

MANDATORY REPORTING OF SUSPECTED ABUSE OR NEGLECT OF A CURRENT MINOR IN THREE STEPS

The mandated reporter shall make a report to the agency immediately or as soon as possible as follows:

STEP ONE: Make the Mandated Report by Phone to the Appropriate Agency [or online if in LA and non-urgent (*see* Step Two below)].

Urgent Report By Telephone

Los Angeles County: call the Child Abuse Reporting Hotline at (800)-540-4000

Santa Barbara County: call the Child Abuse Reporting Hotline at (800)-367-0166

Ventura County: call the Child Abuse Reporting Hotline at (805)-654-3200

If possible before you call, it is helpful to print and complete the California Suspected Child Abuse Report Form BCIA 8572, (sometimes referred to as the “SCAR Form”), which can be found at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf. You will have to provide the information on this form when you call the Hotline, so it is helpful to have it organized on the form before you make the call (but not required). Once you have provided the information by phone, the Hotline operator will give you a referral number that you will include on the SCAR Form and report as provided in step two below. Sometimes the Hotline operator will decline to take a report by phone, primarily because it is deemed not to be a mandated report. If the Hotline operator declines to take your report or provide you with a referral number, then ask to speak to a supervisor. If the supervisor also declines to take your report, then complete the SCAR Form without a referral number and mail it to the appropriate agency as explained in Step Two below.

STEP TWO: Make Written Report

Within 36 hours of making a phone report to the Reporting Hotline, the mandated reporter should submit to the appropriate agency in their County a completed California Suspected Child Abuse Report Form BCIA 8572, which, as described above in Step One, can be found at https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf. This completed SCAR Form should include the referral number provided by the Hotline operator (unless the operator declined to provide one). **Mandated reporters should keep a legible copy of the completed SCAR Form for their records.**

Los Angeles County:

SCAR reports may be submitted to Los Angeles County online (preferred) or by mail.

Report Online: **Print the report before you click the “Submit” button** Online Reporting of SCAR Form after phone call can be made at

<https://reportChildAbuseLA.org>. Non-urgent reports may also be made online without a phone call.

OR

Report by Mail: **Keep a copy of the form!** After phone call, mail SCAR Form to:



Department of Children and Family Services
425 Shatto Place, Los Angeles, CA 90020
Attention: Contains SCAR

For more information on reporting in Los Angeles County see:
https://dcfs.lacounty.gov/contact/report-child-abuse/#Mandated_Reporting

Santa Barbara County:

Report by Mail: **Keep a copy of the form!** After phone call, mail SCAR Form to:
Santa Barbara Main Office
234 Camino Del Remedio
Santa Barbara, CA 93110
Attention: Contains SCAR

For more information on reporting in Santa Barbara County see:
<https://www.countyofsb.org/dss/contact-us.sbc#abuse>

Ventura County:

SCAR reports may be submitted to Ventura County by email (preferred) or by mail.

Email Report: After phone call, email SCAR Form to HSA-CFS-SCAR@ventura.org

OR

Report by Mail: **Keep a copy of the form!** After phone call, mail SCAR Form to:
Human Services Agency
855 Partridge Drive, Ventura, CA 93003
Attention: Contains SCAR

For more information on reporting in Ventura County see:
<https://www.ventura.org/human-services-agency/child-protective-services/>

Need Assistance? Call Victims Assistance Ministry (213)637-7650 or the Office of Legal Counsel (213) 637-7511

STEP THREE: Report to the ACC

The mandated reporter should also send a copy of the SCAR Form to the Archdiocesan Office of Legal Counsel or the Victims Assistance Ministry at the Archdiocesan Catholic Center. As applicable, the Office of Legal Counsel or the Victims Assistance Ministry will consult and advise the Vicar for Clergy, the Clergy Misconduct Oversight Board, the Vicar for Women Religious, the Department of Catholic Schools, the Office of Human Resources, or other Archdiocesan departments if the abuse report involves someone who works for the church.

NOTE: All allegations of past child sexual abuse that are not mandated to be reported to law enforcement because the individual is over the age of 18 at the time of the report should be forwarded to the Archdiocese Office of Legal Counsel. Claimants should be informed of their right to make a report to law enforcement and that the Archdiocese may provide the allegations to law enforcement.

