

Policy Name: PREA
251 – Resident Reporting

Policy #: 3.17

Section: Personnel

Date Issued: 01/30/16

Date Revised:

RESIDENT REPORTING

1. Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any verbal reports.
2. Tomorrows Hope (TH) shall also inform residents of at least one way to report abuse or harassment to a public or private entity or office that is not part of the agency and that is able to receive and immediately forward resident reports of sexual abuse and sexual harassment to TH officials, allowing the resident to remain anonymous upon request. This maybe through SERV, the office of Ombudsmen or if in immediate need of assistance, residents may dial 911. These procedures and corresponding phone numbers shall be included in intake information and documented in the handbook as well as posted at phones.
3. Staff may privately report sexual abuse and sexual harassment of residents anonymously through Tomorrows Hope website, or by directly contacting the corporate office of Human Resources.

APPROVALS

Approver's Name	Approver's Signature
Mike Millward	