



**ALATEEN**

**AFG of MD and DC, Inc. (Area 24)**

**Safety and Behavioral Requirements and Procedures for**

**Alateen Members and**

**Al-Anon Members Involved in Alateen Service (AMIAS)**

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*Please always keep a copy of these Requirements in each Alateen meeting*

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Updated  
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Definitions: (Primarily taken from the Al-Anon/Alateen Service Manual)

Al-Anon Family Groups Headquarters, Inc.	The headquarters of the entire fellowship, which is known to most members as the World Service Office or WSO.
Al-Anon Member	Anyone who feels his/her personal life is or has been deeply affected by close contact with a problem drinker. (page 191 service manual 2014-2017) and who attends Al-Anon meetings.
Al-Anon Member Involved in Alateen Service (AMIAS)	An Al-Anon member currently certified through their Area Alateen process and eligible to be directly responsible for Alateens while being of service to Alateen, including service as an Alateen Group Sponsor, substitutes, designated chaperones for official Alateen-related events, drivers transporting Alateens to and from official Alateen-related events, Alateen coordinators or Alateen chairs for Al-Anon/AA events where there is Alateen participation, and any Al-Anon members who are in a position of trust and responsibility in direct relation to Alateen members while being of service
Alateen	A fellowship of young Al-Anon members, usually teenagers, (It is within the autonomy of each group to determine the age range for their individual meeting, as long as it is between the ages of 9 and 19), whose lives have been affected by someone else's drinking.
Alateen Group Sponsor	An Al-Anon member currently certified by their Area Alateen process as an Al-Anon Member Involved in Alateen Service (AMIAS) who has made a commitment to be of service to an Alateen meeting on a regular basis. This AMIAS typically organizes the Alateen group, handles scheduling, etc.
Alateen Member	A younger Al-Anon member who attends regularly scheduled Alateen Meetings, who feels his/her personal life is or has been deeply affected by close contact with a problem drinker. (page 191 service manual 2014-2017)
Area	The Area is made up of all the Districts in a state or a province (some large states/provinces are divided into more than one Area). Each Area is represented by one Delegate at the annual World Service Conference. AFG of MD and DC, Inc. is in Area 24 of the WSO. It includes Maryland and Washington DC.
Area Alateen Coordinator (AAC)	Coordinates the activities of Alateen in the Area and acts as liaison between the Area World Service Committee (AWSC), the Action Committees, and the Groups. The Area Alateen Coordinator must be an AMIAS.
Area Alateen Process Person (AAPP)	The Area's designated Alateen contact with the WSO Group Records Department regarding Alateen forms. The AAPP collaborates with the Alateen Coordinator and the Group Records Coordinator, as determined by the Area process, about distribution and submission of Alateen forms and WSO Group Records reports. The AAPP must be an AMIAS.
World Service Office (WSO)	The Al-Anon Family Group Headquarters, Inc., which is the headquarters of the entire fellowship.
WSO ID #	An number assigned by the World Service Office to <b>INDIVIDUALS (involved in service)</b> and <b>GROUPS</b> for identification purposes within Al-Anon Family Groups. <u>This is not a certification number, it is simply the method WSO uses as identification</u>

## **Introduction:**

These requirements are intended to set the standards for Alateen meetings and functions in Area 24 that will assure:

- 1) The safety of Alateen members and Al-Anon Members Involved in Alateen Service (AMIAS) who attend an Alateen Group, an Alateen Conference and/or Al-Anon function that includes Alateen participation, whether the function is sponsored by AFG of MD and DC, Inc. (Area 24) or by a district or group within the Area's boundaries;
- 2) That the requirements provide assurances to Alateen members, AMIAS's, legal guardians, parents and the public that Al-Anon and Alateen functions are a safe place for Alateen members;
- 3) That Alateen meetings and functions within the boundaries of AFG of MD and DC, Inc. (Area 24) meet or exceed the minimum requirements of Motion 51 dated December 8, 2003, issued by the Board of Trustees of Al-Anon Family Group Headquarters, Inc. (See attached Appendix A)

### ***Please Note:***

***Following applicable State of Maryland and/or District of Columbia law, AMIAS's must immediately report suspected child abuse or neglect of any Alateen member to the local Department of Social Services or the police (see Appendix B for detailed procedures.). All Alateen meetings shall insure that they announce the requirement to report abuse and/or neglect at the beginning of each meeting.***

