).
- E. Any staff member who is required by law to report suspected abuse or neglect who intentionally fails to make the required report is guilty of a Class 1 misdemeanor (SDCL § 16-8A-3) and may be subject to disciplinary action, including and up to termination of employment (See SDCL §§ 22-46-9 and 26-8A-3).

5. Acknowledgment of Review:

- A. Each staff member will review this policy at least annually and sign the [Receipt and Acknowledgement – DOC Policies](#) form, in accordance with DOC Policy 1.1.D.1 [Staff Training Requirements](#), acknowledging they are fully aware of, have reviewed, understand and agree to abide by this policy.

V Related Directives:

SDCL §§ 26-8A-8, 26-8A-13, 26-11A-24 (1) or (5) and Chapters § 22-42 and 34-20B.

ARSD 55:05:02:02

DOC policy 1.1.A.3 -- [Reporting Information to DOC Administration](#)

DOC policy 1.1.D.1 – [Staff Training Requirements](#)

DOC policy 1.3.E.5 -- [Compliance with PREA Standards](#)

VI Revision Log:

March 2002: Clarified child abuse throughout policy. Added section on Acknowledgement of Review.

December 2003: Divided policy into four subsections. Rearranged the order of Safety Sensitive Positions and added Youth Treatment Director, Wellness Instructor and Teacher to the definition.

January 2005: Changed the policy name. Revised the policy statement. Deleted the definition of Safety Sensitive Positions due to the change in ARSD 55:05:02:02. Added definitions for Abused or Neglected Child and Staff Member. Updated the references throughout the policy of who has to report abuse and neglect. Changed section titles to reflect the revised policy name. Deleted specific duties for individuals under contract who perform duties in the presence of juveniles.

January 2006: Revised the procedures for parole agents to report an abused or neglected child. Changed CEO to the specific facility/agency supervisor as applicable. Added specific instructions on reporting an abused or neglected child in the Deadwood, Sturgis, Belle Fourche, Hot Springs and Custer areas. Revised the definition of Abused or Neglected Child.

December 2006: Added an option for parole staff to report abuse or neglect to law enforcement. Added a reference to SDCL § 26-8A-8. Revised the policy statement and the definition of staff member. Clarified that this policy must be reviewed at least annually by staff members.

December 2007: Added a reference to DOC policy 1.4.B.12. Noted that offender self-disclosure on a PREA assessment is not reportable unless the offender is currently a minor.

May 2008: Revised policy format in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. Added definition of abused or neglected child in accordance with SDCL § 26-11A-24. Revised subsection (B of Who/When to Report an Abused Neglected Child) to read as "STAR Academy" vs. "DOC program" and removed "where the program is located" since this section specifically speaks of STAR Academy. Deleted Deadwood, Sturgis, Belle Fourche and Hot Springs and the local phone # of 347-2559 if reporting a local incident of an abused or neglected child in the Sturgis area. Revised section of reporting an abused or neglected child in the Custer area after hours to include contacting local law enforcement to access the on-call DSS designee. Added a Note that if DSS finds evidence of abuse or neglect, DSS will notify the State's Attorney and/or local law enforcement. Deleted "If the alleged abuse is reported to have happened within a juvenile correctional program," and rephrased sentence to include "the alleged abuse or neglect" within the STAR Academy section. Added section C, D and F on the protocols of reporting abuse or neglect for Juvenile Community Corrections, DOC Foster Homes and DOC Administration. Replaced "local" with "where the incident occurred" throughout policy as appropriate. Changed "notify" to "follow up in writing to the" in subsection (E of Who/When to Report an Abused or Neglected Child section) as it relates to Parole Agents protocols for reporting. Changed "by notifying the Secretary of DOC" to "in writing to their immediate supervisor" in subsection (F of Who/When to Report an Abused or Neglected Child section) as it pertains to DOC Administration protocols for reporting. Added "For the purpose of this policy" and "or the alleged abuse and neglect is reported to have occurred at STAR Academy, a DOC foster home or a DSS licensed facility, in which case refer to reporting procedures of suspected abuse and neglect for STAR Academy or a DOC Foster Home." within subsection G as it pertains to PREA. Added sections H pertaining to making a report to DSS regardless if the victim claims the report was previously made to DSS. Added section I as it

