



DEVELOPMENTAL DISABILITIES ADMINISTRATION

**Mandatory Reporting of Abuse, Improper Use of Restraint,
Neglect, Personal or Financial Exploitation, or Abandonment of a Child
or Vulnerable Adult**

All administrators, employees, contractors and volunteers of the Developmental Disabilities Administration (DDA) must read, sign, and abide by DDA Policy 5.13, Protection From Abuse, which prohibits abuse, improper use of restraint, neglect, personal or financial exploitation, or abandonment of a child or vulnerable adult, and any related reporting procedures.

Clients must be treated with kindness, respect, care, and consideration at all times. Abuse, improper use of restraint, neglect, personal or financial exploitation, or abandonment are not permitted under any circumstances.

I have read DDA Policy 5.13, Protection From Abuse, in its entirety and understand:

- The definitions of abuse, improper use of restraint, neglect, personal or financial exploitation, or abandonment;
- My legal requirement as a mandatory reporter to report abuse, improper use of restraint, neglect, personal or financial exploitation, or abandonment of a client;
- How to report abuse, improper use of restraint, neglect, personal or financial exploitation, or abandonment of a client, including incident reporting procedures;
- Failure to report such incidents can result in a disciplinary action, including termination, and is a gross misdemeanor under Washington State Law; and
- My responsibilities to protect clients and other vulnerable adults and child abuse, improper use of restraint, neglect, personal or financial exploitation, or abandonment.

I also acknowledge that I have had an opportunity to ask questions of my supervisor regarding this policy and have had those questions answered.

PRINT LEGAL NAME

EMPLOYEE SIGNATURE

DATE

SUPERVISOR'S LEGAL NAME

SUPERVISOR'S SIGNATURE

DATE

cc: Personnel File

FOR IMAGING ONLY	PERSONNEL ID	DOC DATE	SECTION	DOC TYPE	SUB DOC TYPE	HR REP
			Training	Misc	Other	