

Portland Tackle Football Association, Inc.
Mandated Reporter Policy for Coaches and Volunteers

Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Health and Human Services (DHHS). These people are mandated reporters and have established relationships with children based on their profession.

PTFA has voluntarily implemented a reporting requirement for all coaches, board members, committee members, coordinators, and other established volunteers. These individuals are now required to adhere to Mandatory Reporter Policy as explained in this document.

Making a Report of Suspected Child Abuse/Neglect

Mandated reporters are required to make an immediate verbal report to CPS and a written report within 72 hours when they suspect child abuse or neglect. Mandated reporters must also notify a member of the PTFA executive board (President, Vice President, Secretary or Treasurer). Reporting the suspected allegations of child abuse and/or neglect to a member of the PTFA executive board does not fulfill the requirement to report directly to DHHS.

The verbal report can be completed by calling **855-444-3911**.

The individual who had contact with the child must complete the call and provide as much detail as possible about the following information:

- The child's primary caretaker, including name and address.
- Names and birth dates for all members of the household.
- Name and birth date of the alleged perpetrator(s).
- Whether the alleged perpetrator lives with the child.
- Address where the alleged abuse or neglect occurred.
- What makes the mandated reporter suspect the child is being abused or neglected.

The written report should include the following information:

- Name of child.
- Description of abuse or neglect.
- Names and addresses of child's parents/guardians.
- The persons with whom the child resides.
- Child's age.
- Other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred.

DHHS encourages the use of the Report of Actual or Suspected Child Abuse or Neglect (DHS-3200) form when filing the written report, which includes all the information required under the law. If more than one mandated reporter suspects child abuse or neglect based upon the same incident, they may submit

just one DHS-3200 form. The form may be found at: http://www.michigan.gov/documents/mdhhs/DHS-3200_524482_7.dot

The PTFA executive board will assist a Mandated Reporter in collecting any of the data needed for this form, but ultimate responsibility is with the reporter.

Confidentiality of a Mandated Reporters' Identity

The identity of a reporting person is confidential under the Child Protection Law. The identity of a reporting person is subject to disclosure only with the consent of that person, by judicial process or to those listed under Section 5 of the Child Protection Law (MCL 722.625).

Disciplinary Action

Reporters who fail to file a report of suspected child abuse or neglect, will be subject to disciplinary action within PTFA, up to and including expulsion from the organization.

A person making a good faith report is protected from civil and criminal prosecution and cannot be penalized for making the report or cooperating with a CPS investigation.

Mandated Reporter Hotline

If a mandated reporter is dissatisfied with the response by MDHHS, the mandated reporter may contact the Mandated Reporter Hotline at 877-277-2585. Prior to doing so, the mandated reporter must first attempt to talk with our local MDHHS office director about his or her concerns.

Mandated Reporter's Resource Guide

View the Mandated Reporters' Resource Guide for more information. It can be found at: http://www.michigan.gov/documents/dhs/Pub-112_179456_7.pdf

By signing this document, you confirm that you have read, understand, and agree to follow this Mandated Reporter policy.

Name (Printed): _____

Signature: _____

Date: _____