

# Reporting Incidents Involving Minors on Campus

Rutgers, The State University of New Jersey

*Anyone who makes a report in good faith receives legal protection from retaliation*



## Helpful Definitions

**Abuse:** The physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child.

**Neglect:** When a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so.

**Emergency:** Any situation that requires immediate assistance from police, the fire department or an ambulance (e.g. medical emergencies, crimes in progress). If you are ever in doubt, call the Rutgers Police Department. It is better to be safe and let the dispatcher determine if you need emergency assistance.

### MAKE A REPORT

If you *know* or *suspect* that a minor is suffering abuse or neglect.

You *do not* need to investigate or be certain – simply report it.

Regardless of who the suspected culprit may be.

Regardless of where the abuse or neglect may be occurring (in the home, at Rutgers, or elsewhere).

### IN CASE OF EMERGENCY

Dial 9-1-1

### NON-EMERGENCY SITUATIONS

Call your local Rutgers Police Department  
Rutgers University-New Brunswick  
 732-932-7211

Biomedical and Health Sciences at Newark  
 973-972-4491

Rutgers University-Camden  
 856-225-6111

Rutgers University-Newark  
 973-353-5581

The RUPD is available 24 hours a day and will assist you with making a report to the New Jersey Division of Child Protection and Permanency, formerly known as DYFS. Anonymous and confidential reporting is available.

## HAVE QUESTIONS ABOUT THE UNIVERSITY'S PROTECTION OF MINORS POLICY?

Contact the Rutgers Protection of Minors Steering Committee at [protectminors@aps.rutgers.edu](mailto:protectminors@aps.rutgers.edu) or visit us online at <http://protectminors.rutgers.edu>.

## Who Should Make a Report

ALL Rutgers University employees, volunteers, and service providers are required to report suspected child abuse or neglect of minors.

## What Details To Report

Include as many details as you can:

- Identification of victim and perpetrator
- Location
- Nature of incident
- How the reporting party became aware of the incident
- Witnesses (if applicable)
- Other relevant information

## What Happens After a Report is Made

If the report is received by the Rutgers Police Department:

- All incidents will be reported to the Division of Child Protection and Permanency.
- Depending on the nature of the report, concurrent notification may be made to the Prosecutor's Office and/or other agencies.
- Where appropriate, the Rutgers Police Department will investigate the incident and follow up with the reporting party.
- Matters outside of the jurisdiction of the RUPD will be referred to the appropriate local police agency for resolution.

Non-emergency reports can also be made through the Rutgers Compliance Hotline by calling 1-800-215-9664 or submitting an online report at [www.Rutgers-Compliance-Hotline.com](http://www.Rutgers-Compliance-Hotline.com). Please *do not* use this method to report emergency situations.

Reports received through the hotline or the online reporting system will be handled in the following manner:

- The report is sent to the Office of Enterprise Risk Management, Ethics, and Compliance for review within 24 hours.
- When suspected abuse or neglect of a minor is reported, based on the nature of the report, the matter is immediately forwarded to one or more departments (i.e. the Rutgers Police or the University's Title IX Coordinator AND the Rutgers Police.)