pertains to a report made by an adult regarding when she/he was a victim that no report is required, unless there is potential for on-going abuse or neglect of a child. **Added** "Reporting Documentation" section. **Added** SDCL 26-11A-24 (1) or (5) to the Definitions section and Related Directives section. **Revised** formatting, numbering and letting of contents throughout policy. **January 2009:** **Revised** definition of Staff Person. **Revised** entire Reporting an Abused or Neglected Child within the Scope of Employment section into ss (A – H) to clarify procedures to report A/N. **Revised** Content of the Written Report section. **Added** law enforcement to ss (A), **added** ss (A1 – A6), **added** additional information to be maintained as indicated above in ss (B1), **clarified** DOC youth within ss (B2), **deleted** JCM outcome in ss (C) of Reporting Documentation. **Revised** wording and **added** statute in ss (B of Other Responsibilities of DOC Staff). **Replaced** minor with child throughout policy. **Revised** other grammar and wording throughout policy.

Added flowcharts.

November 2009: **Added** new ss (A, A1-A3, A3a-A3f, Note and A4), **revised** language of reporting procedures within ss (E), **added** new ss (E1 and Note), **added** law enforcement to ss (E2) and **revised** sequence of following letters all within Reporting an Abused or Neglected Child within the Scope of Employment. **Revised** title of DOC policy 1.4.B.12 and **added** reference to DOC policy 1.4.B.15. **Deleted** double reference to SDCL 26-11A-24 from section V. **Added** reference to attachments and **added** hyperlinks. **Deleted** reference of JCM in Attachment 3. **Revised** language in Attachment 6 to reflect that stated in policy. **Revised** language regarding reports of abuse or neglect that occurred out of state, but reported to a DOC staff and **deleted** reference that DSS will notify state's attorney or law enforcement if evidence is found within Attachment 9. **Revised** numbering of Attachments.

November 2010: **Revised** formatting of Section I. **Deleted** "when applicable" and "or" regarding a copy of the written report being submitted to the JCM within (Attachment 2).

April 2014: Numerous changes to the policy and accompanying attachments.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

07/01/2014

Date

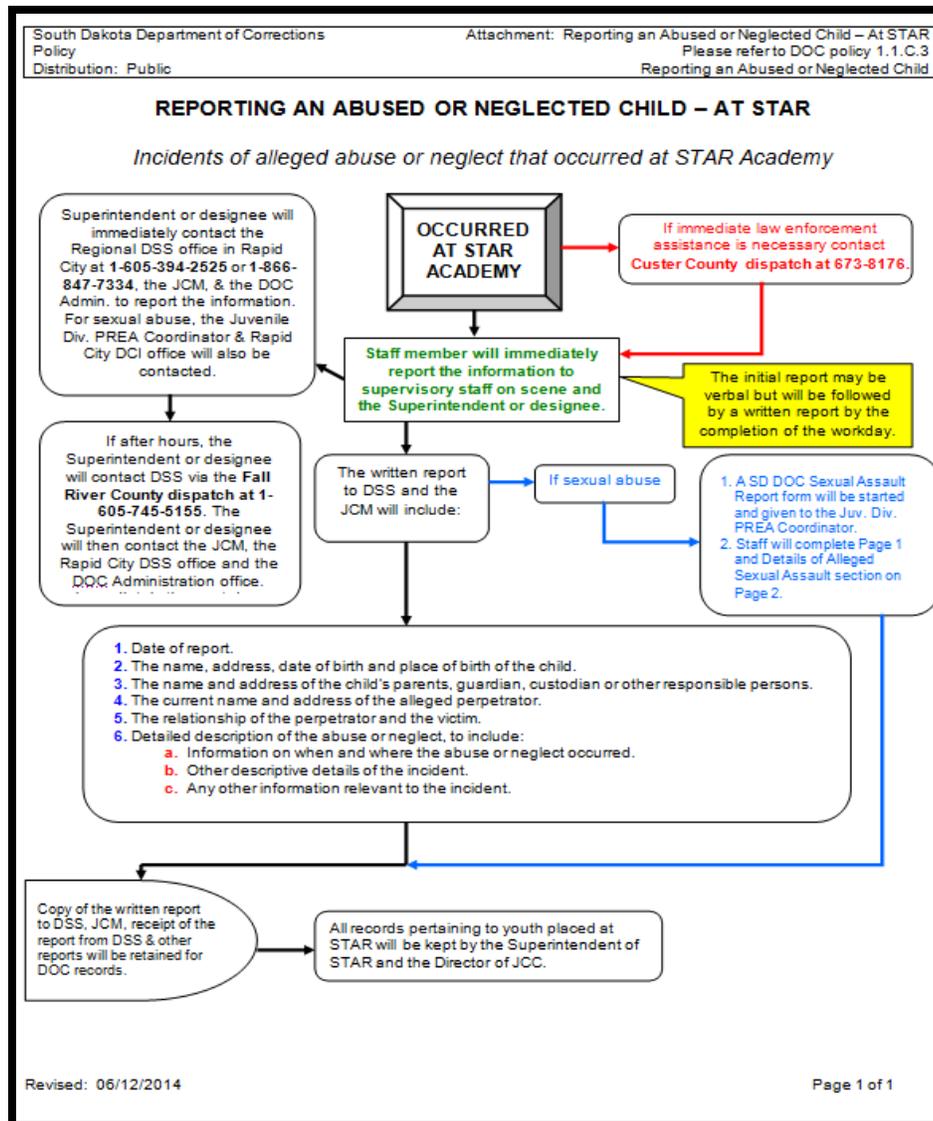
Attachment 1: Reporting an Abused or Neglected Child – At STAR

