

County of Santa Clara

Social Services Agency

353 West Julian Street
San Jose, California 95110-2335



DATE: February 6, 2024

TO: Honorable Board of Supervisors

FROM: Damion Wright, Director, Department of Family and Children's Services

DS
DW

SUBJECT: D.4 – Options for Improved Reporting Systems

At the December 19, 2023 Board of Supervisors Meeting, the Board requested a report back with options to adopt improved reporting systems or other methods to support information sharing between parallel investigations to ensure that updated safety information from public safety units are accessible to DFCS social workers. This memorandum provides an initial response to that request. DFCS is prepared to work with its partners to provide any further information that would be helpful to the Board.

California law requires DFCS and law enforcement to cross report child abuse reports to one another and to the Office of the District Attorney. Currently, when any mandated reporter (including any law enforcement officer) contacts a child welfare agency to report suspected child abuse or neglect, they are required to also submit a written report called the Suspected Child Abuse Report (SCAR) either in-person or via e-fax. This method of sharing critical information can be enhanced for more timely and reliable communication.

One potential method to improve this process is implementation of an Electronic Suspected Child Abuse Report System (eSCARS) program, which improves the sharing of information for suspected child abuse cases by establishing an electronic SCAR system that can be used by district attorney offices, local law enforcement agencies, and child welfare services departments, rather than having law enforcement report information to DFCS using the same Child Abuse and Neglect Center phone line used by the community at large. There would be significant cost and other investments to implement such a system as well as ongoing maintenance costs.

The eSCARS program would bolster DFCS' ability to work in parallel with law enforcement to uncover and respond to child abuse and neglect in a timely way, law enforcement's ability to document and report the results of its investigations and allow for DFCS staff to be updated in a real-time manner, and the District Attorney's ability to provide consistent oversight.

DFCS is reviewing the benefits and costs associated with developing an eSCARS and is engaging with Los Angeles County's child welfare system as they have an established

eSCARS. DFCS has also engaged the Office of the District Attorney to determine its ability to support and engage in the development of an eSCARS for Santa Clara County.

DFCS has also worked directly with law enforcement agencies and the District Attorney's Office through the joint child abuse joint response protocol, which is the protocol that outlines the partnership DFCS has with law enforcement agencies for responding jointly to child abuse reports. When DFCS and law enforcement complete concurrent investigations, it requires DCFS and law enforcement to make efforts to communicate from the earliest opportunity, coordinate investigations, limit repeat interviews by different agencies, and continue to share information throughout the investigation of the case. The child abuse joint response protocol streamlines processes to support the multiple layers of communication that must occur. While law enforcement and DCFS are completing concurrent investigations, each agency must adhere to its separate mandates. Law enforcement has authority to determine whether a crime has occurred. DCFS has authority to determine whether the child requires protective services. And there is a need to continually share that information as it relates to child abuse investigations to get to the most appropriate and safest outcome for the identified child(ren). The Child Abuse Protocol for Law Enforcement clearly articulates the standard of care and practice for DFCS and local law enforcement agencies involved in a countywide, interdisciplinary team approach. The protocol also establishes guidelines for conducting a competent and compassionate investigation and successful prosecution of child abuse cases when children are determined to be the primary victims or critical witnesses to crimes.

Additionally, DFCS has built strong interdisciplinary working relationships local law enforcement through the DFCS law enforcement liaison. The law enforcement liaison is a DFCS employee that is available to law enforcement and DFCS staff 24 hours a day to consult and support child abuse investigations and or information sharing when there are crimes against children. The liaison helps law enforcement officers understand DFCS' practices, policies and procedures. The liaison also helps facilitate conversations between assigned investigators for both DFCS and law enforcement to ensure real-time communication.

DFCS has also been scheduling large scale meetings with local law enforcement agencies, and recently engaged San Jose Police Department to establish regular monthly operational meetings and quarterly leadership meetings. DFCS also has an on-site Sheriff's Detective that supports coordination and collaboration with the Sheriff's Department.

In addition, DFCS is actively exploring additional opportunities for other interdisciplinary collaboration with law enforcement partners, including joint training opportunities and standing collaborative meetings.

DFCS awaits any further direction by the Board for any additional information requested.

References


- [Penal Code 11164](#)
- CANRA [Law section \(ca.gov\)](#)

Attachments

- Attachment A - California Department of Justice Information Bulletin 2020-DLE-17: Reporting Obligations Under the Child Abuse and Neglect Reporting Act
- Attachment B - ACL 05-09
- Attachment C - Santa Clara County Child Abuse Protocol (2023)

Attachment A – California Department of Justice Information Bulletin 2020-DLE-17

Xavier Becerra, Attorney General

<p>California Department of Justice DIVISION OF LAW ENFORCEMENT Edward Medrano, Chief</p> 	<h1 style="margin: 0;">INFORMATION BULLETIN</h1>	
<p><i>Subject:</i></p> <p style="text-align: center;">Reporting Obligations Under the Child Abuse and Neglect Reporting Act</p>	<p><i>No.</i></p> <p style="text-align: center;">2020-DLE-17</p> <hr/> <p><i>Date:</i></p> <p style="text-align: center;">December 30, 2020</p>	<p><i>Contact for information:</i></p> <p>Edward Medrano, Chief Division of Law Enforcement (916) 210-6300</p>

TO: ALL CALIFORNIA LOCAL LAW ENFORCEMENT AGENCIES

The Child Abuse and Neglect Reporting Act (CANRA) pursuant to California Penal Code, § 11164 et seq., seeks to protect children and youth from abuse and neglect in any aspect of their lives (including but not limited to their home, school, religious worship, and extracurricular activities such as sports, scouting, *etc.*). To accomplish this, CANRA requires that mandated reporters immediately notify one of the following agencies of suspected child abuse so that those agencies can take timely action to investigate the allegations and protect abused children and youth:

- Police or sheriff's departments (not including school district police or security departments);
- County probation departments (if designated by the county to receive mandated reports); or
- County welfare departments.

