

CSUSB Volunteer Identification Form

Please print legibly to avoid any delays in processing.

Name: _____
Last First M.I. Coyote ID# (if applicable)

Address: _____
Street (Apt. #) City State Zip

Mobile Number: _____ E-mail: _____ DOB: _____
Area Code/Phone # MM/DD/YYYY

Emergency Contact: _____ Emergency Mobile Number: _____
Name Area Code/Phone #

Department: _____ Supervisor's Name: _____

Supervisor's E-mail: _____ Supervisor's Phone Number: _____
Area Code/Phone #

Volunteering Start Date: _____ Volunteering End Date: _____

(HR must approve volunteer form before volunteer can begin his/her assignment. Volunteer assignments are approved on a yearly basis. A new form will be required each year.)

To be completed by supervisor- Please describe the assignment and/or duties: _____

Supervisor's Initials: _____

Please mark yes or no for the questions below. Will the volunteer:

- | | | |
|---|-----|----|
| 1. Be considered a faculty volunteer (i.e. perform faculty/instruction related work)? | Yes | No |
| 2. Need to drive a vehicle and/or travel on university business? | Yes | No |
| 3. Have regular, direct contact with minors? | Yes | No |
| 4. Have access to criminal offender record information and/or patients' drugs or medication? | Yes | No |
| 5. Have access to Level 1 data ? | Yes | No |
| 6. Have access to or control over amounts greater than \$10,000 in cash, checks, credit cards, and/ or credit card account information? | Yes | No |

- If you answered yes to question 2 above, please visit Parking and Transportation Services and complete the **required Defensive Driving Training**. You can find this training at: <http://parking.csusb.edu/Services/defensiveDriving.html>
- If you answered yes to the other questions above, a background check and/or live scan will need to be **cleared before the volunteering start date**.

In addition, please note that volunteers are required to obtain a Coyote ID Card. The Technology Support Center will provide them with internet access and create a CSUSB email for them.

I acknowledge that I wish to volunteer in performing duties similar to those listed above. I also understand that I must follow the instructions of the supervisor listed above. Furthermore, both CSUSB and I are free to terminate volunteering services at any time, for any reason or for no reason at all. Lastly, I recognize that I will not be compensated for these services.

CSUSB Volunteer's Signature Supervisor's Signature Date

HR/Campus Approval Signature Date HR Initials Date processed/notifications sent out

California State University, San Bernardino

Volunteer Background Check Authorization Form

I understand that a background check is required by law for certain CSUSB volunteer assignments. I also understand that any misrepresentation, falsification, or omission of facts herein may be considered cause for dismissal from any volunteer assignment.

I, _____ (Print name) hereby authorize and request any law enforcement agency, or other persons having personal knowledge about me, to furnish California State University, San Bernardino (CSUSB) or its authorized agent, with information regarding criminal convictions or other information in their possession regarding me in connection with my volunteer role in a assignment in which a background check is required by law. I agree that a photocopy of this information can be furnished to CSUSB, and that it will have the same authority and authenticity as the original.

Campus: California State University, San Bernardino

Volunteer's Full Name (Printed): _____

Other names used: _____

Signature: _____ Date: _____

STATE PRIVACY NOTICE

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires CSUSB to provide the following information to individuals who are asked to supply information about themselves:

- The principle purpose for requesting and collecting the personal information on this form is to conduct background checks. CSUSB policy and federal statute authorize the maintenance of this information.
- Furnishing all information requested on this form is mandatory.
- The personal information will be kept confidential and used only in accordance with applicable laws.
- The personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law.

- **Information Practices Act Notice (Civil Code § 1798.17)**

This information is being requested by California State University, San Bernardino (CSUSB). CSUSB is authorized to maintain this information pursuant to Education Code §§ 89500, 89535. Submission of the information requested on this form is mandatory. Failure to provide the requested information will mean that you will be ineligible for the assignment you are seeking. The principal purpose for which this information is to be used is to assist the University in evaluating your eligibility, qualifications, and suitability for the assignment you are seeking. You have a right of access to records containing personal information maintained by CSUSB. The name, business address and telephone number of the person at CSUSB who is responsible for maintaining the requested information and will be able to inform you of the location of this information is: Lurdes Valdez, CSUSB, 5500 University Parkway San Bernardino, CA 92407 (909) 537-3635.

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

INSTRUCTION FOR HUMAN RESOURCES: Provide this form, as well as Attachments A and B of Executive Order 1083 Revised July 21, 2017, 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.

Excerpts of California Child Abuse and Neglect Reporting Act may be found on the following website:
<https://www.csusb.edu/human-resources/employment/background-check-policy>

Online training is available to you through Skillsoft. To access this training, please go to
<https://ds.calstate.edu/?svc=skillsoft&org=csusb>

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 and/or volunteering, 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 (available online at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf) per the instructions (available online at http://ag.ca.gov/childabuse/pdf/8572_instruct.pdf); 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 websites:

California State University Police Departments (by campus):

<http://calstate.edu/strategicinitiatives/UPD/contacts.shtml>

Child Protective Services (by county):

http://www.hwcws.cahwnet.gov/countyinfo/county_contacts/hotline_numbers.asp

For Sheriffs' Departments (by county):

<http://www.calsheriffs.org/sheriffs-offices.html>

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)
- An injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment and/or volunteering (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.

Volunteer's Name: _____

Signature: _____ Date: _____