

MINNEOTA POLICE DEPARTMENT

NUMBER: 105-06 PAGES: 2

EFFECTIVE DATE: November 5, 2018 *(This order supersedes all previous releases.)*

SUBJECT: REPORTING MALTREATMENT OF A MINOR

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 Southwest Health and Human Services in Marshall, 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 Southwest Health and Human Services in Marshall immediately, both orally and in writing.

2.2.1 For the purpose of this general order, designated person shall mean the reporting officer or the 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 "Child Abuse/Neglect Report" with the information supplied by the caller.

3.1.2 Contact the Chief of Police.

3.1.3 Request an ICR from the Dispatch Center. The ICR will not contain the names, addresses, phone numbers, or dates of birth of either the reporting

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party or the complaining party, unless the reporting party is the Southwest Health and Human Services in Marshall. If that agency is the reporting party, then the name and address of the agency can be placed on the ICR. Also, there should be no details of the reported offense given on the ICR. The description portion of the ICR should be completed in this manner: "Report of maltreatment of a minor. Report Made."

3.1.5 The designated person will report, both orally and in writing, immediately to the Southwest Health and Human Services in Marshall. He/she will complete the form "Child Abuse/Neglect Report" specifically under the heading "Family Services Notified." This form will be sent immediately to the Southwest Health and Human Services in Marshall. Also, child protection workers with the Southwest Health and Human Services in Marshall will be contacted.

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.