***Possible wording is: {Sponsor reads} "Anything you share here will be kept confidential we will not share your information with anyone else. The only exception is that we are required by law to report any allegations of child abuse or neglect. We do this to comply with law and to protect your safety."***

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## **Section 1**

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***NOTE: We reserve the right to add additional requirements prior to physically updating this document.***

This document complies with the Al-Anon Family Groups Headquarters, Inc., Board of Trustees' Motion 51, dated December 8, 2003, and provides requirements for creating a safe environment for Alateen members and Al-Anon members involved in Alateen service. The complete text of Motion 51 is included in Appendix A of this document. AMIAS candidates are highly encouraged to discuss their intent and motivations to serve in Alateen with their service and/or personal sponsors

References within this document to "Al-Anon Members Involved in Alateen Service" (AMIAS) apply to: Alateen Group Sponsors, designated chaperones for official Alateen-

related events, drivers transporting Alateens to and from official Alateen-related events, Alateen coordinators or Alateen chairs for Al-Anon/AA events where there is Alateen participation, and any Al-Anon members who are in a position of trust and responsibility in direct relation to Alateen members while being of service to Alateen. All AMIAS's must have a current certification from the Area AAPP. This policy does not apply to guest speakers invited by Alateen members to a meeting with guidance from their Alateen Group Sponsors.

**Requirements:**

Requirements 1 - 3 apply to all AMIAS's. Requirements 4, 5, and 6 apply to all Alateen members and all AMIAS's. Requirement 7 applies to the AFG of MD and DC, Inc.:

- 1) Every AMIAS must:
  - a) be an Al-Anon member regularly attending Al-Anon meetings. (Participation in a minimum of 1 meeting per week and regular contact with a sponsor is recommended);
  - b) be at least 21 years old;
  - c) have at least two years in Al-Anon (in addition to any time spent in Alateen);
  - d) not have been convicted of a felony;
  - e) not have been charged with child abuse or any other inappropriate sexual behavior; or convicted of any offence involving sexual misconduct or physical violence against children or adults.;
  - f) not have or have had a final Protective or Peace Order issued against them;
  - g) submit to and pass a National (Federal) and local background check;
  - h) not have demonstrated emotional problems which could result in harm to Alateen members;
  - i) have an Al-Anon sponsor and have worked, or in the process of working, the 12 steps of Al-Anon and be familiar with the Traditions and Concepts of the program
- 2) There must be at least two AMIAS's at every Alateen meeting or Alateen-sponsored event. The only exception to this may be granted by the AAC and /or AAPP for Alateen meetings held in schools or other institutional settings. In this case, only one AMIAS needs to be present, along with a mandatory reporter from the organization hosting the meeting. There must always be two adults present for an Alateen meeting to be held and both must be mandatory reporters.
- 3) A member of Alcoholics Anonymous who is also a member of Al-Anon and meets all the requirements is eligible to be an AMIAS, by virtue of his/her Al-Anon membership and participation.
- 4) Sexual interaction between any adult and Alateen member is prohibited, regardless of the age of the Alateen member. Sexual interaction includes, without limit, all direct (in-person), telephonic, or electronic acts or communications of a sexual nature. In the event of a complaint, the AMIAS agrees to immediately withdraw from all Alateen service until the complaint has been resolved.
- 5) Conduct contrary to applicable laws is prohibited.
- 6) Procedures for parental permission, medical care, transportation, and housing of Alateen members, when applicable and other related matters to Sponsorship are described later in this document.
- 7) These requirements have been reviewed by local counsel.

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## Section 2

### PROCEDURES FOR ALATEENS AND AL-ANON MEMBERS INVOLVED IN ALATEEN SERVICE (AMIAS)

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#### A. To become an AMIAS in AFG of MD and DC, Inc., the applicant must:

- 1) Complete the current AFG of MD and DC, Inc. Candidate Application Form for AMIAS and submit it to the Area Alateen Process Person (AAPP).
- 2) Have two Al-Anon members, over the age of 18 (who know the Applicant well), complete and submit the required reference forms to the AAPP. These members cannot be relatives of the Applicant or a member (or proposed member) of the Alateen Group the Applicant is to become a AMIAS. One of the references must be from the Applicant's Al-Anon sponsor; unless the sponsor will be in the same Alateen meeting. In that case, the reference can be from another Al-Anon member.
- 3) Complete all background check procedures and processes as required by AFG of MD and DC, Inc.
- 4) Complete the training required by AFG of MD and DC, Inc.

