

### EXECUTIVE DIRECTIVE

<b>Title: Notifications of Suspected Child Abuse or Neglect</b>	<b>Executive Directive Number: DIR-40-25</b>
<b>Related MD Statute/Regulations:</b> Md. Code Ann., Fam. Law, §5-704	<b>Applicable to:</b> All DJS Employees
<b>Related DJS Policy/Procedures/Directives:</b> <a href="#">OPS-913-15</a>	<b>Effective Date:</b> 8/20/25  <b>Number of Pages:</b> 3

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Betsy Fox Tolentino  
Acting Secretary

\_\_\_\_\_  
8/22/25  
Date

### DIRECTIVE

Pursuant to the *Reporting and Investigating Child Abuse and Neglect* Policy, staff are reminded that they have several reporting responsibilities. All employees must immediately report any knowledge, allegations, suspicion, or information they receive regarding child abuse and neglect, to include any incident of sexual abuse or harassment of a youth under the supervision, custody, or care of the Department, in accordance with State law and the guidelines outlined in the policy. This includes completing the following notifications:

- Immediately report incidents through the chain of supervision to ensure that appropriate measures are taken to protect youth.
- Incidents shall be reported to the DJS Office of the Inspector General (OIG), who shall complete an administrative investigation.
- Incidents shall be reported verbally and in writing to the Department of Social Services – Child Protective Services (CPS) Unit for investigation to determine abuse or neglect.
- Incidents shall be reported, verbally and in writing, to the State Police or other law enforcement to investigate and determine criminal charges.
- All CPS Suspected Child Abuse/Neglect Reports shall be copied to the local State Attorney Office in accordance with State law

When making notifications to the Department of Social Services (DSS) - Child Protective Services (CPS) and law enforcement that there is reason to believe that a child has been subjected to abuse or neglect, a copy of the CPS Suspected Child Abuse/Neglect Report shall be provided to the local State's Attorney (Attachment 1) no later than 48 hours after the initial report to the DSS-CPS and law enforcement.

Attachment 1

<b>Allegany County</b> <b>Honorable James Elliott</b> 59 Prospect Square, Suite 111 Cumberland, MD 21502 (p) 301-777-5962 (f) 301-777-5964 <a href="mailto:jelliott@alleganygov.org">jelliott@alleganygov.org</a>	<b>Carroll County</b> <b>Honorable Haven Shoemaker</b> 55 North Court Street Westminster, MD 21157 (p) 410-386-2671 (f) 410-876-9286 <a href="mailto:hshoemaker@carrollcountymd.gov">hshoemaker@carrollcountymd.gov</a>
<b>Anne Arundel County</b> <b>Honorable Anne Colt Leitess</b> 8 Church Circle Suite 200 Annapolis, MD 21401 (p) 410-222-1740 (f) 410-222-1325 <a href="mailto:Saleit53@aacounty.org">Saleit53@aacounty.org</a>	<b>Cecil County</b> <b>Honorable James Dellmyer</b> 129 East Main Street, Room 210 Elkton, MD 21921 (p) 410-996-5335 (f) 410-392-7814 <a href="mailto:jdellmyer@ccgov.org">jdellmyer@ccgov.org</a>
<b>Baltimore City</b> <b>Honorable Ivan Bates</b> 120 E. Baltimore Street Baltimore City, MD 21202 (p) 443-984-6000 (f) 410-539-5215 <a href="mailto:ivan@stattorney.org">ivan@stattorney.org</a>	<b>Charles County</b> <b>Honorable Anthony Covington</b> Courthouse PO Box 3065 LaPlata, MD 20646 (p) 301-932-3360 (f) 301-932-3379 <a href="mailto:covingt@charlescountymd.gov">covingt@charlescountymd.gov</a>
<b>Baltimore County</b> <b>Honorable Scott Shellenberger</b> 401 Bosley Ave County Courts Building Towson, MD 21204 (p) 410-887-6600 (f) 410-828-1078 <a href="mailto:sshellenberger@baltimorecountymd.gov">sshellenberger@baltimorecountymd.gov</a>	<b>Dorchester County</b> <b>Honorable Amanda Leonard</b> 501 Court Lane Suite 211 Cambridge, Maryland 21613 (p) 410-228-3611 (f) 410-228-9867 <a href="mailto:aleonard@docogonet.com">aleonard@docogonet.com</a>
<b>Calvert County</b> <b>Honorable Robert Harvey</b> 175 Main Street Prince Frederick, MD 20678 (p) 410-535-1600 x 2369 (f) 410-535-2436 <a href="mailto:Robert.harvey@calvertcountymd.gov">Robert.harvey@calvertcountymd.gov</a>	<b>Frederick County</b> <b>Honorable J. Charles Smith, III</b> 100 West Patrick Street Frederick, MD 21701 (p) 301-600-1523 (f) 301-600-2195 <a href="mailto:jcsmith@statesattorney.us">jcsmith@statesattorney.us</a>
<b>Caroline County</b> <b>Honorable Sloane Franklin</b> 109 Market Street Courthouse, Room 208 Denton, MD 21629 (p) 410-479-0255 (f) 410-479-4169 <a href="mailto:sfranklin@carolinemd.org">sfranklin@carolinemd.org</a>	<b>Garrett County</b> <b>Honorable Christian Mash</b> 313 East Alder Street, Room 200 Oakland, MD 21550 (p) 301-334-1974 (f) 301-334-5012 <a href="mailto:cmash@garrettcountry.org">cmash@garrettcountry.org</a>
<b>Harford County</b>	<b>Queen Anne's County</b>

