



**Manatee County Public Schools  
Documentation of Mandated Hotline Report Form  
1-800-962-2873  
(Instructions on back)**

**Chapter 39, Florida Statutes, mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.**

- All Manatee County School Board personnel are considered to be **mandated reporters** pursuant to Florida Statutes.
- Any Manatee County School Board employee, who, as a direct result of his/her employment, files a report with the CPS Hotline, should report that CPS Hotline call to his/her respective administrator using this form as proof of compliance with section 39.201, Florida Statutes.
- Any report to the CPS Hotline made by a mandated reporter outside of normal work hours should be reported to the reporter's administrator by completing this form on the next workday.
- The Mandated Reporter is not waiving confidentiality provided pursuant to Section 39.202, Florida Statutes; in completing this form as documentation that a mandated report has been made.

<b>1a. ID NUMBER OF MANDATED REPORTER:</b>	<b>1b. SCHOOL/DEPARTMENT:</b>
<b>2. NATURE OF REPORT:</b>  _____	
<input type="checkbox"/> Student/Student <input type="checkbox"/> Student/Adult <input type="checkbox"/> Student/Employee *(See box 8 below.)	
<b>3. ID NUMBER OF VICTIM(S) (OPTIONAL)</b>	<b>4. DESCRIPTION OF INCIDENT (OPTIONAL)</b>
<b>5. DATE OF CALL TO HOTLINE:</b>	<b>6. TIME OF CALL TO HOTLINE:</b>
<b>7. ABUSE HOTLINE COUNSELOR</b> NAME: _____ ID NUMBER: _____  REPORT: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> NOT ACCEPTED  Date _____	
<b>8. When the allegation of abuse involves an employee of the Manatee County School Board, in addition to notifying CPS, the administrator/principal is also required to notify their Executive Director and the Office of Professional Standards.</b>	
REFERRED TO LAW ENFORCEMENT AGENCY: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sheriff's Office <input type="checkbox"/> Palmetto Police Department <input type="checkbox"/> Bradenton Police Department <input type="checkbox"/> SRO  <input type="checkbox"/> Other: _____ Case Number: _____	
<b>9. NAME OF ADMINISTRATOR/PRINCIPAL (that received report)</b>	<b>10. DATE/TIME REPORTED TO ADMINISTRATOR/PRINCIPAL</b>
<b>11. Signature of Administrator</b> _____ <b>Date</b> _____	

**Report needs to be submitted by end of day to Principal**

MIS 41-01070

Approved: 3/2020  
Expires: 3/2025

## CHILD ABUSE, NEGLECT OR ABANDONMENT

The Florida Abuse Hotline will accept a report on a child when:

There is reasonable cause to suspect that a child (an unmarried person who is born, under the age of 18 and who has not been emancipated by order of the court);

- Is a Florida resident, and can be located in Florida, or is temporarily out of the state but expected to return;
- Has been harmed or is believed to be threatened with harm as defined by statute;
- By a parent, legal custodian, caregiver, or other person responsible for the child's welfare.

OR:

- Is not a Florida resident but can be located in Florida and has been harmed in Florida or is believed to be threatened with harm in Florida as defined by statute;
- By a parent, legal custodian, caregiver, or other person responsible for the child's welfare.

## CONFIDENTIALITY

- All reports are confidential. Access to these reports is limited by specific criteria in Chapters 39 and 415 of the Florida Statutes (F.S.). Florida Abuse Hotline Counselors will not acknowledge the existence of any report, will not acknowledge that they have previously spoken to a particular caller, nor will they release any information provided by a caller or any information contained in a report. No reports are released by the Abuse Hotline other than to those persons specifically authorized under Chapters 39 and 415, F.S. Any person with a statutory right to a report copy must contact the local investigative office.
- The name of any person reporting child abuse, neglect or abandonment may not be released to any person other than employee of the department responsible for child protective services, the Florida Abuse Hotline, law enforcement, the Child Protection Team or the appropriate state attorney, without the written consent of the person reporting.
- The name of any person reporting vulnerable adult abuse, neglect or exploitation may not be released to any person other than employees of the department responsible for adult protective services, the Florida Abuse Hotline, law enforcement, or the appropriate state attorney, without the written consent of the person reporting.
- The Florida Abuse Hotline is committed to providing quality assessments and a clear understanding of services available to customers whether from the Department of Children and Families or other state and community agencies. Telephone reporters, prior to concluding their conversations, will always be told whether the information meets the statutory requirements for a report and whether a report has been accepted.