The **Reporting an Abused or Neglected Child – At STAR** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Reporting an Abused or Neglected Child – At STAR** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Reporting an Abused or Neglected Child – At STAR**.

The gray areas indicate the information that is to be entered.



Attachment 2: STAR Abuse and Neglect Report

The **STAR Abuse and Neglect Report** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **STAR Abuse and Neglect Report** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **STAR Abuse and Neglect Report**.

The gray areas indicate the information that is to be entered.

	DEPARTMENT OF CORRECTIONS Juvenile Division State Treatment and Rehabilitation Academy	
	WEST CAMPUS 12279 Brady Drive Custer, SD 57730-9647 Phone: (605) 673-2521 Fax: (605) 673-5489	EAST CAMPUS 25292 Badger Clark Rd Custer, SD 57730-9647 Phone: (605) 255-4835 Fax: (605) 255-4838
Date: <input type="text"/>		
Rapid City Child Protection Service Office Email to DSSRCintake@state.sd.us Phone: 1-605-394-2525 Fax: 1-605-394-6771		
Re: Enclosed Report		
Enclosed you will find information regarding an allegation of abuse or neglect that was reported to me at STAR Academy. Youth Name is currently in placement at this facility in <u>Please select your program</u> .		
I have forwarded copies of this document to supervisory staff at STAR Academy as well as to the Juvenile Corrections Agent who is working with this client.		
I request a written acknowledgement of the receipt of the report and a response stating whether or not the report will be investigated per SDCL 26-8A-8.		
Please let me know if there is any way I can be of service in this matter.		
Sincerely,		
Your Name, Title STAR Academy Select appropriate campus address Custer, SD 57730-9647 1-605-Select appropriate campus phone number ext. <input type="text"/>		
cc: <input type="text"/> Attach: Report		
Name, JCA Please select your program, Name Program Lead Youth Worker Please select your program, Name Program Treatment Supervisor Name, Program Manager Jeff Haiar, Superintendent Loren Mohr, Assistant Superintendent Lori McClure, DCBH Service Coordinator, Clinical Supervisor Amanda O'Connor, Administrations Secretary		
File		
Revised March 2014		

STAR Academy Alleged Abuse Reporting Form				
Date: <input type="text"/>				
Name: <input type="text"/>				
DOB: <input type="text"/>	Age: <input type="text"/>	Sex: <input type="text"/>	SS#: <input type="text"/>	JCA: <input type="text"/>
Youth Place of Birth: <input type="text"/>				
Number in Household: <input type="text"/>				
Living Arrangement: <input type="text"/>				
Parent, Guardian, and/or Custodian's Names and address: <input type="text"/>				
Type of Abuse: <input type="checkbox"/> Physical <input type="checkbox"/> Sexual <input type="checkbox"/> Other (Explain) <input type="text"/>				
Name(s) of Alleged Perpetrator, relationship, and address (if known): <input type="text"/>				
Approximate Date of Incident(s): <input type="text"/>				
Location of Incident(s): <input type="text"/>				
Brief Description of Incident(s): <input type="text"/>				
Person Reporting: <input type="text"/>				
Revised March 2014				

