



Saint Louis County

Public Health and Human Service Department – www.stlouiscountymn.gov

Ann M. Busche
Director

REPORT OF CHILD MALTREATMENT

DATE OF VERBAL REPORT: _____ DATE OF WRITTEN REPORT: _____

I. IDENTIFYING INFORMATION:

CHILD'S NAME: _____ AGE/DOB: _____
CHILD'S NAME: _____ AGE/DOB: _____
CHILD'S NAME: _____ AGE/DOB: _____
CHILD'S NAME: _____ AGE/DOB: _____

PARENT/GUARDIAN:

MOTHER: _____ AGE/DOB: _____
ADDRESS: _____ PHONE: _____

FATHER: _____ AGE/DOB: _____
ADDRESS: _____ PHONE: _____

II. PERSON BELIEVED RESPONSIBLE FOR THE ABUSE AND/OR NEGLECT:

NAME: _____ AGE/DOB: _____
ADDRESS: _____ PHONE: _____

NAME: _____ AGE/DOB: _____
ADDRESS: _____ PHONE: _____

MAIL TO: St. Louis County Public Health and Human Services
Attn: Initial Intervention Unit – Screener
Northland Office Building
P.O. Box 1148
Virginia, MN 55792

**** Please use back side of form to include written report.**

Human Services
Northland Office Center
307 1st Street South
P.O. Box 1148
Virginia, MN 55792-1148

"An Equal Opportunity Employer"

Phone: (218) 471-7128
Fax: (218) 471-7503

REPORT OF CHILD MALTREATMENT (cont.)

III. NATURE AND EXTENT OF ABUSE/NEGLECT: Please give all the information and details that you know including dates, harm/injury to child, etc.

NAME OF REPORTER: _____ **SIGNATURE:** _____

(Please Print)

ADDRESS: _____ **PHONE:** _____

Subd. 3. Persons mandated to report.

(a) A person who knows or has reason to believe a child is being neglected or physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, or the county sheriff if the person is:

(1) a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, correctional supervision, probation and correctional services, or law enforcement; or

(2) employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report information that is otherwise privileged under section 595.02, subdivision 1, paragraph (c).

Subd. 7. Report.

(a) An oral report shall be made immediately by telephone or otherwise. An oral report made by a person required under subdivision 3 to report shall be followed within 72 hours, exclusive of weekends and holidays, by a report in writing to the appropriate police department, the county sheriff, the agency responsible for assessing or investigating the report, or the local welfare agency, unless the appropriate agency has informed the reporter that the oral information does not constitute a report under subdivision 10. The local welfare agency shall determine if the report is accepted for an assessment or investigation as soon as possible but in no event longer than 24 hours after the report is received. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter. If requested, the local welfare agency or the agency responsible for assessing or investigating the report shall inform the reporter within ten days after the report is made, either orally or in writing, whether the report was accepted for assessment or investigation. Written reports received by a police department or the county sheriff shall be forwarded immediately to the local welfare agency or the agency responsible for assessing or investigating the report. The police department or the county sheriff may keep copies of reports received by them. Copies of written reports received by a local welfare department or the agency responsible for assessing or investigating the report shall be forwarded immediately to the local police department or the county sheriff.