

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	REPORTING SUSPECTED CHILD ABUSE	06-0912	1 OF 2
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
6Hx7-6.2 Safety and Security	March 25, 2026		

**Purpose**

The purpose of this procedure is to establish processes and responsibilities for reporting suspected child abuse.

Florida State College at Jacksonville (FSCJ/College) strives to safeguard the well-being of children visiting College campuses or centers and/or participating in College-sponsored programs.

**Scope**

This procedure applies to all students, employees, volunteers and associates of FSCJ. The procedure applies to the FSCJ campus, all properties owned or leased by either FSCJ and all off-campus sites at which students, employees or other associated individuals of either institution participate in College-sponsored activities, including study abroad programs.

**Procedure**

A. Mandatory Reporting

1. All FSCJ employees and students who know or have reasonable cause to suspect child abuse, as defined by Florida Statutes, are required to report such knowledge or suspicion.
2. Questions regarding mandatory reporting requirements should be directed to the FSCJ Police and Public Safety department or the College’s Civil Rights Compliance Office (CRCO).

B. How to Report

1. If a child is in immediate danger, call 911 immediately.
2. If a child is not in immediate danger, call FSCJ Police and Public Safety department at the local campus. If FSCJ Police and Public Safety cannot be reached, call
  - a. Jacksonville Sheriff’s Office at 904-630-0500, and/or
  - b. Report to the Department of Children and Families at: Abuse Hotline at 1-800-962-2873 or <https://reportabuse.myflfamilies.com/s/>

C. Reporting

1. Required reporting of child pornography – Any FSCJ employee or student who has knowledge of or has reasonable cause to suspect that a FSCJ employee or student is in possession of or accessing child pornography utilizing College resources, must immediately report such knowledge to FSCJ Police and Public Safety.



## ADMINISTRATIVE PROCEDURE MANUAL

SECTION TITLE	NUMBER	PAGE
REPORTING SUSPECTED CHILD ABUSE	06-0912	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-6.2 Safety and Security	March 25, 2026	

2. Failure to report – If any FSCJ employee or student who is found guilty in a criminal proceeding for failing to meet state mandated reporting requirements, disciplinary action consistent with the severity of the issue up to termination (employee) or expulsion (student) may occur. Disciplinary actions for full-time faculty will follow the process outlined in the Collective Bargaining Agreement.
3. No Retaliation – Retaliation against any employee or student who makes a good faith report of suspected child abuse under this procedure is strictly prohibited. Any employee or student who believes they have been retaliated against for making a report under this procedure or for participating in an investigation should contact the FSCJ Civil Rights Compliance Office.

REFERENCES: F.S. 39.01, 39.201, 1001.64, 1001.65

Adopted Date: September 9, 2020

Revision Date: March 25, 2026