Upon receipt of all the required paperwork and results of the background check, the AAPP will certify that the information contained in the Candidate Application Form for Al-Anon Member Involved in Alateen Service is complete and log onto the WSO Alateen web site and enter the required information.

If approved, the WSO will certify the candidate as an AMIAS and assign a WSO number to the candidate. After this number is assigned, the AAPP will notify the Applicant that he/she is a certified AMIAS in Area 24. The AAPP will retain any paper records for a period of time in a secure, locked location.

#### B. Renewing AMIAS Status:

Annually, all AMIAS's wishing to remain AMIAS's shall:

- 1) Complete an Area 24 Renewal Candidate Application Form and submit to the AAPP No later than **June 1<sup>st</sup>** of each calendar year. A new background check is not required.
- 2) Participate in at least one AMIAS training session (as defined by the AAC), no later than **June 30th** of each calendar year. In the event the AMIAS attended New AMIAS training in October or later of a given year, he/she may be exempt from an additional training session for that year. Please ask the AAPP for details.
- 3) Upon receipt of items numbered 1 and 2 above, the AAPP will certify the information contained in the Renewal Candidate Application Form for the AMIAS is complete and will notify the Candidate of their status. The AAPP

will re-certify the Applicant to the WSO.

- 4) The certification period will be the same as WSO's certification period, which is currently July 1 – June 30.

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***NOTE: In the event an AMIAS does not comply with the requirements outlined in Section B above and their status as an AMIAS lapses for any reason, the requirements outlined in Section A above may apply – check with the AAPP for details.***

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#### **C. Resignation and/or Removal of an AMIAS:**

Circumstances change, and a person may not be willing or able to continue to serve as an AMIAS or AMIAS Candidate. Additionally, information received after certification as an AMIAS may require a review of the original application.

- 1) Any AMIAS or AMIAS Candidate may resign at any time by giving notice to the AAPP and to the Alateen Group where the person is an AMIAS. A resignation will take effect upon the date of receipt of the notice or the date specified, whichever is later. Notice may be given in writing or verbally. Acceptance of the resignation is not necessary to make it effective. A voluntary resignation will not alone be used as a reason to prevent that person from serving as an AMIAS in the future.
- 2) Should there be changes to the information supplied at the time of certification that would have prevented the AMIAS Candidate or Alateen Group Sponsor from having been selected as an AMIAS Candidate, the AAPP, the AAC, or the Chairperson of the Area may require that the person step down from the position.

#### **D. Complaint against an AMIAS:**

- 1) Any individual may go to the AAPP, AAC, or any Area Officer (Delegate, Alt. Delegate, Area Chairperson, Area Secretary, or Area Treasurer) with concerns about any AMIAS.
- 2) Complaints that are procedural in nature (matters which are not complaints of abuse, neglect, sexual interaction or conduct contrary to applicable laws between any adult and Alateen member) will be forwarded to the AAC and AAPP for appropriate action. Appropriate action is defined as, but not limited to, additional education of the AMIAS concerning current AFG of MD and DC, Inc. (Area 24) Safety and Behavioral Requirements and Procedures or removal from AMIAS certification list. Removal from the certification list means that the AMIAS may no longer attend Alateen meetings.
- 3) In the event of a complaint of abuse, neglect, sexual interaction or conduct contrary to applicable laws between any AMIAS and Alateen member, the AMIAS will be contacted by the AAPP, AAC or Chairperson of the Area and the AMIAS agrees to immediately withdraw from all Alateen service.

#### **E. Reporting suspected child abuse or neglect.**

Following applicable State of Maryland and/or District of Columbia law and these Safety Requirements, AMIAS's and Alateen members must immediately report

suspected abuse or neglect of any Alateen member to the Department of Social Services or the police.

AMIAS are also required to advise the AAPP or AAC when a report of child abuse or neglect is made.

