



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



540.02

## REPORTING CHILD ABUSE, NEGLECT, MOLEST, OR SEXUAL EXPLOITATION CASES

03-03-15

### PURPOSE

The purpose of this order is to establish procedures for reporting child abuse per Penal Code Section 11166(a).

### POLICY

It shall be the policy of the Sacramento Police Department to report all cases involving children who are victims of abuse, neglect, molestation, and sexual exploitation to the Sacramento County Children's Protective Services (CPS) as soon as practical.

### PROCEDURE

#### A. GENERAL

1. This order applies to the disclosure or discovery of child abuse, the physical abuse of children, the sexual abuse of children and the sexual exploitation of children.

#### B. RESPONSIBILITIES

1. When the reporting officer's preliminary investigation indicates that a situation involving child abuse, neglect, molestation, or sexual exploitation exists, they shall:
  - a. ensure the safety of the victim(s) and when necessary, place the victim(s) into protective custody.
  - b. arrest the alleged perpetrators.
  - c. conduct a thorough preliminary investigation and prepare the necessary written reports.
  - d. contact the CPS Emergency Response Team and report the abuse, neglect, molestation or sexual exploitation to the on-duty social worker.
    - (1) During the hours of 0800 - 2000, Monday through Friday, a social worker will be on duty.
    - (2) From 2000 - 0800 hours, Monday through Friday, and 24 hours a day on Saturdays and Sundays, a social worker will be on call.
  - e. if it is impractical for the officer to make the telephone notification, the call shall be made by the Communications Division at the officer's request.
  - f. request a social worker and, if applicable, the SPD Sexual Assault/Child Abuse (SACA) Unit to respond to the scene to provide assistance. If assistance is not required, the officer shall advise the social worker that the notification is being made in compliance with the child abuse reporting law.
2. Per 11166 PC, law enforcement officials are mandated reporters. When a mandated reporter reasonably suspects that a child is the victim of child abuse (physical, sexual or neglect), they shall report circumstances to Child Protective Services (CPS) within 36 hours. To comply with this law, officers shall:
  - a. fill out the Suspected Child Abuse Report form located in the AMS system.
  - b. contact Child Protective Services.
  - c. fax or email the Suspected Child Abuse Report form to CPS.
  - d. route the form to the SPD Records Section.
3. In all cases, note in the report that contact was made and include the time, date, and name of the person(s) notified.
4. When the initial complaint is made by CPS, make no additional notification(s).
5. When the initial complaint is made by another mandated reporter, determine who will make the notification to CPS. If the other mandated reporter is making notification to CPS note in the report the mandated reporter's name, agency and contact information.
6. When the response is to a complaint of child abuse, neglect, molestation, or sexual exploitation cases and the officer is unable to make contact with the victim, an incident report shall be completed documenting all pertinent information. Follow-up investigation shall be conducted by the SACA Unit.