

Milwaukee Police Department Notification Policy

Policy Number: IA – 01.01

Eliminated/Replaced Policies: NONE

Subject: Access report and law enforcement notifications

Last Updated/Reviewed: NONE

Current Updated/Reviewed: **August 1, 2014**

Contact Div/Bur/Sec: Division of Safety and Permanence (DSP), Bureau of Milwaukee Child Welfare (BMCW)

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Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.

Summary:

In accordance to State Standards, BMCW must notify law enforcement agencies within 12 hours for alleged sexual abuse cases; this policy provides additional direction related to the notification to the **Milwaukee Police Department** of alleged sexual abuse reports and all other applicable Access reports. BMCW Staff must continue to fax the Access report notification for other jurisdictions.

Related Resources:

Child Protective Services Access and Initial Assessment Standards
Child Protective Services (CPS) Safety Intervention Standards
Milwaukee County Child Abuse Review Team (CART) Protocol
BMCW Memo: Parent Abduction of a Child in BMCW Custody

Policy:

BMCW and contracted agency staff must contact law enforcement (or 9 – 1 – 1) for all emergencies. BMCW staff will email alleged sexual abuse Access reports to Milwaukee Police Department Sensitive Crimes Division (MPDSC) within 12 hours. After supervisory consultation and approval, staff will email all applicable Access reports (i.e. referrals) to Milwaukee Police Department Sensitive Crimes Division (MPDSCD). BMCW staff will reference the CPS State Standards, *CART Protocol* (p. 2, section III) and consult with their supervisor for further guidance and direction when to contact law enforcement.

In accordance with CPS State Standards and Statutes, there should be notification to the jurisdiction where the alleged abuse or neglect (i.e. alleged crime) has occurred. In the event that the location of where the alleged crime occurred is unknown; staff should notify the jurisdiction where the alleged victim resided at the time of the incident, and if that is

unknown; staff should notify the jurisdiction where the alleged victim currently resides. BMCW staff should make efforts to determine the location of where the alleged incident occurred prior to notification of law enforcement. However, it should not delay or prevent notification to a law enforcement agency.

This policy speaks to notification of MPDSCD at the point of Access. At any time in the life of a case opened with BMCW and an IA specialist and/or IA supervisor has determined that a situation warrants law enforcement notification; the IA specialist and/or IA supervisor will provide notification to MPDSCD via telephone or email. MPDSCD will no longer accept fax notifications.

Designated Office Associates (OA) will reference the *Access to Account* job aid to set up individual access to the *DCF BMCW Law Enforcement* account.

Email address for Milwaukee Police Department Sensitive Crimes Division (MPDSCD): SCDReferrals@Milwaukee.gov.

BMCW Outlook account name: DCF BMCW Law Enforcement or DCFBMCWLawEnforcement@Wisconsin.gov.

Procedures:

1. BMCW staff receiving Access reports will notify all Access supervisors via email of a possible law enforcement notification when the Access report is ready for review by the supervisor or earlier in the event of an emergency.
2. When there is no available OA to monitor the DCF BMCW Law Enforcement Outlook account (i.e. vacation, holidays and weekends), the supervisor must email MPDSCD from their individual Outlook account (Name.Name@Wisconsin.gov) and CC' the *DCF BMCW Law Enforcement Outlook* account on the email.
3. The supervisor will determine if the Access report meets the criteria for law enforcement notification. When it has been determined law enforcement must be contacted; the supervisor will email the *DCF BMCW Law Enforcement Outlook* account the following information:
 - a. Subject Line: New or Multiple, CPS Referral, eWiSACWIS number and date of the referral.
 - i. "Multiple" refers to when the BMCW emailed a previous Access report to MPDSCD for same family and incident. When known, staff should include date of prior MPD notification.
 - b. Body of Email (if an area does not apply, type NONE).
 - i. eWiSACWIS Number
 - ii. Access Report ID Number (upper right side of the screen)
 - iii. Date of the Access report
 - iv. Type of report: Physical, Sexual or Emotional Abuse and/or Neglect
 - v. Case Name
 - vi. Victim's Name
 - vii. When applicable, the BMCW response time for the report.
 - viii. When applicable, the assigned Initial Assessment (IA) supervisor

