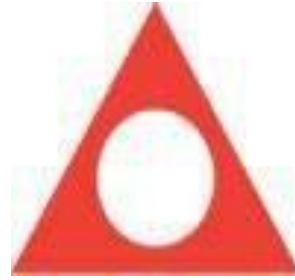


ALATEEN



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)

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

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Updated: 2/2/2025

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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 85 service manual 2018-2021) 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 85 service manual 2018-2021)
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 #	A number assigned by the World Service Office to INDIVIDUALS (involved in service) and GROUPS for identification purposes within Al-Anon Family Groups. This is not a certification number, it is simply the method WSO uses as identification

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 AI-Anon Members Involved in Alateen Service (AMIAS) who attend an Alateen Group, an Alateen Conference and/or AI-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 AI-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 AI-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 ensure 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 suspected child abuse or neglect. We do this to comply with law and to protect your safety."

Section 1, AFG of MD and DC, Inc. (Area 24) Requirements

NOTE: AFG of MD and DC, Inc. reserves 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 worked, or in the process of working, the 12 steps of Al-Anon and be familiar

with the Traditions and Concepts of the program

- j) to be willing to work at least one Alateen meeting per month after becoming certified.
 - 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, hospitals, and juvenile 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. (per Motion approved by the Fall 2018 Assembly)
 - 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.
-

2. Section 2, AFG of MD and DC, Inc. (Area 24) Procedures

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

2.1. To become an AMIAS in AFG of MD and DC, Inc.

The applicant must:

- Complete the current AFG of MD and DC, Inc. Candidate Application Form for AMIAS and submit it to the Area Alateen Process Person (AAPP).
- 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 an AMIAS. Both of the references must be an active member of the Al-Anon program.
- Complete all background check procedures and processes as required by AFG of MD and DC, Inc.
- 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 WSOAlateen 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 prescribed by AFG of MD and DC, Inc. in a secure, locked location.

2.2. Renewing AMIAS Status

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

- Complete an Area 24 Renewal Candidate Application Form and submit to the AAPP no later than June 1st of each calendar year. A new background check is not required.
- 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.
- 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.

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

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.

2.3. 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.

- 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.
- 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.

2.4. Complaint against an AMIAS

- 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.
- 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.
- 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.

2.5. Reporting suspected child abuse or neglect.

Following applicable State of Maryland and/or District of Columbia law and AFG of MD and DC, Inc.'s 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.

2.6. Background Check Process:

- 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.
- 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.
- 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.

2.7. Alateen Group Registration:

- An Al-Anon member completes the Alateen Registration/Group Records Change Form and submits to the AAPP.
- 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.
- The WSO will return the WSO ID # of the Group to the Current Mailing Address, the Area Records Coordinator, and the AAPP.

2.8. Obtaining a Substitute AMIAS's for an Alateen Meeting:

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

- 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.

2.9. Obtaining Parental Permission and Medical Care Authorization for Alateen Events

- 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.
- 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.

2.10. 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.

2.11. 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 guardian (who is not an AMIAS) and the Alateen member must stay with the temporary guardian.

2.12. 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.

2.13. Modifications to this document

On an ongoing basis, but at least annually, the Alateen Area Process Person, Alateen Area Coordinator and a local counsel review the Safety Requirements and recommend changes necessary to support the Alateen program. If the changes are considered to be substantial as defined by the AAPP, Alateen Coordinator, Steering Committee members by a 2/3s vote the issue will be brought to the Assembly for a final vote. If it's not a substantial change the steering committee will respond in a timely manner recommended as 10 business days. (per Motion approved by the Fall 2018 Assembly).

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.