If a report of suspected abuse or neglect involves an adult associated with Alateen (including any AMIAS, AAPP, AAC, speaker, or others), the Chairman of the Area (or AAPP or AAC if the report involves the Chairman) shall also be notified directly. The adult who is the subject of the report agrees to immediately withdraw from all Alateen services until the matter has been resolved.

Appendix B contains detailed procedures regarding reporting suspected child abuse or neglect. The contents of Appendix B are a part of these Safety and Behavioral Requirements and Procedures and are listed separately for convenience.

**F. Background Check Process:**

- 1) Background Checks are required for all first-time applicants wishing to become an AMIAS and may be required for those members who have let their AMIAS status lapse for any reason and wish to become an AMIAS again.
- 2) AFG of MD and DC, Inc. will pay all fees required for the processing of a Background Check for AMIAS's. The vendor will require an applicant to pay a fee, the applicant should obtain a receipt and submit it to the AFG of MD and DC, Inc. treasurer for reimbursement.
- 3) Applicants should obtain and complete the paperwork necessary to have the background check completed and take that paperwork to the appropriate location. The application for the background check shall be given directly to the background check agency along with the Agency number, which is supplied by the AAPP

**G. Alateen Group Registration:**

- 1) An Al-Anon member completes the Alateen Registration/Group Records Change Form and submits to the AAPP.
- 2) The AAPP will keep a copy of the form, verify the AMIAS's listed as Group Sponsors and forward the form to the WSO for processing in accordance with the WSO standards and procedures.
- 3) The WSO will return the WSO ID # of the Group to the Current Mailing Address, the Area Records Coordinator, and the AAPP.

**H. Obtaining an Substitute AMIAS's for an Alateen Meeting:**

- 1) If an AMIAS is not present for a meeting, the Alateen Group may request an Substitute AMIAS to comply with the requirement of having two AMIAS's present, provided that the Substitute AMIAS has been certified by the AAPP.



2) In the event a certified Substitute AMIAS is not available, Alateen members will be taken to the Al-Anon meeting, if available, that runs concurrently with the Alateen meeting. Alateen members will be encouraged to fully participate in the Al-Anon meeting.

OR

3) In the event a certified Substitute AMIAS is not available no Alateen meeting can be held. Alateen members will contact their parent(s)/other relatives who transported the Alateen member to the meeting and request that the Alateen members be picked up immediately. At no time shall an Alateen member be left unaccompanied.

**I. Obtaining Parental Permission and Medical Care Authorization for Alateen Events:**

- 1) Complete the Alateen Information and Permission Form; obtain parent or guardian signature and retain copy of form. Current forms can be obtained from the AAPP.
- 2) Complete the Authorization to Obtain Medical Care Form; obtain parent or guardian signature and retain a copy of form. Current forms can be obtained from the AAPP.

**J. Transporting Alateen Members:**

When transporting an Alateen Member to or from any Al-Anon/Alateen meeting or Al-Anon/Alateen event, the AMIAS must have a completed Alateen Information and Permission Form completed by the Alateen Member's parent or legal guardian. Two AMIAS's must be present when transporting an Alateen Member to or from any Al-Anon/Alateen meeting or Al-Anon/Alateen event.

**K. Overnight Housing of Alateen Members in Connection with an Al-Anon/Alateen Event:**

Alateen members must stay in the room of their parent/guardian at any Al-Anon/Alateen event during which overnight stay is possible, such as a Convention. In the event the parent/guardian is not attending the event, they may appoint a temporary legal guardian (who is not an AMIAS) and the Alateen member may stay with the temporary legal guardian.

**L. AMIAS holding Professional Licenses:**

Any AMIAS that holds a professional license is reminded that, in some instances, their licensing requirements may supersede the requirements contained in this document. These members are advised to check with their licensing board to clarify any questions they might have as it relates to working with minors and possible follow-up and reporting requirements.

If it is determined by the AMIAS that their follow-up and reporting requirements do supersede the requirements contained in this document, it is the responsibility of the AMIAS to regularly inform the Alateen Group members and AAPP of their follow-up and/or reporting requirements.

**M. Modifications to this document:**

Changes to this document are completed in accordance with Concept 10:

**Legal:** annually the AAPP has the requirements reviewed by legal counsel for any updates due to changes in the laws. Changes, if any, are communicated to the AAC and AMIAS.

