CSUSM | OFFICE OF HUMAN RESOURCES

VOLUNTEER APPOINTMENT FORM

INSTRUCTIONS: CSU Volunteers are required to sign and date the Volunteer Appointment Form prior to beginning an assignment. Departments should review the CSU Volunteer Policy (HR 2015-10) for guidance. NOTE: This form is not intended for faculty appointments nor CSU students receiving academic credit.

SECTION I: APPOINTMENT INFORMATION

Requested By:

Action:	Start Date:	End Date:	Hours Per Week:	Weekends:
Department:	Supervisor/Lead Worker:	Appropriate Administrator (MPP):		
Assignment and Summary of Duties:				

Check All That Apply

- ☐ Volunteer will work with minors under the age of 18*
- ☐ Volunteer will have access to sensitive/personal information*
- ☐ Volunteer will drive a University or privately owned vehicle for University business (Contact Safety, Health & Sustainability for Defensive Driving)
- ☐ Volunteer appointment requires specific license/certificate
- ☐ Volunteer is a current CSUSM student, staff or faculty member

**Requires background check or Livescan prior to beginning appointment*

SECTION II: VOLUNTEER INFORMATION

Last Name:	First Name:	Mobile Phone Number:	Email Address:	
Home Address:	City:	State:	Zip Code:	
Emergency Contact Name:	Emergency Contact Phone Number:	Relationship to Volunteer:		
Are you under 18 years of age?	** Parental Consent Required			

This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed within this form and that services rendered by me will be at the direction of the supervisor named herein. I acknowledge that I have read the Volunteer Guidelines and understand that I will not be compensated for these services and that I serve at the pleasure of my supervisor. In addition, this confirms that I have received notification of my benefits, rights, and responsibilities under Worker's Compensation.

_____

Volunteer Signature Date

SECTION III: APPROVAL

Faculty Affairs Confirmation:	Signature:	Date:
Supervisor/Lead Worker:	Signature:	Date:
Appropriate Administrator (MPP):	Signature:	Date:
Human Resources:	Signature:	Date:
Background Check/Livescan:	POI Number:	
Comments:		

STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE AND NEGLECT [*USE FOR LIMITED REPORTERS ONLY*]

INSTRUCTIONS FOR HUMAN RESOURCES: Provide this form, as well as Attachments A and B of Executive Order 1083, to employees who are identified as Limited Reporters*. Retain the completed form in the employee's official personnel file.

*Exception: Non-Management Personnel Plan employees hired prior to January 1, 1985

California law requires certain people, known as "Mandated Reporters," to report known or suspected child abuse or neglect. You have been identified as a certain type of Mandated Reporter: a Limited Reporter under Penal Code § 11165.7(a)(41). As a Mandated Reporter, you are required by the law to sign this statement acknowledging your legal reporting obligations.

A copy of the relevant provisions of the law explaining the definition of "Mandated Reporter" (Penal Code § 11165.7), the reporting obligations (Penal Code § 11166), penalty for failure to report abuse or impeding report (Penal Code § 11166.01), the contents of the reports, and the confidentiality of the Mandated Reporter's identity (Penal Code § 11167) is attached.

Online training is available to you at the Learning Management System (under keyword search "Mandated Reporter").

While it is not required, we strongly encourage you to take the training.

WHEN REPORTING ABUSE IS REQUIRED

As a Limited Reporter, whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect ***on CSU premises or at an official activity of, or program conducted by, the CSU,*** you must report the suspected incident (Penal Code §§ 11166(a) and 11165.7(a)(41)).

PROCEDURE FOR REPORTING

To make a report, you **must** do the following:

- ***Immediately, or as soon as practically possible*****,** contact by phone one of the following: police or sheriff's department (including campus police but not including a school district police or security department); a county probation department (if designated by the county to receive mandated reports); or the county welfare department (Child Protective Services or CPS).

- ***Within 36 hours of receiving the information concerning the incident:*** complete Form SS 8572 (included as Attachment E; Form SS 8572 and instructions for completing the form are also available at the State of California Department of Justice website); and send, fax or electronically transmit it to the agency that was contacted by phone (Penal Code § 11166(a)).

Names and contact information for agencies that can accept reports are available online at the following hyperlinks:

- California State University Police Departments (by campus)
- Child Protective Services (by county)
- Sheriffs' Departments (by county)

Note: Reporting to a supervisor, a coworker, or other person is not a substitute for making a mandated report to one of the agencies listed above.

ABUSE AND NEGLECT THAT MUST BE REPORTED

Physical abuse, meaning physical injury other than by accidental means inflicted on a child (Penal Code § 11165.6).

Sexual assault, including sex acts with a child, intentional masturbation in the presence of a child, child molestation, and lewd or lascivious acts with a child under 14 years of age or with a child under 16 years of age if the other person is at least ten years older than the child (Penal Code § 11165.1(a)(b)).