2.14. Other resources:

Alateen Safety Guidelines – WSO#G-34
Starting an Alateen Group – WSO#G-19

Changes made to this document are in accordance with Motion 1 from the Fall 2018 Assembly

Reviewed: 2/2/2025

Name and address of local counsel reviewer:

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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.
 - 1) Having background checks.
 - 2) Considering behavior before, during, and after any Alateen meeting or activity of Alateens and adults involved with Alateen service.
 - 3) Connecting Alateen conferences to the area structure.
 - 4) Forming an Alateen meeting that meets at the same time and place as the Al-Anon meeting.
 - 5) Being gender conscious.
 - 6) Avoiding one-on-one interactions.
 - 7) Having an appropriate ratio of adults to Alateens at all times.
 - 8) Transporting Alateens to and from events.
 - 9) 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 in nature and without regard to a person's profession or whether a child is currently safe.

*See Appendix D for current MD/DC Laws

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 does not fall under the legal definition of abuse or neglect but may be a crime that can be reported to the police. Please see appendix for more detailed definitions.

When abuse or neglect is suspected:

1. When appropriate, let the Alateen member who may be the 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 youth with services.

2. Call the Department of Social Services (or Police) See Appendix C for a 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. Or if the AMIAS learns of the abuse or neglect while in Maryland, and the child lives in another state, they can report it to their local agency, and that agency will forward the report to the appropriate state's agency
3. AMIAS should not investigate cases, however, they should provide the following information if they have it:
 - the name, address, and home address of the child.
 - the name and home address of the child's parent or other person who is responsible for the child's care.
 - the whereabouts of the child.
 - 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.
 - Any evidence or information available to the reporter concerning possible previous instances of abuse or neglect and.
 - Any evidence or information that would help to determine the cause of the suspected abuse or neglect.
 - The identity of any individual responsible for the abuse or neglect.

- Any observable, identifiable and substantial impairment of a child's mental or psychological ability function
 - 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 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 – Maryland & DC Phone Numbers to Report Abuse and Neglect

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) 887-8463; after hours: (410) 583-9398
- **Calvert Co.** – (443) 550-6969
- **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) 228-2222 (Police dept.)
- **Frederick Co.** – (301) 600-4555; after hours:
- **Garrett Co.** – (301) 533-3005; after hours: (301) 334-1911 (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
- **St. Mary's Co.** – (240) 895-7016; after hours: (301) 475-8016
- **Somerset Co.** – (410) 677-4200; after hours: (410) 651-0707 (Sheriff's office)
- **Talbot Co.** – (410) 770-4848; after hours: (410) 819-4747 (MD State Police)
- **Washington Co.** – (240) 420-2222
- **Wicomico Co.** – (410) 713-3900; after hours: (410) 548-4890
- **Worcester Co.** – (410) 677-6800; 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 – Maryland & DC Law

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(23)(A)

The term '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(9)(A)(i)-(x)

The term '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. For the purposes of this sub-subparagraph, the term “reasonable efforts” includes petitioning for a civil protection order pursuant to § 16-1003, where the child is a family member, as that term is defined in § 16-1001(5A)
- Who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental, or emotional health and the deprivation is not due to the lack of financial means of his or her parent, guardian, or custodian.
- 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 which is 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 or under the same care of the same parent, guardian, or custodian 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 birth of a child, despite a medical determination that the child is ready for discharge from the hospital, and the parent, guardian, or other custodian of the child 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, guardian, or custodian
- Who is regularly exposed to illegal drug-related activity in the home

Negligent treatment or maltreatment

Citation: Ann. Code § 16-2301(24).

'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(32)(A)-(B)

The term '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; or
- Exposing the child to sexually explicit conduct.

Sexual exploitation

Citation: Ann. Code § 16-2301(25)

The term “sexual exploitation” means a parent, guardian, or other custodian allows a child to engage in prostitution, or means a parent, guardian, or other custodian 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(31)

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

Abandonment

Citation: Ann. Code § 16-2301(9)(A)(i)

The term 'neglected child' includes a child who has been abandoned by his or her parent, guardian, or custodian or whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child. For the purposes of this sub-subparagraph, the term “reasonable efforts” includes petitioning for a civil protection order pursuant to where the child is a family member.

