



# DEPARTMENT NOTICE

24-055

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## **Mandated Reporters**

(Update to DN 21-093)

Under California law, a mandated reporter is a person who, because of their profession, is legally required to report any suspicion or actual knowledge of the following:

- Child abuse or neglect. (Pen. Code § 11166(a).)
- Elder and dependent adult abuse or neglect (physical and or financial). (Welf. & Inst. Code § 15630(b)(1).)
- Physical abuse, including domestic violence, observed by a healthcare practitioner. (Pen. Code § 11160(a).)

Mandated reporters include but are not limited to:

- Social Workers, Marriage, and Family Counselors
- Childcare Custodians
- Elder or Dependent Adult Custodians
- Teachers
- Clergy
- Employee of a protective service
- Law Enforcement personnel
- Commercial film and photographic print processors

All licensed healthcare professionals, including but not limited to:

- Physicians
- Nurses
- Mental Health Professions
- EMTs, paramedics, medical examiners
- All employees in a long-term health facility

The identity of all reporters shall remain confidential and disclosed only among agencies receiving or investigating mandated reports. Violation of statutory confidentiality is a misdemeanor. Mandated reporters are required to give their names and are provided unqualified immunity from civil liability. Persons who have knowledge of abuse or neglect and who are not mandated reporters may make a report and may remain anonymous.

A mandated reporter who, within the reporter's professional capacity or within the scope of employment, fails to report an incident of known or reasonably suspected abuse or neglect is guilty of a misdemeanor. (Pen. Code § 11166(c) [child abuse]; Welf. & Inst. Code § 15630(h) [elder abuse].)

When taking a report from a mandated reporter **DO NOT** list their private information (i.e.: home address, personal phone, date of birth or personal email). **A valid work ID is sufficient identification.**

**The victim does not have to be present for the report to be made.**

PSAs shall refer to DN 23-102 Report Writing for Community Police Service Aides and request a sworn member to take the report.

Reference:

DN 23-102 Report Writing Responsibilities: Supervisors, Officers & Police Service Aides



WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn Members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org), who will provide additional information.*