

**Standard Operating Procedures Manual**  
**City of Poquoson Fire and Rescue**



**City of Poquoson  
Fire and Rescue**

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**EMS OPERATIONS**

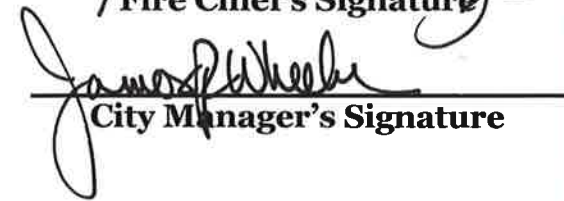
**SOP#:** EMS 17.0

**Title:** Mandatory Reporting

**Effective Date:** 04/19/2011

**Revised Date:** \_\_\_\_\_

  
\_\_\_\_\_  
Fire Chief's Signature

  
\_\_\_\_\_  
City Manager's Signature

**MANDATORY REPORTING**

**I. PURPOSE**

The purpose of this policy is to provide guidance for situations in which EMS personnel are mandatory reporters.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

**II. APPLICABILITY**

All Career and Volunteer Personnel

**III. POLICY**

It shall be the policy of the City of Poquoson Fire/Rescue Department to report all situations or events as required by law to the proper authorities.

**IV. DEFINITIONS**

- **Adult Abuse** – Suspected sexual abuse, death, serious bodily injury or disease believed to be the result of abuse or neglect. Applies to an adult 60 years of age or older or an adult 18 years of age or older who is incapacitated and is being abused, neglected or exploited. This will also include any other criminal activity involving abuse or neglect that places the adult in imminent danger of death or serious bodily injury.
- **Child Abuse** - Suspected sexual abuse, death, serious bodily injury or disease believed to be the result of abuse or neglect. Applies to a child 17 years of age or younger. This will also include any other criminal activity involving abuse or neglect that places the child in imminent danger of death or serious bodily injury.

**V. PROCEDURES**

For any situation, in which a provider feels it should be reported under the mandatory reporting regulations, the following actions should occur:

- Immediately notify the EMS Officer of the situation. The EMS Officer will then be responsible for notifying Fire Administration. Should the EMS Officer be unavailable for any reason, the Deputy Fire Chief shall be notified.
- Notify the accepting **physician** or **PA** of the provider's suspicion. This notification should be documented in the narrative portion of the PPCR and a signature from the physician or PA should be obtained.

Further notification of Adult Protective Services, Child Protective Services, or the Community Services Board will occur through the EMS Officer and Fire Administration.