

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES**  
**DIVISION OF EMERGENCY MEDICAL SERVICES**

**OPERATIONS POLICY # 1-006**  
**EFFECTIVE DATE – 9/30/98**  
**REVISED – 1/31/01**

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**SUFFOLK COUNTY ANIMAL BITE REGISTRY**

The Suffolk County Legislature adopted Resolution 1083-1995 on November 28, 1995 establishing a registry for animal bite incidents that occur in Suffolk County. The law requires that any ambulance or rescue squad responding to an incident that involves an animal bite shall file a report using the attached forms.

The **ANIMAL BITE REGISTRY** form is used to enter the incident into the Animal Bite Registry. The **DIVISION OF PUBLIC HEALTH BITE COMPLAINTS** form provides essential information to public health officials needed for timely medical care and follow-up.

To comply with the reporting requirements of the law, the following procedures must be adhered to:

1. The **ANIMAL BITE REGISTRY** form must be completed in its entirety and distributed to the agencies listed on the form within twenty-four (24) hours of the incident.
  - A. The white (1<sup>st</sup>) copy shall be retained by the reporting agency and attached to the agency's original copy of the Pre-hospital Care Report (PCR) generated for the incident.
  - B. The yellow (2<sup>nd</sup>) copy shall be mailed to the Suffolk County Police Department Central Records Bureau, Police Headquarters, Yaphank Ave., Yaphank, NY 11980.
  - C. The pink (3<sup>rd</sup>) copy shall be mailed to the Suffolk County Department of Health, Division of Public Health at 225 Rabro Drive, Hauppauge, NY 11788. Whenever possible, this copy should also be forwarded by **fax** to the Division of Public Health (631-853-3073) as soon as possible after the incident.
  - D. The gold (4<sup>th</sup>) copy shall be mailed to the Animal Control Officer in the town in which the animal bite incident occurred (list attached).
2. The **DIVISION OF PUBLIC HEALTH BITE COMPLAINTS** form shall be completed and forwarded to the Division of Health by **fax** (631-853-3073) as soon as possible after the incident. A copy of the form should be retained by the reporting agency and attached to the agency's original copy of the Pre-hospital Care Report (PCR) generated for the incident.