County of San Bernardino
Department of Behavioral Health

Child Abuse Reporting Procedure

Effective Date 7/1/91
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Allan Rawland, Director

Purpose

To inform Department of Behavioral Health staff of the procedure to follow when reporting suspected child abuse and neglect.

Reporting Procedure

Any DBH staff having any knowledge or reasonable suspicion of child abuse shall report the incident as follows:

Type of Report	When to Report...	To Whom,..
Verbal (in person, telephone)	Immediately, or as soon as possible	Child Abuse Hotline (CAHL): Within San Bernardino County 909-384-9233, or Outside San Bernardino County 800-827-8724
Written	Within 36 hours	**Suspected Child Abuse Report** (form **SS 8572**) per child

1. Verbal and written reports should be addressed to the law enforcement agency or the Child Protective Service Office having jurisdiction where the abuse is alleged to have occurred.

   - Completed **Suspected Child Abuse Report** may be faxed to:

     909-891-3545 or
     909-891-3560

     Do not mail the original.

   - If there is no access to a fax machine, mail the form to:

     Child Abuse Hotline
     412 W. Hospitality Lane
     San Bernardino CA 92415-0029.

2. If there appears to be an immediate risk to the minor(s); the nearest local law enforcement agency should be contacted by telephone as soon as circumstances permit.

3. A written report must be completed within 36 hours of receiving the information concerning the incident.