Dear \_\_\_\_\_\_\_\_\_\_\_\_:

California law requires certain people to report known or suspected child abuse or neglect. (A child is defined as anyone under the age of 18 years.) You have been identified as a person who may be a **Mandated Reporter** for child abuse or neglect occurring on the University’s premises or at official University activities or programs.

The [California Child Abuse and Neglect Reporting Act](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3) (CANRA), codified at California Penal Code §§ 11164-11174.3, requires that employers of Mandated Reporters promote identification and reporting of child abuse or neglect. It is the [policy of the University of California](http://policy.ucop.edu/doc/4000603/CANRA) to comply with its obligations under CANRA; to require that all University employees and administrators who are Mandated Reporters make required reports to child protection or law enforcement agencies; and to encourage all members of the University community who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a University facility or perpetrated by University personnel to promptly report the concern to appropriate external and University officials.

Effective January 1, 2013, employees (including faculty members and other academic personnel) and administrators whose duties bring them into contact with children on a regular basis, or who supervise others with such duties, are Mandated Reporters. Although faculty members are not typically “teachers” under CANRA (even when students under the age of 18 enroll in their classes), some may be Mandated Reporters under other provisions of CANRA. This includes:

* Faculty members and other academic personnel who have responsibility for instruction at the preschool, elementary, or high school level, for example those who teach high school seminars or who serve as mentors or supervisors in on-campus high school internship programs.
* Individuals whose University duties require direct contact and supervision of children. This may include faculty members who hire children under age 18 to assist with scholarship, research, or other academic activities as volunteers or interns.

All University employees who are Mandated Reporters are required to sign a statement acknowledging that they understand and will comply with CANRA. Failure to sign an acknowledgement form required by California law may result in revocation of an offer of employment. In the case of current employees who are required to sign but who have not previously signed, failure to sign when requested may result in a prohibition on contact with minors. This in turn may result in an inability to perform required job functions.

The attached document contains:

1. Statement acknowledging the requirement to report child abuse (*sign and return*)
2. A summary of Mandated Reporter categories
3. Copies of relevant provisions of CANRA
4. A summary of UCSC information for making a report
5. The FAQ section from [UC policy on CANRA](http://policy.ucop.edu/doc/4000603/CANRA)

Please review the provided documentation, sign the acknowledgement statement, and return the signed statement to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) keeping a copy of the statement for your reference.