**Procedural:** The AAPP and AAC review the requirements and make changes to support the Alateen program. Some changes are administrative, such as name changes, and others are substantial in nature. Substantial changes are discussed with the Alateen Area Coordinator (AAC) for agreement, then sent to the AMIAS as soon as reasonably possible.

In the event the AAPP and AAC are not in agreement about a substantial change, the matter would be discussed among the coordinators for the Alateen meetings and resolved in accordance with the Traditions and Concept of Service.

Revised requirements are sent to each AMIAS and the Steering Committee of AFG of MD and DC, Inc. and posted to the Alateen Area website. The AMIAS who are the Alateen meeting coordinators print a copy to have available at their Alateen meeting.

**N. Other resources:**

Alateen Safety Guidelines – WSO # G-34

Starting an Alateen Group- WSO # G-19

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Reviewed by legal counsel: 2/7/18

Name, address and telephone number of legal counsel:

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## Appendix A: Alateen Motion 51 from the Board of Trustees (December 8, 2003)

### Motion:

The Alateen Advisory Committee, the Group Services Committee, the World Service Office Policy Committee, and the Board of Trustees of Al-Anon Family Group Headquarters, Inc. have studied the issues concerning the safety and behavior of Alateen members and individuals involved with Alateen service. The Board has reviewed the documents and actions of previous Conferences, previous Committees, and the World Service Office correspondence with legal counsel, individual members, Alateen Sponsors, Coordinators, as well as area and district officers.

The Board of Trustees has determined:

Not all areas have written safety or behavioral requirements for Alateens and individuals involved with Alateen service.

The WSO registration procedures and policies should support areas that have developed safety and behavioral requirements. The Al-Anon fellowship should take all necessary steps to provide a safe environment for Alateens and the Al-Anons involved with Alateen service.

As Tradition Four states, "Each group should be autonomous, except in matters affecting another group or Al-Anon or AA as a whole." The Board of Trustees has determined that issues of safety and behavior by Alateens and individuals involved with Alateen service do affect every group and Al-Anon as a whole. The Board of Trustees, under Concept Seven and Warranty Four, is entrusted with the authority and responsibility to protect the Al-Anon and Alateen names and the organizational identity.

### Now, therefore, the Board of Trustees resolves:

1. As soon as possible, but in any event, no later than December 31, 2004, if an area within the World Service Conference Structure uses the Al-Anon or Alateen name in conjunction with any meeting(s), group(s), convention(s), or any other gathering(s) in the area where Alateen participation is offered, the area must have safety and behavioral requirements for all Alateen members and Al-Anon Member[s] Involved in Alateen Service (AMIAS's). These safety and behavioral requirements must meet the minimum requirements of Al-Anon Family Group Headquarters, Inc.

2. Al-Anon Members Involved in Alateen Service and all Alateen members must adhere to the area's safety and behavioral requirements, or the area will notify the WSO that those members are prohibited from participating in Alateen service.

3. As soon as possible, but in any event, no later than December 31, 2004, and for each succeeding year, each area must have a process to certify, and must so certify to the WSO annually, that each Al-Anon member involved with Alateen service has met the area's safety and behavioral requirements and has agreed to abide by them.

4. The World Service Office will register only those Alateen groups whose registration it receives through the area's registration process. The WSO will remove from its registration list any Alateen group that the area determines

does not comply with area safety and behavioral requirements. The area's request for removal of an Alateen group must be stated in writing to the Associate Director/Alateen. This

applies to all Alateen groups, whether currently registered or not.

5. If the area states in writing to the Associate Director/Alateen that a group, meeting, convention, or gathering is failing to meet the area's safety and behavioral requirements, prior registration or interaction with the World Service Office shall not constitute any continuing right to use the Al-Anon or Alateen name.

### Minimum Safety and Behavioral Requirements (WSO)

1. Every Al-Anon member involved with Alateen service must:
  - a. be an Al-Anon member regularly attending Al-Anon meetings.
  - b. be at least 21 years old.
  - c. have at least two years in Al-Anon in addition to any time spent in Alateen.
  - d. not have been convicted of a felony, and not have been charged with child abuse or any other inappropriate sexual behavior, and not have demonstrated emotional problems which could result in harm to Alateen members.
2. There must be at least one Alateen sponsor at every Alateen meeting.
3. The area requirements must prohibit overt or covert sexual interaction between any adult and Alateen member.
4. The area requirements must prohibit conduct contrary to applicable laws.
5. The area requirements must contain procedures for parental permission and medical care when applicable.
6. The area requirements must be reviewed by local counsel.

