

MANDATED REPORTER FAQs

What is a Mandated Reporter?

A Mandated Reporter is an individual who is required by California law to report known or suspected child abuse or neglect to the appropriate law enforcement or social services agency.

Does this apply to me?

Yes, all Pepperdine faculty and staff are considered mandated reporters due to the regular presence of minors on University premises or in connection with University events. That is why all University employees are required to understand the importance of timely reports of child abuse and/or neglect.

How is a "minor" defined?

Anyone under the age of 18 is a "minor" for these purposes. We regularly have minors present among us: Seaver College enrolls minor students every year, minors participate in camps on the Malibu campus, minors are served at some of the Graduate Schools' clinics, and so on.

Who decides whether I am a Mandated Reporter?

The State of California lists categories of persons designated as Mandated Reporters (the full list resides at California Penal Code Section 11165.7). While not all faculty and staff fit directly into the categories enumerated under California law, Pepperdine University has decided to designate all faculty and staff as mandated reporters as part of the University's ethical obligations in this area..

What am I supposed to do?

- (1) Read the Mandated Reporter Acknowledgment form, sign it, and return it to Human Resources by inter-campus mail, or by scanning and emailing it to HumanResources@pepperdine.edu.
- (2) Report any incidents to Pepperdine's Department of Public Safety (DPS) at (310) 506-4442. DPS can answer any questions you may have regarding your reporting obligations, as well as assist you in filing a report.

A Mandated Reporter's fundamental obligation is to report child abuse or neglect to the appropriate law enforcement or social services agency. An initial report by telephone must be made immediately or as soon as is practicable, and the Mandated Reporter must also prepare and mail, fax, or electronically submit a follow-up report within 36 hours of making the verbal report. Typically, reports should be directed to the Los Angeles Department of Children and Family Services at (800) 540-4000. DPS will help you accomplish these steps and answer questions you may have about the process.