## WHAT TO DO IF ALL LINES ARE BUSY

There are times when all Abuse Hotline Counselors are either taking calls or entering reports. Please be patient, and do not hang up. Your call will be answered by the next available counselor. Counselors are trained to handle each call as quickly as possible, while ensuring that each caller is afforded quality service. **However, if the situation is an emergency or the victim is in imminent danger, the caller should hang up; dial 911, and then follow-up with a call to the Abuse Hotline.**

## MAKE A RECORD OF YOUR CALL

Abuse Hotline Counselors are required to identify themselves by giving their first name and their identification number. Reporters may want to document this information along with the date and time of the call. Counselors are expected to inform the caller whether the information meets the statutory requirements for a report and whether a report has been accepted. They may also provide you with information on available services, whether those services are provided by the Department of Children and Families staff or other state and community agencies.

## WHEN YOU DISAGREE WITH THE HOTLINE COUNSELOR'S DECISION

Hotline counselors accept reports based on specific criteria. Counselors must ask questions to gather information but may not ask leading questions of the caller. Each call is accepted or refused as a report based only on information provided during the call. If the counselor indicates a report will not be accepted and you disagree with the decision, you may ask to speak to a supervisor. The counselor will briefly summarize the situation to the supervisor who will then speak with you regarding your concerns. The supervisor will make a determination of whether the counselor's decision was appropriate and will provide you with further explanation about the decision.

## INVESTIGATIVE OUTCOME

Pursuant to Section 39.202(5), Florida Statutes, any person specifically listed in s. 39.201(1) who makes a report in their official capacity may also request a written summary of the outcome of the investigation. The department shall mail such a notice to the reporter within 10 days after completing the child protective investigation.

## IMMUNITY

Any person, official, or institution reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

## PENALTIES

Pursuant to Section 39.205(1), Florida Statutes, any person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree.

## CHILD ON CHILD SEXUAL ABUSE

Upon receiving a report alleging juvenile sexual abuse as defined in s. 39.01(7), the department shall assist the family in receiving appropriate services to address the allegations of the report. Reports involving a known or suspected juvenile sexual offender or a child who has exhibited inappropriate sexual behavior shall be made and received by the department. If the allegations are impregnation of a juvenile, the information should be provided to DCF for determination of handling.

## ADDITIONAL MANDATORY REPORTING OBLIGATIONS

Any person required to report or investigate cases of suspected child abuse, abandonment, or neglect who has reasonable cause to suspect that a child died as a result of child abuse, abandonment, or neglect shall report suspicion to the appropriate medical examiner.

## DEFINITIONS

- **Abandoned** means a situation in which the parent or legal custodian of a child or, in the absence of a parent or legal custodian, the caregiver, while being able, makes no provision for the child's support and has failed to establish or maintain a substantial and positive relationship with the child. For purposes of this subsection, "establish or maintain a substantial and positive relationship" includes, but is not limited to, frequent and regular contact with the child through frequent and regular visitation or frequent and regular communication to or with the child, and the exercise of parental rights and responsibilities. Marginal efforts and incidental or token visits or communications are not sufficient to establish or maintain a substantial and positive relationship with a child. The term does not include a surrendered newborn infant as described in s. 383.50, a "child in need of services" as defined in chapter 984, or a "family in need of services" as defined in chapter 984. The incarceration of a parent, legal custodian, or caregiver responsible for a child's welfare may support a finding of abandonment.
- **Abuse** means any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions. Corporal discipline of a child by a parent or legal custodian for disciplinary purposes does not in itself constitute abuse when it does not result in harm to the child.
- **Caregiver** means the parent, legal custodian, permanent guardian, adult household member, or other person responsible for a child's welfare.
- **Neglect** occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired. The foregoing circumstances shall not be considered neglect if caused primarily by financial inability unless actual services for relief have been offered to and rejected by such person. A parent or legal custodian legitimately practicing religious beliefs in accordance with a recognized church or religious organization who thereby does not provide specific medical treatment for a child may not, for that reason alone, be considered a negligent parent or legal custodian; however, such an exception does not preclude a court from ordering the following services to be provided, when the health of the child so requires:
  - (a) Medical services from a licensed physician, dentist, optometrist, podiatric physician, or other qualified health care provider; or
  - (b) Treatment by a duly accredited practitioner who relies solely on spiritual means for healing in accordance with the tenets and practices of a well-recognized church or religious organization.