### Other points for the areas to think about in developing their requirements:

- Requiring two Alateen sponsors at every Alateen meeting.
- Having background checks.
- Considering behavior before, during, and after any Alateen meeting or activity of Alateens and adults involved with Alateen service.
- Connecting Alateen conferences to the area structure.
- Forming an Alateen meeting that meets at the same time and place as the Al-Anon meeting.
- Being gender conscious.
- Avoiding one-on-one interactions.
- Having an appropriate ratio of adults to Alateens at all times.
- Transporting Alateens to and from events.
- Educational training and awareness programs.

## Appendix B – Procedures for Reporting Child Abuse and Neglect

AFG of MD and DC, Inc. requires reporting of all suspected abuse and neglect whether it is sexual or physical and without regard to a person's profession or whether a child is currently safe.

The legal terms "child abuse" and "neglect" involve injury, failure to protect, sexual abuse or exploitation, and serious maltreatment of people under 18 by their parents, household members, persons in authority, and other caretakers, such as teachers, counselors, and babysitters. Child maltreatment by peers or strangers generally do not fall under the legal definitions of abuse or neglect but may be crimes that can be reported to the police.

When abuse or neglect is suspected:

1. When appropriate, let the Alateen member who may be victim of abuse or neglect know that a report will be made. If discussing the report with an Alateen member, another AMIAS must be present and the discussion should not be in the Group.

AMIAS's reporting suspected child abuse or neglect are encouraged to involve the Alateen member who may be a victim in the process whenever appropriate. Members should be reminded that they were told that suspected abuse or neglect would be reported, and that the AMIAS is required to make a report (i.e., it is not the AMIAS's choice). AMIAS should consider expressing concern for the Alateen member (for instance, "I'm concerned for your safety") and should be aware that victims of abuse or neglect often minimize the issue. An Alateen member can be given the option of calling in the report of abuse or neglect themselves in the presence of the AMIAS; this can help empower the Alateen member and also help connect the child with services.

2. Call the Department of Social Services (or Police) See Appendix C for list of contact numbers to report child abuse or neglect. You should call the jurisdiction where the abuse or neglect occurred. If the abuse occurred outside of Maryland or DC, call the State where the abuse or neglect happened.

3. AMIAS should not investigate cases, however, they should provide the following information *if they have it*:

- a. the name, address, and home address of the child;
- b. the name and home address of the child's parent or other person who is responsible for the child's care;
- c. the whereabouts of the child;
- d. the nature and extent of the abuse or neglect of the child, including any information previous instances of abuse and neglect that the AMIAS is aware of;
- e. any other information that would help to determine the cause of the suspected abuse or neglect and the individual responsible.

4. Following reporting suspected neglect or abuse to the Department of Social Services (or Police), call the AAPP or AAC to advise them that a report of suspected neglect or abuse about was made. The AAPP or AAC must report the issue to Area Steering Committee.

5. Within 24 hours, email the AAPP or AAC regarding the report, including date, time and information that was reported. (If email is not available, mail the information to the AAPP or AAC.) Keep a copy of the email in a confidential place.

6. If a report of suspected abuse or neglect involves an adult associated with Alateen (including any AMIAS, AAPP, AAC, speaker, or others), the Chairman of the Area shall also be notified directly. If the report involves the Chairman, the AAPP or AAC shall be notified. The adult who is the subject of the report agrees to immediately withdraw from all Alateen services until the matter has been resolved.

The requirement to advise Alateen leaders about reports of suspected abuse or neglect is in addition to the requirement to report to the Department of Social Services or police.

