

**WINONA POLICE DEPARTMENT**

**NUMBER: 103-03 PAGES: 2**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: REPORTING MALTREATMENT OF A MINOR**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish policy and procedures for the reporting of maltreatment of a minor cases by members of this department in accordance with Minnesota State Statute 626.556.

**2.0 POLICY:**

**2.1** It is the policy of this department that all reports of maltreatment of a minor, received by members of this department, shall be reported immediately to the Winona County Department of Human Services, unless the report comes to this department from that agency.

**2.1.1** For the purpose of this general order, maltreatment of a minor will include child sexual and physical abuse and neglect.

**2.1.2** For the purpose of this general order, immediately shall mean as soon as possible, but in no event longer than 24 hours.

**2.2** It is also the policy of this department that a designated person be responsible for reporting cases of maltreatment of a minor to the Winona County Department of Human Services immediately, both orally and in writing.

**2.2.1** For the purpose of this general order, designated person shall mean the Supervisor of the Criminal Investigation Bureau, or a Shift Supervisor in charge, excluding the Chief of Police and Deputy Chief of Police.

**3.0 PROCEDURE:**

**3.1** When a report of maltreatment of a minor is received by an officer of this department, the officer will activate the following procedure:

**3.1.1** Complete the department form “Maltreatment of a Minor Initial Report” with the information supplied by the caller.

**3.1.2** Contact his/her Supervisor so that the department’s investigation of maltreatment of a minor procedures can be activated. (See General Order 103-04, Maltreatment of a Minor Investigations.)

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**3.1.3** Request a Call For Service from the Dispatch Center. The CFS will not contain the names, addresses, phone numbers, or dates of birth of either the reporting party or the complaining party, unless the reporting party is the Winona County Department of Human Services. If that agency is the reporting party, then the name and address of the agency can be placed on the CFS. Also, there should be no details of the reported offense given on the CFS. The description portion of the CFS should be completed in this manner: "Report of maltreatment of a minor. See reports."

**3.1.4** Submit the form "Maltreatment of a Minor Initial Report" to the department's designated person.

**3.1.5** The designated person will report, both orally and in writing, immediately to the Winona County Department of Human Services. He/she will complete the form "Maltreatment of a Minor Initial Report" specifically under the heading "Human Services Notified." This form will be sent immediately to the Department of Human Services. Also, child protection workers with the Winona Department of Human Services can be contacted during their normal working hours (8 a.m. to 5 p.m.) by calling 457-6200. After 5 p.m., refer to the call-out roster which is posted in the Squad Room and the Shift Supervisor's Room.

**3.1.6** If an officer of this department is contacted by Dispatch in regards to a report of maltreatment of a minor, the officer will follow the procedures as they are outlined in this general order.

**3.2** In accordance with State Statute, the designated person can be disciplined by the department, in accordance with its Rules and Regulations, for failure to comply with reporting procedures.