



# Guidelines for Mandatory Reporting to the MSU Office of Civil Rights and/or MSU DPPS for MSU Extension Employees & Volunteers

## MSU Mandatory Reporting Policy

MSU DPPS requests that MSU Extension follows the most recent [MSU mandatory reporting policy](#) as it has been updated to become a standalone university policy, rather than considered a protocol. This policy ([UW-02-01](#)) went into effect on 09/08/2023.

### Requirement:

MSU employees and volunteers must promptly report to the MSU Office for Civil Rights and Title IX and Compliance (OCR) information about incidents or conduct that may be prohibited by the [Relationship, Violence, Sexual Misconduct \(and stalking\) \(RSVM\) and Title IX policy](#) that:

- They observe or learn about in their working or professional capacity
- Occurred at an MSU-sponsored event, on MSU property, or involves a member of the MSU community with respect to conduct that may have occurred while they were a member of the MSU community.

Most mandatory reporting can be fulfilled by contacting OCR.

Only one person, either an MSU employee or volunteer, needs to complete an OCR report unless there is additional information to submit.

### Who the policy includes:

MSU employees and volunteers:

- MSU Extension employees include any employee type (academic, non-academic, temporary, and fixed-term) regardless of funding source.
- MSU Extension volunteers including all Active Gold and Active Silver level volunteers
- Members of the MSU community include:
  - 4-H youth, volunteers, staff, and families
  - Partner organizations
  - Contractual partners or staff
- Anyone who was invited to be a part of an MSU or MSU Extension event, program, or activity.

### How to report:

Reports can be made via:

- Online reporting: <https://msu.guardianconduct.com/incident-reporting/>
- Phone: (517) 353-3922

**To contact an expert in your area, visit [extension.msu.edu/experts](https://extension.msu.edu/experts) or call 888-MSUE4MI (888-678-3464)**

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For additional information, visit [extension.msu.edu](https://extension.msu.edu)

- Email: [ocr.isr@msu.edu](mailto:ocr.isr@msu.edu)
- You may also walk in (408 West Circle Drive, Olds Hall, East Lansing) and file a report on Monday through Thursday 8-12:00pm and 1:00-5:00pm and on Fridays by appointment. Reports can be made using the online reporting form outside of regular business hours.

#### When to report:

“Promptly” generally means as soon as practicably possible based on the circumstances.

#### Reporting to MSU DPPS:

Reporting to OCR fulfills this obligation, however, in dangerous or emergency situations MSU employees and volunteers must call 911.

#### What to report:

Reporting to OCR fulfills this obligation, however, in dangerous or emergency situations MSU employees and volunteers must call 911. [Mandatory reporting FAQs](#) may be helpful should you have questions about reporting.

### Child Abuse and/or Neglect Reporting Protocol

Any time an MSU Extension employee or volunteer receives a disclosure of child abuse or neglect, you suspect abuse or neglect to be taking place, or you observe non-accidental harm to a child, it should be reported using the protocol below. Refer to the definitions and notes below the protocol for additional information.

*If the situation is an emergency or there is an immediate threat to safety, MSU employees or volunteers shall call 911 without delay and then initiate a report to CPS/DHHS and OCR.*

Report to Children’s Protective Services (CPS) at Michigan Department of Health and Human Services (DHHS). Reports **shall be made immediately** via calling:

- Phone: 855-444-3911, ask for a log number.
- Within 72 hours after making a report by telephone, the reporting person shall file a written report using the DHS-3200 Form.

Report to OCR, letting them know that you have already reported with CPS/DHHS. Reports can be made using:

- Online reporting: <https://msu.guardianconduct.com/incident-reporting/>
- Phone: (517) 353-3922
- Email: [ocr.isr@msu.edu](mailto:ocr.isr@msu.edu)

You may also walk in (408 West Circle Drive, Olds Hall, East Lansing) and file a report on Monday through Thursday 8-12:00pm and 1:00- 5:00pm and on Fridays by appointment. Reports can be made using online reporting form outside of regular business hours.

Once reporting has been completed, MSU Extension volunteers should contact their local staff to make them aware of the reports that have been completed. Additionally, MSU employees should make institution leadership aware of the reports that have been completed.



### Definitions:

#### **Perpetrator must be one of the following:**

- A parent or guardian of the child
- A person who has care, custody, or authority over the child

This definition includes MSU Extension gold and silver level volunteers, regardless of activity status in Volunteer Central. MSU Extension volunteers are considered to have care, custody, or authority over a child they are working with regardless of the presence of a parent or guardian.

#### **Child:**

Typically refers to a person who is younger than 18 years old, however, 4-H includes youth through age 19 (as of January 1 of the current calendar year). For reporting, only an OCR report is needed for incidents with youth ages 18 or 19 as they are not covered by CPS.

#### **Child Abuse:**

Harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

#### **Child Neglect:**

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through negligent treatment or placing the child at an unreasonable risk to his or her health or welfare by the failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene when that person is able to do so and knew or should have known the risk.

#### **Reasonable Parental Discipline:**

Reasonable parental discipline is not against the law, including reasonable force. Any sort of force that leaves marks, bruises, blisters, etc. would not be considered reasonable discipline.

### Notes:

Physical or sexual abuse of a child not being perpetrated by a caregiver or person responsible for the child (i.e. sexual assault by another child) shall still be reported to local law enforcement for investigation.

Vulnerable adult abuse—the same protocols shall be followed for instances of suspected vulnerable adult abuse, (i.e. abuse/neglect of mentally or physically disabled persons, persons in guardianships, etc.)

Conditions that are a direct result of poverty are not considered child neglect.

Mental health concerns, absent child abuse/neglect, may be best reported to parents, local schools, or mental health authorities for connection to resources.

The mere presence of alcohol, drugs, or drug paraphernalia in a home does not automatically constitute abuse/neglect. There must be additional information regarding negative impacts to the child that can be used to determine abuse/neglect.

Although potentially concerning, other disclosures of sexual abuse, mental health crisis, housing insecurity, or other hardship that do not involve a caregiver or person responsible for the child are not mandatorily reportable to MSU DPPS. In these cases where some level of follow-up and support is still preferred, it may be more desirable to contact local law enforcement, the child's school, or other local partners for resources that are more accessible to them.

For any incidents or circumstances in which there is **question or doubt** on whether to report, **always err on the side of reporting to law enforcement or CPS locally.**

These authorities will still assess the facts under applicable laws, training, and experience.



For additional information, visit [extension.msu.edu](https://extension.msu.edu)

## Contact Information for MSU DPPS (Business Hours)

For any questions or non-urgent information needed to be reported to MSU DPPS, please contact [SVUReports@dpps.msu.edu](mailto:SVUReports@dpps.msu.edu).

This inbox is monitored by various members of the Special Victims Unit at MSU DPPS during university business hours, but is not monitored for emergencies, or on weekends, at night, or on university holidays.

**Do not contact this email with any immediate risks to safety which may result in harm or death. Instead, call 911 where you are.**