## **Appendix C -- Department of Social Services DC & Maryland**

### **Local Maryland Department of Social Services Child Protective Services phone numbers to call to report child abuse or neglect:**

- **Allegany Co.** – (301) 784-7122; after hours: (301) 759-0362
- **Anne Arundel Co.** – (410) 421-8400
- **Baltimore City** – (410) 361-2235
- **Baltimore Co.** – (410) 853-3000; after hours: (410) 583-9398
- **Calvert Co.** – (443) 550-6900; after hours: 1-866-898-9848
- **Caroline Co.** – (410) 819-4500; after hours: (410) 479-2515 (Sheriff's office)
- **Carroll Co.** – (410) 386-3434
- **Cecil Co.** – (410) 996-0100; after hours: (410) 996-5350
- **Charles Co.** – (301) 392-6739; after hours: (301) 932-2222 (Police dept.)
- **Dorchester Co.** – (410) 901-4100; after hours: (410) 228-3333 (Police dept.)
- **Frederick Co.** – (301) 600-2464; after hours: (301) 600-2100 (Police dept.)
- **Garrett Co.** – (301) 533-3005; after hours: (301) 334-1930 (Sheriff's office)
- **Harford Co.** – (410) 836-4713; after hours: (410) 838-6600 (Sheriff's office)
- **Howard Co.** – (410) 872-4203; after hours: (410) 313-2929 (Police dept.)
- **Kent Co.** – (410) 810-7600; after hours: (410) 758-1101 (State Police)
- **Montgomery Co.** – (240) 777-4417
- **Prince Georges Co.** – (301) 909-2450; after hours: (301) 699-8605
- **Queen Anne's Co.** – (410) 758-8000; after hours: (410) 758-0770 (Sheriff's office)
- **St. Mary's Co.** – (240) 895-70016; after hours: (301) 475-8016
- **Somerset Co.** – (410) 677-4200; after hours: (410) 651-0630 (Sheriff's office)
- **Talbot Co.** – (410) 770-4848; after hours: (410) 822-3101 (MD State Police)
- **Washington Co.** – (240) 420-2222
- **Wicomico Co.** – (410) 713-3900; after hours: (410) 548-4890
- **Worcester Co.** – (410) 641-0097; after hours: (410) 632-1111 (Sheriff's office)

### **Washington DC phone number to call to report child abuse and neglect:**

- D.C. Child and Family Services Agency Hotline (202) 671-7233

## Appendix D

**Below are excerpts from DC and Maryland law on child abuse and neglect. This is not a substitute for legal advice, AMIAS with questions should call the AAPP or AAC who will then consult with local counsel.**

### DC's Law

#### Physical Abuse

**Citation: Ann. Code § 16-2301**

'Abused,' when used in reference to a child, means:

- Infliction of physical or mental injury upon a child
- Sexual abuse or exploitation of a child or
- Negligent treatment or maltreatment of a child

#### Neglect

**Citation: Ann. Code § 16-2301**

'Neglected child' means a child:

- Who has been abandoned or abused by his or her parent, guardian, or custodian
- Whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child
- Who is without proper parental care or control, subsistence, education, or other care or control necessary for his or her physical, mental, or emotional health
- Whose parent, guardian, or other custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity
- Whose parent, guardian, or custodian refuses or is unable to assume responsibility for the child's care, control, or subsistence and the person or institution providing for the child states an intention to discontinue such care
- Who is in imminent danger of being abused and another child living in the same household has been abused
- Who has received negligent treatment or maltreatment from his or her parent, guardian, or custodian
- Who has resided in a hospital located in the District of Columbia for at least 10 calendar days following the its birth, despite a medical determination that the child is ready for discharge from the hospital, and the parent has not taken any action or made any effort to maintain a parental, guardianship, or custodial relationship or contact with the child
- Who is born addicted or dependent on a controlled substance or has a significant presence of a controlled substance in his or her system at birth
- In whose body there is a controlled substance as a direct and foreseeable consequence of the acts or omissions of the child's parent

- Who is regularly exposed to illegal drug-related activity in the home

'Negligent treatment' or 'maltreatment' means failure to provide adequate food, clothing, shelter, or medical care that includes medical neglect, and the deprivation is not due to the lack of financial means of his or her parent, guardian, or other custodian.

### **Sexual Abuse/Exploitation**

**Citation: Ann. Code § 16-2301**

'Sexual abuse' means:

- Engaging in, or attempting to engage in, a sexual act or sexual contact with a child
- Causing or attempting to cause a child to engage in sexually explicit conduct
- Exposing the child to sexually explicit conduct

'Sexual exploitation' occurs when a parent, guardian, or other custodian allows a child to engage in prostitution or engages a child or allows a child to engage in obscene or pornographic photography, filming, or other forms of illustrating or promoting sexual conduct.

