1. Purpose
1.1. To describe reporting requirements for prehospital personnel when incidents of child, elder or dependent adult, or domestic violence is reported or reasonably suspected.

2. Definitions
2.1. A child is defined as anyone under the age of 18.
2.2. An elder is defined as any person 65 years of age or older.
2.3. A dependent adult is anyone between 18 and 64 years of age who has physical or mental limitations which restrict his or her ability to carry out normal activities or to protect his or her rights including but not limited to persons who have physical or developmental disabilities or those whose physical or mental abilities have diminished due to age.
2.4. Abuse is defined as evidence of physical or emotional abuse, neglect may be defined as intimidation, cruel punishment, fiduciary (financial) abuse, abandonment, isolation or treatment resulting in physical harm or pain or mental suffering or the deprivation by a care custodian of goods and services which are necessary to avoid physical harm or mental suffering.
2.5. Reasonable suspicion is defined as information known to the EMS provider which, drawing on his/her training and experience, would lead another EMS provider in the same situation to suspect that the injury or condition of the patient was the result of a violent act or neglect.

3. Child Abuse or Neglect: When EMS personnel are faced with situations involving known or suspected abuse or neglect of a child, EMS personnel are required to do all of the following:
3.1. Make a reasonable effort to transport the child to a hospital and notify the receiving hospital of the suspected abuse or neglect.
3.2. Notify the appropriate law enforcement agency immediately if the parents are resistant to transporting the child to the hospital.
3.3. Document observations and findings on the patient care report.
3.4. Contact the San Mateo County Children and Family Services (CFS) or law enforcement as soon as possible and no longer than 24 hours after patient care is completed.
3.5. File a written report with CFS within 2 working days of the encounter.
3.5.1. **To report child abuse call:** 650-802-7922

3.5.2. A written and verbal report of suspected abuse shall be filed by all responding agencies. In the case of multiple individuals from the same agency, a single individual may be designated to file the report.

3.6. If there is physical or environmental evidence of abuse, the appropriate law enforcement agency should be contacted to obtain photographic evidence as soon as possible. Patient care or transport should not be delayed to obtain photographs. Notify the law enforcement agency of the intended receiving hospital.

4. **Elder and Dependent Adult Abuse or Neglect:** When faced with situations involving known or suspected abuse or neglect of an elder or dependent adult EMS personnel are required to:

4.1. Make a reasonable effort to transport the elder or dependent adult to the hospital and notify the receiving hospital of the suspected abuse or neglect.

4.2. Notify the appropriate law enforcement agency immediately if the caretaker is resistant to transporting the patient to the hospital.

4.3. Document observations and findings on the patient care report.

4.4. Contact the Teamwork Insuring Elder Support (TIES) line for all instances of abuse or neglect on a 24/7 basis as soon as possible and no later than 24 hours after the event. Call 1-800-675-8437.

4.4.1. For reporting concerns related to a licensed care facility the San Mateo County Ombudsman may be contacted during business hours: 650-349-7008. After hours contact the TIES line.

4.5. If there is physical or environmental evidence of abuse the appropriate law enforcement agency should be contacted to obtain photographic evidence as soon as possible. Patient care or transport should not be delayed to obtain photographs. Notify the law enforcement agency of the intended receiving hospital.

5. **Domestic Violence:** In cases of suspected domestic violence the EMS provider should:

5.1. Make every attempt to transport the patient to the hospital.

5.2. If the patient refuses transportation report the situation to the appropriate law enforcement agency.

5.3. Document your findings on the patient care record.

5.4. Notify the receiving hospital of your suspicions on arrival to the hospital. If there is physical or environmental evidence of abuse the appropriate law enforcement agency should be contacted to obtain photographic evidence as soon as possible. Patient care or transport should not be delayed to obtain photographs. Notify the law enforcement agency of the intended receiving hospital.
# Reporting Suspected Abuse

**Suspected Child Abuse Report**

To Be Completed by Mandated Child Abuse Reporters Pursuant to Penal Code Section 11166

<table>
<thead>
<tr>
<th>Case Name:</th>
<th>Case Number:</th>
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**A. Reporting Party**

- Name of Mandated Reporter
- Street
- City
- State
- Zip
- E-Mail
- Telephone
- Title
- Agency
- Contact Person
- Date of Incident

**B. Report Notification**

- Name (Last, First, Middle)
- Street
- City
- State
- Zip
- Telephone
- Relationship

**C. Victim**

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**D. Involved Parties**

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**E. Incident Information**

- Date/Time of Incident
- Place of Incident
- Narrative Description

**Definitions and Instructions on Reverse**

Do not submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11166 to submit to DOJ a Child Abuse Investigation Report Form SS 8572 if (1) an active investigation was conducted and (2) the incident determined not to be unfounded.

White Copy: Sheriff's Department
Blue Copy: County Welfare or Probation Department
Green Copy: District Attorney's Office
Yellow Copy: Reporting Party

Issue Date: September 2008
Effective Date: January 2009
Reviewed Date: September 2010, May 2015
Next Review Date: May 2018
DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: http://www.loginfo.ca.gov/calaw.html (specify “Penal Code” and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE (“DESIGNATED AGENCIES”)

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff’s department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, who he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. (PC Section 11166(a.).)

- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS (Continued)

- SECTION B - REPORT NOTIFICATION: Complete the name and address of the designated agency notified, the date/time of the phone call, and the name, title, and telephone number of the official contacted.

- SECTION C - VICTIM (One Report per Victim): Enter the victim’s name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school class (indicate the teacher’s name or room number), and grade. List the primary language spoken in the victim’s home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim’s relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim’s death.

- SECTION D - INVOLVED PARTIES: Enter the requested information for: Victim’s Siblings, Victim’s Parents/Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).

- SECTION E - INCIDENT INFORMATION: If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- Reporting Party: After completing Form SS 8572, retain the yellow copy for your records and submit the top three copies to the designated agency.

- Designated Agency: Within 36 hours of receipt of Form SS 8572, send white copy to police or sheriff’s department, blue copy to county welfare or probation department, and green copy to district attorney’s office.

ETNICITY CODES

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