Standards for Reporting Citation:

Citation: Ann. Code § 4-1321.02(a)

For the purposes of this section the term “mandatory reporter” means any of the following: An employee, Agent, or contractor of the Child and Family Services Agency; a physician; a psychologist; a medical examiner; a dentist; a chiropractor; a registered nurse; a licensed practical nurse; an individual involved in the care and treatment of patients; a law enforcement officer; a humane officer of any agency charged with the enforcement of animal cruelty laws; a school official; a teacher; an athletic coach; an employee of the Department of Parks and Recreation; a public housing resident manager; a social services worker; a day care worker; and a professional, as that term is defined in § 7-1201.01(11).

Citation: Ann Code § 4-1321.02(b)(1)(A)

Mandatory reporters shall make a report to Child and Family Services Agency or Metropolitan Police Department if they know or have reasonable cause to believe that a child has been or is in immediate danger of being abused or a neglected child.

Citation: Ann. Code § 4-1321.02(b)(3)

This section shall not apply to the following individuals while acting in their capacity as a counselor:

- Domestic violence counselor, as that term is defined in § 14-310(a)(2);
- Human trafficking counselor, as that term is defined in § 14-311(a)(2); or
- Sexual assault counselor, as that term is defined in § 14-312(a)(2)

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, provided, that 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; and
- Threatening a child with a dangerous weapon or using such a weapon on a child.

For purposes of this provision, the term “dangerous weapon” means a firearm, a knife, or any of the prohibited weapons described in section 22-4514. (ii) The list in sub-subparagraph (i) of this subparagraph is illustrative of unacceptable discipline and is not intended to be exclusive or exhaustive

Nature and contents of reports

Citation: Ann. Code § 4-1321.03

(a) Each person required to make a report of a known or suspected neglected child shall:

- (1) Immediately make an oral report of the case to the Child and Family Services Agency or the Metropolitan Police Department of the District of Columbia; and
- (2) Make a written report of the case if requested by said Division or Police or if the abuse involves drug-related activity.

(b) The report shall include, but need not be limited to, the following information if it is known to the person making the report:

- (1) The name, age, sex, and address of the following individuals:
 - (A) The child who is the subject of the report;
 - (B) Each of the child's siblings and other children in the household; and

- (C) Each of the child's parents or other persons responsible for the child's care;
- (2) The nature and extent of the abuse or neglect of the child and any previous abuse or neglect, if known;
- (3) All other information which the person making the report believes may be helpful in establishing the cause of the abuse or neglect and the identity of the person responsible for the abuse or neglect; and
- (4) If the source was required to report under this subchapter, the identity and occupation of the source, how to contact the source and a statement of the actions taken by the source concerning the child.

Maryland's Law Physical Abuse

Citation: Fam. Law § 5-701(b)(1)

(b)(1) "Abuse" means:

- (i) the physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed by:
 - 1. a parent;
 - 2. a household member or family member;
 - 3. a person who has permanent or temporary care or custody of the child;
 - 4. a person who has responsibility for supervision of the child; or
 - 5. a person who, because of the person's position or occupation, exercises authority over the child;
- (ii) sexual abuse of a child, whether physical injuries are sustained or not; or
- (iii) labor trafficking of a child by any individual.

Neglect

Citation: Fam. Law § 5-701(s)

(s)The term "Neglect" means the leaving of 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:

- (1) that the child's health or welfare is harmed or placed at substantial risk of harm; or
- (2) mental injury to the child or a substantial risk of mental injury.

Persons Responsible for the Child

Citation: Fam. Law § 5-701

- 1. a parent;
- 2. a household member or family member;
- 3. a person who has permanent or temporary care or custody of the child;
- 4. a person who has responsibility for supervision of the child; or
- 5. a person who, because of the person's position or occupation, exercises authority over the child.