### **Emotional Abuse**

**Citation: Ann. Code § 16-2301**

'Mental injury' means harm to a child's psychological or intellectual functioning that may be exhibited by severe anxiety, depression, withdrawal, outwardly aggressive behavior, or a combination of those behaviors, and that may be demonstrated by a change in behavior, emotional response, or cognition.

### **Abandonment**

**Citation: Ann. Code § 16-2301**

The term 'neglected child' includes a child who has been abandoned by his or her parent, guardian, or custodian.

### **Standards for Reporting**

**Citation: Ann. Code § 4-1321.02**

Any person shall report to local law enforcement if the person knows or has reasonable cause to suspect that a child has been or is in immediate danger of being a mentally or physically abused or neglected child.

The following person's are required to report to either the Metropolitan Police Department or Department of the District of Columbia or the Child and Family Services Agency: Child and Family Services Agency employees, agents, and contractors, and every physician, psychologist, medical examiner, dentist, chiropractor, registered nurse, licensed practical nurse, person involved in the care and treatment of patients, law-enforcement officer, humane officer of any agency charged with the enforcement of animal cruelty laws, school official, teacher, athletic

coach, Department of Parks and Recreation employee, public housing resident manager, social service worker, day care worker, human trafficking counselor, domestic violence, and mental health professional.

### **Persons Responsible for the Child**

**Citation: Ann. Code § 16-2301**

Responsible persons include a parent, guardian, or custodian.

### **Exceptions**

**Citation: Ann. Code § 16-2301**

It is not neglect when the child's deprivation of parental care and control is due to a lack of financial means.

No child who in good faith is under treatment solely by spiritual means through prayer, in accordance with the practices of a recognized church or religious denomination by a duly accredited practitioner, shall for that reason alone be considered neglected.

The term 'abused' does not include discipline administered by a parent, guardian or custodian to his or her child as long as the discipline is reasonable in manner and moderate in degree, and otherwise does not constitute cruelty. The term *discipline* does not include:

- Burning, biting, or cutting a child
- Striking a child with a closed fist
- Inflicting injury to a child by shaking, kicking, or throwing the child
- Non-accidental injury to a child younger than 18 months
- Interfering with a child's breathing
- Threatening a child with a dangerous weapon or using such a weapon on a child

## **Maryland's Law**

### **Physical Abuse**

**Citation: Fam. Law § 5-701**

'Abuse' means:

- The physical or mental injury of a child by any parent or other person who has permanent or temporary care, custody, or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed
- Sexual abuse of a child, whether physical injuries are sustained or not



**Neglect****Citation: Fam. Law § 5-701**

'Neglect' means leaving a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate:

- That the child's health or welfare is harmed or placed at substantial risk of harm
- Mental injury to the child or a substantial risk of mental injury

**Persons Responsible for the Child****Citation: Fam. Law § 5-701**

Responsible persons include a parent or other person who provides temporary care, custody, or supervision of the child, including:

- A family member, including a relative to the child by blood, adoption, or marriage

A household member, including a person who lives or is a regular presence in a home of a child at the time of the alleged abuse or neglect

**Sexual Abuse/Exploitation****Citation: Fam. Law § 5-701**

'Sexual abuse' means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care, custody, or responsibility for supervision of a child, or by any household or family member. 'Sexual abuse' includes: allowing or encouraging a child to engage in obscene photography, films, poses or similar activity; pornographic photography, films, poses, or similar activity; prostitution; human trafficking; incest; rape; a sexual offense in any degree; sodomy; and any unnatural or perverted sexual practices.

**Emotional Abuse****Citation: Fam. Law § 5-701**

'Mental injury' means the observable, identifiable, and substantial impairment of a child's mental or psychological ability to function.

**Standards for Reporting****Citation: Fam. Law § 5-705**

Any person in Maryland who has reason to believe that a child has been abused or neglected shall notify the local department or law enforcement authorities.

**Citation: Fam. Law § 5-704.1**

Any person may report to the local law enforcement agency if the person has reason to believe that a parent, guardian, or caregiver of a child has consistently allowed the child to reside with or be in the regular presence of an individual who is registered [as a sex offender]with an offense against a child and poses any substantial risk of sexual abuse to the child.