

**ELDER ABUSE AND DEPENDENT ADULT ABUSE
REPORTING RESPONSIBILITIES OF THE PROBATION OFFICER**

- AUTHORITY:** Welfare and Institutions Code Sections 15600 - 15601, 15610 - 15620, 15630 - 15636, and 15640 - 15658
- RESCINDS:** Procedure Manual Item 2-1-005, dated 09/08/16
- FORMS:** Report of Suspected Dependent Adult/Elder Abuse (State Form SOC341)
Link is unable to be downloaded, form can be downloaded via <http://ssa.ocgov.com/abuse/elder/mandated>
- PURPOSE:** To establish a uniform reporting procedure for known or suspected instances of elder or dependent adult abuse.

I. GENERAL INFORMATION

A. Reporting

1. Deputy Probation Officers are defined in the law as "elder and dependent adult care custodians" and are required to report known or suspected physical abuse, abandonment, isolation, or financial abuse of dependent adults and persons 65 years of age or older.
2. A dependent adult is an individual between the ages of 18 and 64 who has specified physical, mental or developmental disabilities or who is an in-patient in a 24-hour health facility.

II. PROCEDURE

A. Upon becoming aware of an instance of known or suspected elder or dependent adult abuse, the deputy will complete a REPORT OF SUSPECTED DEPENDENT ADULT/ELDER Form (State Form SOC 341)-See attached.

1. The deputy will call the Orange County Adult Protective Services at 800-451-5155 (24 hour hot line) and verbally provide the DSS worker the information from the Report of Suspected Dependent Adult/Elder Abuse state form SOC341.
2. If the suspected abuse occurred in a long-term care facility call the Long-term Care Ombudsman at 714-479-0107.
3. This report should be completed immediately or as soon as practicably possible. Within 4 hours of the discovery would be reasonable.
4. The Dependent Adult/Elder Abuse Registry has an on-duty worker from 8am to 5pm on weekdays.

5. During non-operation hours (5pm-8am, weekends, and holidays), an answering service will take your call and locate the on-call DSS worker.
- B. Upon completion of the telephone call, the deputy will:
1. Note the date and DSS worker's name on State Form SOC341 and document the collateral contact on the Electronic Contact Report (ECR) notes.
 2. Fax a copy of State Form SOC341 to the Department of Social Services, Dependent Adult/Elder Abuse Registry at [REDACTED].
 3. If the suspected abuse occurred in a long-term care facility and the Long-term Care Ombudsman was notified (II A. 2 – above) the form should be faxed to Council on Aging - Orange County [REDACTED].
 4. Place the original completed SOC341 form in the case file.
- C. No further action by the Probation Department is required unless the Department of Social Services requests additional information or an update.
- D. In emergency or life-threatening situations, the deputy proceeds immediately, as professional judgment dictates, taking appropriate, reasonable, and effective action. This could include calling local law enforcement, paramedics, or relatives to ensure the health and safety of the individual.

REFERENCES:

Procedures:	1-4-002	Emergency Services for Mentally Ill Probationers
	1-4-003	Suicide Prevention
	2-1-011	Victims Residing With Perpetrators of Abuse
	3-1-112	Child Abuse Reporting and Investigation Responsibilities of Deputized Probation Staff
Policies:	A-1	Policy, Procedure and the Law
	A-2	Departmental and Personal Philosophies

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APPROVED BY: