



Mandatory Reporting Procedures

Procedures to follow for Mandatory Reporting regarding possible abuse or neglect:

Step 1: Call 855-642-4453 and provide as much of the following information as possible:

- Name
- Address
- Age
- Name and address of parents or caretakers
- Name and address of suspected abuser
- The reason you suspect the abuse or neglect
- Any other information that might help

Step 2: If you know the county of residence for the child, follow the procedures of the appropriate county.

Gallia County: Complete and email the Gallia County Mandatory Reporting form. The form is located under staff forms and includes the email information.

Jackson County: If during regular business hours, Call 740-286-4181. If after hours, weekends, and holidays, call the Jackson County Sheriff's Office at 740-286-6464.

Vinton County: Vinton County only asks reporters to contact the state number (855-642-4453) from Step 1.

Step 3: Make sure you make a Supervisor or Dean aware of the situation, giving them as much information as you have available.