- ix. Include additional information pertaining to the report (i.e. companion case information, referrals to other jurisdictions regarding incident or etc.)
- 4. The designated OA will retrieve the email from the *DCF BMCW Law Enforcement Outlook* account and search for the case and Access report in eWiSACWIS.
 - a. The OA must review the *DCF BMCW Law Enforcement* account throughout the day and at specific times: at the start of the OA's shift along with every two hours thereafter until a final check at the end of the OA's shift.
 - b. The OA may set the *DCF BMCW Law Enforcement* account to provide pop – up notifications on the computer screen.
- 5. The OA will prepare the email for MPDSCD notification to be sent from the *DCF BMCW Law Enforcement Outlook* account; the majority of the information can be located in the email from the Access supervisor:
 - a. Subject Line: New or Multiple (choose one), CPS Referral, eWiSACWIS number and date of the referral (i.e. NEW CPS Referral W#1100010 08/01/2014).
 - b. Information to include in the narrative part of the email (if an area does not apply, type NONE):
 - i. eWiSACWIS Number
 - ii. Access Report ID Number (upper right side of the screen)
 - iii. Date of the Access report
 - iv. Type of report: Physical, Sexual or Emotional Abuse and/or Neglect
 - v. Case Name
 - vi. Victim's Name
 - vii. When applicable, the BMCW response time for the Access report.
 - viii. When applicable, the assigned Initial Assessment (IA) supervisor
 - ix. Include additional information pertaining to the report (i.e. companion case information, referrals to other jurisdictions regarding incident or etc.)
 - x. When applicable, BMCW and contracted agency contact information.
 - 1. The name, telephone number and email address of the assigned IA supervisor and if available the name of the assigned IA specialist.
 - 2. The contracted agency case manager and supervisor's names should be included in the email along with their contact information (i.e. telephone numbers and email addresses).
 - a. Search for the case via eWiSACWIS # using the *Search Case Tab* to identify the assigned primary case manager. The case manager's name will be within the case first two lines of the case after it is located.
 - b. Search for the case manager's contact information and supervisor's name using the *Worker Search Tab*.
 - c. Search for the supervisor's contact information using the *Worker Search Tab*.

- xi. Select correct sender and signature. Reviewing these two areas will ensure that the email has the correct email sender account name and signature (i.e. DCF BMCW Law Enforcement) not an individual person's account.
 - xii. Attach the Access report to the MPDSCD email.
 - 1. The OA will locate the Access report in eWiSACWIS via the case number; open the document in Word and noting the document ID number at the top tool bar.
 - 2. When the document is open in Word:
 - a. Go to Start > Computer > Local Disk C > eWiSACWIS > Work > look for document ID number.
 - b. Right click on the document number and select copy.
 - c. Go to the email to MPDSCD's open email; right click in the body part of the email (at the end of the email) and select paste. The attachment should appear where you clicked paste or in the attachment part of the email.
 - xiii. The OA will send the email to MPDSCD at scdreferrals@milwaukee.gov and CC the IA Supervisor who sent the original request.
 - xiv. The OA will file original email from the supervisor regarding the Access report notification in the Milwaukee Police Department Folder in the appropriate year and month in the DCF BMCW Law Enforcement Outlook account.
- c. MPDSCD will acknowledge emails in the following two responses:
- i. MPDSCD will send a confirmation of receipt email to the BMCW DCF Law Enforcement email.
 - 1. The OA will move this email to the in the Milwaukee Police Department folder in the appropriate year and month.
 - ii. After review of the email and its content, MPDSCD will send a corresponding email detailing MPDSCD response to the DCF BMCW Law Enforcement email (i.e. Access report).
 - 1. When there is an assigned IAS or contracted agency case manager, the OA will forward the MPDSCD email to the assigned IAS/case manager and file the corresponding email to the Milwaukee Police Department Folder in the appropriate year and month located in the DCF BMCW Law Enforcement Outlook account.
 - 2. When the case is not open, the OA will file the corresponding email to the Milwaukee Police Department Folder and in the appropriate year and month in the DCF BMCW Law Enforcement Outlook account.

Misc.

Template for Narrative Section of Emails (if an area does not apply, type NONE.)

- eWiSACWIS Number:
- Access Report ID Number (upper right side of the screen):
- Date of the Access report:
- Type of report: Physical, Sexual or Emotional Abuse and/or Neglect:
- Case Name:
- Victim's Name:
- When applicable, the BMCW response time for the Access report:
- When applicable, the assigned Initial Assessment (IA) supervisor:
- Include additional information pertaining to the report (i.e. companion case information, referrals to other jurisdictions regarding incident or etc.):
- When applicable, BMCW and contracted agency contact information:

Responsibilities:

Access supervisors and workers, IA specialists and supervisors, OAs and their supervisors, program managers and BMCW section chief managers.