

**CLARENCE FIRE DISTRICT NO. 1**  
**CHILD ABUSE AND MALTREATMENT REPORTING POLICY**

I. **SCOPE:**

This policy applies to all Emergency Medical Technicians (EMTs) and requires them to report suspected cases of child abuse or maltreatment to the State's central registry.

II. **OBJECTIVE:**

It will be mandatory for all EMTs (and/or First Responders) to report suspected child abuse or maltreatment that they encounter while performing their duties. Intentional failure of the EMT to report may subject the EMT to possible criminal or civil liabilities.

III. **GUIDELINES:**

- A. As of January 2, 2002, all EMTs in New York State are required to report suspected child abuse or maltreatment to New York State Child Abuse and Maltreatment Register.
- B. EMTs are required to telephone 1-800-635-1522. This phone number is for mandated reporters only and should not be provided to the general public.
- C. All oral reports must be followed up with a written report within 48 hours using Form DSS-2221-A, "Report of Suspected Child Abuse or Maltreatment" (attached). A copy of the completed and submitted form DSS-2221-A should be attached to the agency copy of the Prehospital Care Report (PCR) retained by the agency (Fire District). The EMT must also notify the Emergency Room staff.
- D. A Child Abuse and Maltreatment Fact Sheet is attached for your review and application.
- E. The "Report of Suspected Child Abuse or Maltreatment form is attached.
- F. Remember that any person, official or institution required by this title to report a case of suspected child abuse or maltreatment who willfully fails to do so shall be guilty of a Class A misdemeanor.
- G. It will be the Chief Officer's responsibility to disseminate and to follow-up with this policy.

IV. This policy rescinds the Clarence Fire District No. 1 "Child Abuse and Maltreatment Reporting Policy" dated July 8, 2002.

V. This policy is effective September 11, 2006.

By order of the Board of Fire Commissioners  
Clarence Fire District No. 1  
Policy 06-09-13