



**Office of Human Resources**

**Policy Memorandum 8**

**Date: Jan. 1, 2012**

Reporting Incidents of Child Abuse and Neglect

In accordance with the Executive Order BJ11-23 signed on November 16, 2011 by Governor Bobby Jindal, Nunez Community College employees shall be required to report child abuse or neglect as soon as possible upon observing an incident of child abuse or neglect on campus, or upon hearing or learning of an incident of child abuse or neglect on campus and having cause to believe that the abuse or neglect actually occurred.

The report shall be made as soon as possible to the centralized protection unit of the Louisiana Department of Children and Family Services at 1-855-452-5437. If the employee is unable to reach the Louisiana Department of Children and Family Services, the employee may report the incident to the St. Bernard Sheriff's Department at 504-271-2501. In the event of an immediate emergency involving child abuse or neglect, the employee shall call 9- 9-1-1 from any campus telephone or 9-1-1 from a personal cell phone to report the emergency to local law enforcement officials.

After the employee has notified the appropriate authorities of the incident, he/she should advise the Campus Security Office at 278-6334 or 6332 that the report has been made.

Employees wishing to view the executive order in its entirety may go to <http://www.doa.louisiana.gov/osr/other/bj11-23.htm> for more information.