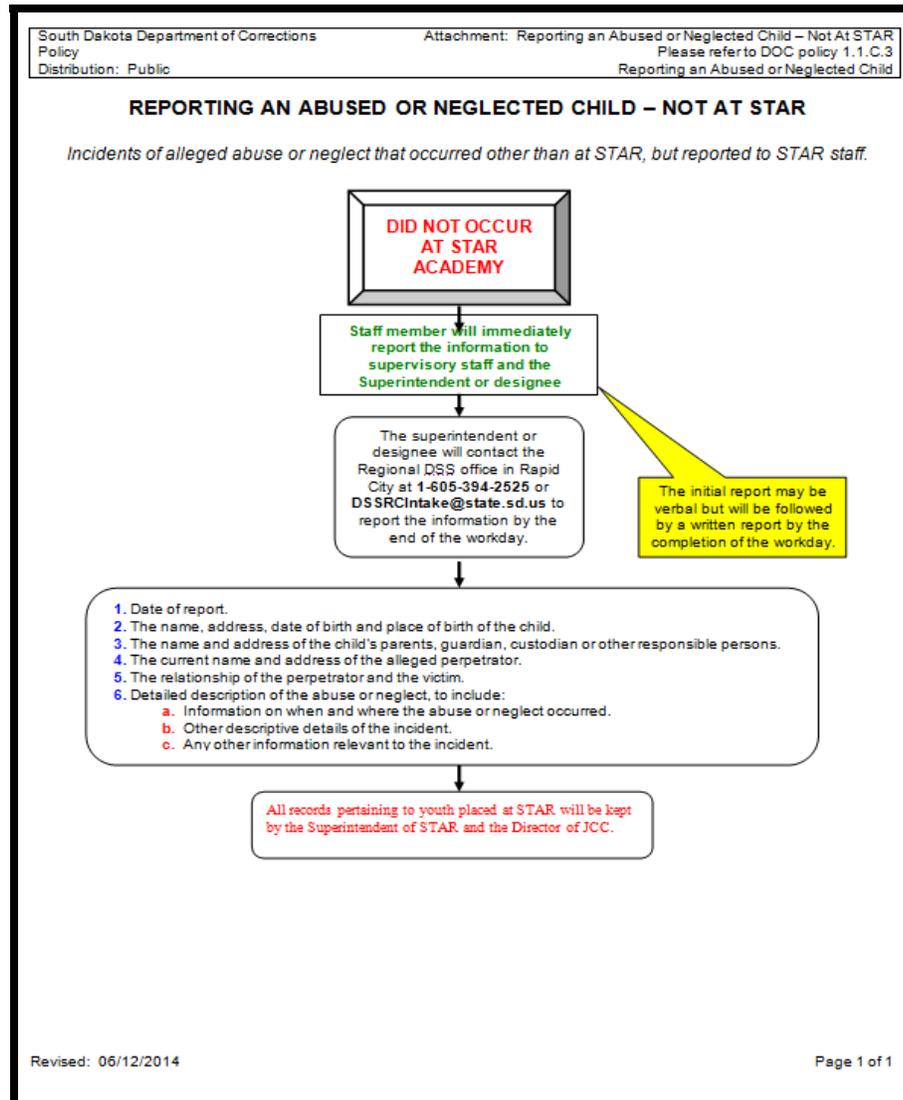
Attachment 3: Reporting an Abused or Neglected Child – Not At STAR

The *Reporting an Abused or Neglected Child – Not At STAR* form is located on the state’s WAN.

A copy may be printed using *Microsoft Word* as follows:

1. Click [here](#) to access the *Reporting an Abused or Neglected Child – Not At STAR* by:
 - a. Placing mouse on the word “here” above
 - b. Press and hold the “Ctrl” key on the keyboard
 - c. Click the left button of mouse.
2. Or Select *File/New* from the Menu Bar / Select the *DOC* tab / Select *Reporting an Abused or Neglected Child – Not At STAR*.

The gray areas indicate the information that is to be entered.



Attachment 4: Abuse and Neglect Report

The **Abuse and Neglect Report** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Abuse and Neglect Report** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Abuse and Neglect Report**.

 <p>DEPARTMENT OF CORRECTIONS</p> <h3>Abuse and Neglect Report</h3> <p>Date Reported to Social Services, Tribe or local law enforcement: Time Reported: Reported to (Staff Person's Name and/or Agency): Method of Report (email, telephone, fax, other): Today's Date: Time: Name of Individual Abused or Neglected: Address: DOB: School (if known & applicable): Name of Child's Parent(s) or Guardian(s): Address: Telephone: Name of Alleged Perpetrator: Address: Relationship to Victim:</p>	<p>Page 2</p> <p>Where and when abuse/neglect occurred and any other descriptive details of the suspected or proven incident.</p> <p>Name of Person Preparing the Report:</p> <p>Position:</p> <p>Email Address:</p> <p>Work Telephone:</p> <p>Date:</p> <p>Signature:</p>
--	--