"Family member" means a relative by blood, adoption, or marriage of a child.

"Household member" means a person who lives with, 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(y) and (z)

(y)“Sexual abuse” means any act that involves:

- (1) sexual molestation or exploitation of a child by:
 - (i) a parent;
 - (ii) a household or family member;
 - (iii) a person who has permanent or temporary care or custody of the child;
 - (iv) a person who has responsibility for supervision of the child; or
 - (v) a person who, because of the person’s position or occupation, exercises authority over the child; or
- (2) sex trafficking of a child by any individual.

(z)“Sexual molestation or exploitation” includes:

- (1) allowing or encouraging a child to engage in:
 - (i) obscene photography, films, poses, or similar activity;
 - (ii) pornographic photography, films, poses, or similar activity; or
 - (iii) prostitution;
- (2) incest;

- (3) rape;
- (4) sexual offense in any degree; and
- (5) Any other sexual conduct that is a crime.

Emotional Abuse

Citation: Fam. Law § 5-701(r)

(r)“Mental injury” means the observable, identifiable, and substantial impairment of a child's mental or psychological ability to function caused by an intentional act or series of acts, regardless of whether there was an intent to harm the child.

Standards for Reporting

Citation: Fam. Law § 5-705

(a)(1) A person in this State other than a health practitioner, police officer, or educator or human service worker who has reason to believe that a child has been subjected to abuse or neglect shall notify the local department or the appropriate law enforcement agency.

(2) A person is not required to provide notice under paragraph (1) of this subsection:

- (i) in violation of the privilege described under § 9-108 of the Courts Article;
- (ii) if the notice would disclose matter communicated in confidence by a client to the client's attorney or other information relating to the representation of the client; or
- (iii) in violation of any constitutional right to assistance of counsel.

(3) A minister of the gospel, clergyman, or priest of an established church of any denomination is not required to provide notice under paragraph (1) of this subsection if the notice would disclose matter in relation to any communication described in § 9-111 of the Courts Article and:

- (i) the communication was made to the minister, clergyman, or priest in a professional character in the course of discipline enjoined by the church to which the minister, clergyman, or priest belongs; and
- (ii) the minister, clergyman, or priest is bound to maintain the confidentiality of that communication under canon law, church doctrine, or practice.

Agency to notify the other agency

(b)(1) An agency to which a report of suspected abuse or neglect is made under subsection (a) of this section shall immediately notify the other agency.

(2) This subsection does not prohibit a local department and an appropriate law enforcement agency from agreeing to cooperative arrangements.

Oral or written report

(c) A report made under subsection (a) of this section may be oral or in writing.

Contents of report

(d)(1) To the extent possible, a report made under subsection (a) of this section shall include the

information required by § 5-704(c) of this subtitle.

(2) A report made under subsection (a) of this section shall be regarded as a report within the provisions of this subtitle, whether or not the report contains all of the information required by § 5-704(c) of this subtitle.

Abuse or neglect occurring outside the State

Citation: Fam. Law § 5-705.1

“Local department” defined

(a) In this section, “local department” means a department of social services for a county in this State.

Provisions of this subtitle apply to reporting suspected abuse or neglect occurring outside of this State

(b) The following provisions of this subtitle shall apply to the reporting of suspected abuse or neglect under this section:

- (1) except as provided in subsection (a) of this section, the definitions set forth in § 5-701 of this subtitle;
- (2) the provisions relating to the confidentiality of reports specified in § 5-707(a)(1) and (2) of this subtitle; and
- (3) the provisions relating to immunity from civil liability or criminal penalty specified in § 5-708 of this subtitle.

Persons required to report suspected abuse or neglect occurring outside of this State to local department

(c)(1) If suspected abuse or neglect is alleged to have occurred outside of this State and the victim is currently a child who lives outside of this State, a person who would be required to report suspected abuse or neglect under the provisions of § 5-704 or § 5-705 of this subtitle shall report the suspected abuse or neglect to any local department in accordance with paragraph (2) of this subsection.

