

GENERAL ORDER

PORT WASHINGTON POLICE DEPARTMENT

SUBJECT: REPORTING OF CHILD ABUSE		NUMBER:	6.6.3
		ISSUED:	5/6/09
SCOPE:	All Sworn Personnel	EFFECTIVE:	5/6/09
DISTRIBUTION:	General Orders Manual	<input checked="" type="checkbox"/> RESCINDS	19.1 I-3-93
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI Statutes §§ 948.02, 948.03, 948.05, 948.20, 948.21	WILEAG 3 RD EDITION STANDARDS: 6.6.7	

INDEX AS:

- Child Sexual Assault
- Physical Abuse
- Sexual Exploitation
- Abandonment
- Neglect

PURPOSE:

The purpose of this Order is to establish the policy and procedure for officers responding to investigate child sexual assault, physical abuse, sexual exploitation, abandonment and neglect incidents. The initiating officer shall investigate fully and take the following actions.

This Order consists of the following numbered sections:

- I. Policy
- II. Methods of Investigation

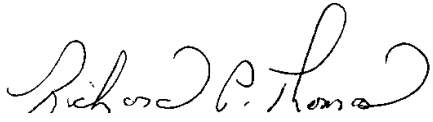
I. POLICY

The Port Washington Police Department's sworn personnel shall be responsible for investigations of child sexual assault, physical abuse, sexual exploitation, abandonment and neglect occurring within the jurisdictional limits of the city. The initiating officer shall contact the Department of Social Services within 12 hours of the reported case. When any member of the department has knowledge of these violations occurring outside of the jurisdictional limits of the City of Port Washington, that officer shall contact the responsible agency for that jurisdiction, and submit a report to the responsible agency. (See the department incident report offense codes listings for proper offense coding of these reports.)

II. METHODS OF INVESTIGATION

- A. Officers shall photograph any evidence of child sexual assault, physical abuse, sexual exploitation, abandonment and neglect. This includes, but is not limited to, the following:
1. Any marks, bruises, lacerations, burns, scars, bumps, etc. or other visible signs of injury or abuse.
 2. Overall physical appearance of the child in a case of neglect.
- B. Officers shall thoroughly investigate the incident to include the interviewing of any and all possible witnesses (i.e., neighbors, friends, relatives, etc.).
- C. Officers shall obtain copies of all available records from previous incidents that will assist in supporting or substantiating child sexual assault, physical abuse, sexual exploitation, abandonment or neglect has taken place.
- D. Officers shall attempt to obtain a medical waiver from a parent or legal guardian for the medical records of the named child. When unsuccessful, it will be necessary to request a subpoena through the District Attorney's office for the medical records of the named child.
- E. In all cases where the officer's investigation reveals that the child is suffering from illness, injury, or is in immediate danger from his/her surroundings as it relates to child sexual assault, physical abuse, sexual exploitation, abandonment or neglect so that removal is necessary, the officer shall remove the child from the surroundings as allowed under § 48.19, Stats. and shall then follow the release or delivery of said child from custody as outlined in § 938.20, Stats.
- F. In all cases where any evidence exists demonstrating probable cause that child sexual assault, physical abuse, sexual exploitation, abandonment or neglect has taken place, the officer shall make an arrest. Applicable statutes may include:
- 1) § 948.02 - (Sexual assault of a child)
 - 2) § 948.03 - (Physical abuse of a child)
 - 3) § 948.05 - (Sexual exploitation of a child)
 - 4) § 948.20 - (Abandonment of a child)
 - 5) § 948.21 - (Neglecting a child)
- G. Where a parent, legal guardian or responsible party cannot be located, a **WARRANT REQUEST** will be made to the District Attorney's office by the officer.
- H. The initiating officer shall complete a police report on the incident. The officer shall contact the Department of Social Services within 12 hours in cases involving child abuse or neglect as required by §48.981(3), Stats. If the request for assistance is necessary outside of normal working hours, the on-call juvenile intake worker shall be contacted.
- I. The investigating officer shall be responsible for collecting previous records of child sexual assault, physical abuse, sexual exploitation, abandonment and neglect. These report(s) shall be attached to the new report and forwarded to the Department of Social Services.

APPROVED:

Handwritten signature of Richard P. Thomas in cursive script.

Chief Richard Thomas

DATE:

5/6/09