

**ORANGE COUNTY SOCIAL SERVICES AGENCY**

**ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Sensitive Referrals/Cases

**Number:** D 6

**Approved:** Signature on file

**Date:** 09-26-02

**POLICY**

Under certain circumstances, the Director of Social Services Agency (SSA) or his designee(s) may notify a fellow director or department head that an employee is an alleged child abuse perpetrator. SSA will thoroughly investigate the Child Abuse Registry (CAR) report, weigh key factors--such as the nature of the abuse, the employee's job responsibilities, the extent of the employee's employment-related contact with children, and the applicable statutory exception to confidentiality--in deciding whether to disclose. If SSA determines that the need to protect children compels disclosure, SSA may disclose the information, but must do so in a discreet manner and with the appropriate advisement to the receiving agency or department.

The Director of SSA delegates responsibility for handling sensitive cases to the Director, Children and Family Services.

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