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Governor Scott Walker
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Division of Milwaukee Child
Protective Services (DMCPS)

DATE: April 10, 2017

TO: DMCPS Employees

CC: Child Advocacy Center (CAC), Children Hospital of Wisconsin Community Services (CHWCS), Saint A

**FROM: Kevin Boland, Initial Assessment Bureau Director,
Division of Milwaukee Child Protective Services (DMCPS)**

RE: CAC Hours

This memo is clarifies expectations for DMCPS employees when they are conducting business at the Child Advocacy Center's (CAC) office.

When the CAC (formerly called the Child Protection Center or CPC) is closing at the end of a business day, DMCPS must leave when the CAC closes. DMCPS employees may only remain at CAC 15 minutes after closing if they have a concrete plan that necessitates they remain at the CAC. Having a plan in place means the DMCPS employee has communicated and ensured (to the best of their ability) that the person they are waiting for will arrive at the CAC office no more than 15 minutes after the CAC closes. If the DMCPS employees and child they are supervising are still in the office 15 minutes after the CAC closes, they must return to the DMCPS office and direct the person they were waiting for to come to the DMCPS office.

For example, in some cases DMCPS may be waiting for a police officer from the Milwaukee Police's Sensitive Crimes Unit to conduct an interview. If you are unsure about if it is permissible to stay at the CAC after it closes, consult your supervisor or a program manager.

For additional information about scheduling CAC interviews and medical evaluations, please reference the DMCPS Policies and Procedures webpage:

<https://dcf.wisconsin.gov/mcps/policies>

Attachment: DMCPS Memo: Scheduling Medical Evaluations

CC: CAC, CHWCS, Saint A