Sexual exploitation, including acts relating to child pornography, child prostitution, or performances involving obscene sexual conduct by a child (Penal Code § 11165.1(c)).

Statutory rape involving sexual intercourse between a child under 16 years of age and a person 21 years of age or older, which is also a form of "sexual assault" (Penal Code § 11165.1(a)).

Neglect, meaning the negligent treatment or maltreatment of a child by a parent, guardian or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare (Penal Code § 11165.2).

Willful harming or injuring or endangering a child, meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered (Penal Code § 11165.3).

Unlawful corporal punishment, meaning a situation in which any person willfully inflicts upon a child cruel or inhuman corporal punishment or a physical injury (Penal Code § 11165.4).

WHAT IS NOT CHILD ABUSE OR NEGLECT?

The law does **not** consider the following child abuse or neglect for reporting purposes:

- Injuries caused by two children fighting during a mutual altercation (Penal Code § 11165.6)
- Voluntary sex acts, if there are no indicators of abuse, unless that conduct is between a person who is 21 years of age or older and a minor who is under 16 years of age (Penal Code § 11165.1(a))
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment (Penal Code § 11165.6)
- Reasonable and necessary force used by public school officials to quell a disturbance threatening physical injury to person or damage to property, for self-defense, or to obtain possession of weapons or other dangerous objects under a child's control (Penal Code § 11165.4)
- Corporal punishment, unless it is cruel or inhumane or willfully inflicts a physical injury (Penal Code § 11165.4)

- Not receiving medical treatment for religious reasons (Penal Code § 11165.2(b))
- Acts performed for a valid medical purpose (Penal Code § 11165.1(b)(3))
- An informed and appropriate medical decision made by a parent or parent, guardian or caretaker after consultation with a physician who has examined the child (Penal Code § 11165.2(b))

IMMUNITY AND CONFIDENTIALITY OF REPORTER

Mandated Reporters cannot be held civilly or criminally liable for their reports. Instead, they enjoy immunity from prosecution for their reporting of suspected child abuse (Penal Code § 11172(a)). Both the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies (Penal Code § 11167(d)).

PENALTY FOR FAILURE TO REPORT ABUSE OR IMPEDING REPORT

A Mandated Reporter who fails to make a required report of abuse, or any administrator or supervisor who impedes or inhibits a report, is guilty of a misdemeanor punishable by up to six months in jail, a fine of $1,000, or both (Penal Code Section 11166(c) and Section 11166.01(a)). Where the abuse results in death or great bodily injury, the Mandated Reporter who fails to make a required report or administrator or supervisor who impeded or inhibited the report is subject to punishment of up to one year in jail, a fine of $5,000, or both (Penal Code Section 11166.01(b)).

ACKNOWLEDGMENT

I acknowledge being provided with copies of Penal Code Sections 11165.7, 11166, 11166.01, and 11167. I acknowledge and understand my responsibility and legal obligation to report known or suspected child abuse or neglect in compliance with Penal Code Section 11166.

Employee's Name: _____ Dept.: _____

Signature: _____ Date: _____

STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE AND NEGLECT [*USE FOR GENERAL REPORTERS ONLY*]

INSTRUCTIONS FOR HUMAN RESOURCES: Provide this form, as well as Attachments A and B of Executive Order 1083, to employees who are identified as General Reporters*. Retain the completed form in the employee's official personnel file.

*Exception: Non-Management Personnel Plan employees hired prior to January 1, 1985

California law requires certain people, known as "Mandated Reporters," to report known or suspected child abuse or neglect. You have been identified as a Mandated Reporter (General Reporter). As a General Reporter, you are required by the law to sign this statement acknowledging your legal reporting obligations.

A copy of the relevant provisions of the law explaining the definition of "Mandated Reporter" (Penal Code § 11165.7), the reporting obligations (Penal Code § 11166), penalty for failure to report abuse or impeding report (Penal Code § 11166.01), the contents of the reports, and the confidentiality of the Mandated Reporter's identity (Penal Code § 11167) is attached.

Online training is available to you at the Learning Management System (under keyword search "Mandated Reporter").

If you have not been assigned to complete this training, we strongly encourage you to take the training.

WHEN REPORTING ABUSE IS REQUIRED

As a Mandated Reporter (General Reporter), whenever in your professional capacity or within the scope of your employment you have knowledge of or observe a person under the age of 18 years whom you know or reasonably suspect has been the victim of child abuse or neglect, you must report the suspected incident, ***no matter where it occurred*** (Penal Code §§ 11166(a)).

PROCEDURE FOR REPORTING

To make a report, you **must** do the following:

- ***Immediately, or as soon as practically possible*****,** contact by phone one of the following: police or sheriff's department (including campus police but not including a school district police or security department); a county probation department (if designated by the county to receive mandated reports); or the county welfare department (Child Protective Services or CPS).

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