



## **Notification of Report of Child Maltreatment Operating Procedure**

**Operating Procedure Section: Legal, Compliance, & Internal Audit**

**Procedure Number: 5.015**

**Effective Date: 11/19/2012**

### **1. Notification to President and Chair of the Board of Trustees of Report of Child Maltreatment**

Arkansas State University employees and volunteers participating in ASU conducted programs on ASU owned or occupied property, are required to report any observed child maltreatment to the State of Arkansas Child Abuse Hotline and the police department having jurisdiction over that campus. The Board of Trustees desires to be informed of any report of child maltreatment occurring on ASU owned or occupied property; therefore, the chancellor of each campus or the chancellor's designee shall obtain from the police department having jurisdiction over that campus a copy of any report of child maltreatment occurring on that campus, or any branch campus affiliated with that campus, and promptly transmit those reports to the President and Chair of the Board of Trustees.