<b>Honorable Alison Healey</b> 20 West Courtland Street Bel Air, MD 21014 (p) 410-638-3500 (f) 410-838-2023 <a href="mailto:amhealey@harfordcountymd.gov">amhealey@harfordcountymd.gov</a>	<b>Honorable Lance Richardson</b> 107 North Liberty Street Centreville, MD 21617 (p) 410-758-2264 (f) 410-758-4409 <a href="mailto:lrichardson@gac.org">lrichardson@gac.org</a>
<b>Howard County</b> <b>Honorable Rich Gibson</b> 9250 Judicial Way Ellicott City, MD 21043 (p) 410-313-2108 (f) 410-313-3294 <a href="mailto:rgibson@howardcountymd.gov">rgibson@howardcountymd.gov</a>	<b>Somerset County</b> <b>Honorable Wess Garner</b> 30500 Prince William Street Princess Anne, MD 21853 (p) 410-651-3333 (f) 410-651-3453 <a href="mailto:wgarner@somersetmd.us">wgarner@somersetmd.us</a>
<b>Kent County</b> <b>Honorable Brian DiGregory</b> 205 Cannon Street, Suite 2 Chestertown, MD 21620 (p) 410-778-7450 (f) 410-778-77479 <a href="mailto:bdigregory@kentgov.org">bdigregory@kentgov.org</a>	<b>Talbot County</b> <b>Honorable Joseph Coale</b> 20 North West Street, Suite 1 Easton, MD 21601 (p) 410-770-8060 (f) 410-770-8075 <a href="mailto:jcoale@talbotcountysao.org">jcoale@talbotcountysao.org</a>
<b>Montgomery County</b> <b>Honorable John McCarthy</b> 50 Maryland Ave Rockville, MD 20850 (p) 240-777-7300 (f) 240-777-7413 <a href="mailto:john.mccarthy@montgomerycountymd.gov">john.mccarthy@montgomerycountymd.gov</a>	<b>Washington County</b> <b>Honorable Regina Cirincion</b> 33 West Washington Street, Room 302 Hagerstown, MD 21740 (p) 240-313-2000 (f) 240-313-2001 <a href="mailto:gcirinci@washco-md.net">gcirinci@washco-md.net</a>
<b>Prince George's County</b> <b>Honorable Tara Jackson, Interim SA</b> 14735 Main Street, Room 349M Upper Marlboro, MD 20772 (p) 301-952-3500 (f) 301-952-5061 <a href="mailto:Thjackson@co.pg.md.us">Thjackson@co.pg.md.us</a>	<b>Wicomico County</b> <b>Honorable Jamie Dykes</b> 309 East Main Street Salisbury, MD 21803 (p) 410-548-4880 (f) 410-860-2425 <a href="mailto:jdynes@wicomicoounty.org">jdynes@wicomicoounty.org</a>
<b>Saint Mary's County</b> <b>Honorable Jaymi Sterling</b> Courthouse PO Box 1755 Leonardtown, MD 20650 (p) 301-475-4590 (f) 301-475-4596 <a href="mailto:Jaymi.sterling@stmaryscountymd.gov">Jaymi.sterling@stmaryscountymd.gov</a>	<b>Worcester County</b> <b>Honorable Kristin Heiser</b> 106 Franklin Street Snow Hill, MD 21863 (p) 410-632-2166 (f) 410-632-3250a <a href="mailto:kheiser@co.worcester.md.us">kheiser@co.worcester.md.us</a>

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## DJS EXECUTIVE DIRECTIVE

### Statement of Receipt and Acknowledgment of Review and Understanding

**SUBJECT:** Notifications of Suspected Child Abuse or Neglect

**NUMBER:** DIR-40-25

**APPLICABLE TO:** All Staff

I have received and reviewed a copy (electronic or paper) of the above-titled Executive Directive. I understand the contents of the Executive Directive.

I understand that failure to sign this acknowledgment form within five working days of receipt of the Executive Directive shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this Executive Directive even if I fail to sign this acknowledgment form.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WORK LOCATION

***SEND THE ELECTRONICALLY SIGNED COPY TO YOUR SUPERVISOR FOR PLACEMENT IN YOUR PERSONNEL FILE.***