(2) A person described in § 5-704 of this subtitle shall make:

- (i) an oral report, by telephone or direct communication, as soon as possible; and
- (ii) a written report not later than 48 hours after the contact, examination, attention, or treatment that caused the person to believe that the child had been subjected to abuse or neglect.

(3) A person described in § 5-705 of this subtitle shall make an oral or a written report.

(4) To the extent possible, a report under this subsection shall include the information specified in § 5-704(c) of this subtitle.

Local department shall forward report to appropriate agency

(d) Promptly after receiving a report of suspected abuse or neglect under this section, the local department shall forward the report to the appropriate agency outside of this State that is authorized to receive and investigate reports of suspected abuse or neglect.

Reports of suspected abuse or neglect; health practitioners, police officers, educators, and human service workers.

Citation: Fam. Law § 5-704

Persons required to notify authorities and report suspected instances of abuse or neglect

(a) Notwithstanding any other provision of law, including any law on privileged communications, each health practitioner, police officer, educator, or human service worker, acting in a professional capacity in this State who has reason to believe that a child has been subjected to abuse or neglect:

- (1) shall notify the local department or the appropriate law enforcement agency; and
- (2) if acting as a staff member of a hospital, public health agency, childcare institution, juvenile detention center, school, or similar institution, shall immediately notify and give all information required by this section to the head of the institution or the designee of the head.

Oral and written reports

(b)(1) An individual who notifies the appropriate authorities under subsection (a) of this section shall make:

- (i) an oral report, by telephone or direct communication, as soon as possible to the local department or appropriate law enforcement agency; and
 - (ii) a written report:
 1. to the local department not later than 48 hours after the contact, examination, attention, or treatment that caused the individual to believe that the child had been subjected to abuse or neglect; and
 2. With a copy to the local State's Attorney.
- (2)(i) An agency to which an oral report of suspected abuse or neglect is made under paragraph (1) of this subsection shall immediately notify the other agency.
- (ii) This paragraph does not prohibit a local department and an appropriate law enforcement agency from agreeing to cooperative arrangements.

Contents of report

(c) Insofar as is reasonably possible, an individual who makes a report under this section shall include in the report the following information:

- (1) the name, age, and home address of the child;
- (2) the name and home address of the child's parent or other person who is responsible for the child's care;
- (3) the whereabouts of the child;
- (4) the nature and extent of the abuse or neglect of the child, including any evidence or information available to the reporter concerning possible previous instances of abuse or neglect; and
- (5) any other information that would help to determine:
 - (i) the cause of the suspected abuse or neglect; and
 - (ii) the identity of any individual responsible for the abuse or neglect.

Report of child at substantial risk of sexual abuse.

Citation: Fam. Law § 5-704.1

In general

(a) An individual may notify the local department or the appropriate law enforcement agency if the individual has reason to believe that a parent, guardian, or caregiver of a child allows the child to reside with or be in the regular presence of an individual, other than the child's parent or guardian,

who:

- (1) is registered under Title 11, Subtitle 7 of the Criminal Procedure Article based on the commission of an offense against a child [a sex offender]; and
- (2) based on additional information, poses a substantial risk of sexual abuse to the child.

Failure to report suspected abuse or neglect of child

Citation: Crim. Law § 3-602.2

In general

(a) A person who is required to provide notice of suspected abuse or neglect of a child or make a written report of suspected abuse or neglect of a child under § 5-704 of the Family Law Article may not knowingly fail to provide the required notice or make the required written report if the person has actual knowledge of the abuse or neglect.

Penalty

(b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$10,000 or imprisonment not exceeding 3 years or both.

Scope of section

(c) This section applies only to a failure to report child abuse or neglect that occurs during the time the child is a minor.