(Pen. Code, § 11165.9.)

The purpose of this bulletin is to ensure that law enforcement agencies have information regarding: (1) the type of conduct covered by CANRA; (2) the categories of individuals who qualify as mandated reporters; (3) the required content of a mandated report; and (4) the scope of law enforcement agencies' responsibility to accept reports of known or suspected child neglect or abuse, including those arising in youth sports, regardless of whether the report is made by a mandated reporter or another person. This bulletin is being circulated to ensure that law enforcement agencies across the state continue being effective partners in the detection and investigation of abuse of children and youth.

Section A provides a summary of the conduct and situations covered by CANRA. Section B summarizes the CANRA provisions relating to law enforcement agencies' responsibilities to accept reports.

A. MANDATED REPORTER OBLIGATIONS UNDER CANRA

1. What Type of Conduct Must Be Reported?

CANRA requires mandated reporters to report known or reasonably suspected abuse or neglect of children under the age of 18. (Pen. Code, §§ 11165, 11166(a).) Mandated reporters must make a report to the agencies specified below in section (B)(1) whenever they, in their professional capacity or within the scope of their employment, have knowledge of or observe a child whom they know or reasonably suspect has been the victim of child abuse or neglect. (Pen. Code, § 11166, subd. (a).)

“Reasonable suspicion” does not require certainty, or a specific medical indication, that the abuse or neglect has

taken place. (Pen. Code, § 11166, subd. (a)(1).) Instead, the reporting obligation is triggered when an objectively reasonable person, based on the facts and drawing on their experience or training, suspects child abuse or neglect. (*Ibid.*) Any “reasonable suspicion” is sufficient to report suspected abuse or neglect. (*Ibid.*)

Child abuse or neglect includes physical injury or death, sexual abuse or exploitation, neglect, the willful harming or injuring of a child or the endangering of the person or health of a child, and unlawful corporal punishment. (Pen. Code, §§ 11165.1-11165.4, 11165.6.)

Additionally, any mandated reporter may, but is not required to, make a report if they reasonably suspect that a child is suffering—or is at a substantial risk of suffering—serious emotional damage, evidenced by states of being or behavior, including, but not limited to, severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others. (Pen. Code, § 11166.05.)

2. Who Qualifies as a Mandated Reporter?

Mandated reporters are individuals who are legally bound to make reports of known or suspected child abuse or neglect. They include numerous categories of persons who, because of the nature of their position, are more likely to become aware of child abuse or neglect. A full list of mandated reporters is contained in California Penal Code section 11165.7. The list includes, but is not limited to:

- Coaches or assistant coaches;
- Teachers, instructional aides, or teachers’ assistants;
- Administrators of a day camp;
- Administrators or employees of youth recreation programs; and
- Administrators, board members, or employees of public or private organizations whose duties require direct contact and supervision of children.

The list of mandated reporters contained in California Penal Code section 11165.7 does not exclude persons who are located out-of-state. (Pen. Code, § 11165.7.)

Importantly, CANRA also allows persons who are not mandated reporters under California law to report known or suspected cases of child abuse or neglect, and law enforcement agencies are legally required to accept reports from these individuals. (Pen. Code, § 11165.9.)

3. What Information Must Mandated Reports Contain?

Mandated reporters must provide the following information pursuant to Penal Code section 11167, subdivision (a):

- The mandated reporter’s name, business address, and telephone number. If the person making the report is not a mandated reporter, as defined in Penal Code section 11165.7, their name is not required as part of the report (Pen. Code, §§ 11166 subd. (g), 11167, subd. (f).);
- The capacity that makes the person a mandated reporter;
- The information that gave rise to the reasonable suspicion of child abuse or neglect; and
- The source or sources of that information.

The following information, if known, is also required:

- The child’s name;
- The child’s address;
- Present location, and if applicable, school, grade, and class;

- Names, addresses, and telephone numbers of the child's parents or guardians; and
- The name, address, telephone number, and other relevant personal information about the person or persons who might have abused or neglected the child.

(Pen. Code, § 11167, subd. (a).)

However, law enforcement agencies must accept reports even if some of this information is unknown or uncertain to the person making the report. (Pen. Code, §§ 11165.9, 11167, subd. (a).)

4. When and How Must Mandated Reports be Filed?

Immediately, or as soon as is practicably possible, when there is reasonable suspicion that sexual abuse or neglect occurred, a mandated reporter must make a telephone report to the local law enforcement agency, county welfare agency, or, if applicable, to the county probation department. (Pen. Code, § 11166, subd. (a).) Further, the reporter must make a written follow-up report by mail, fax, or electronic means within 36 hours of receiving the information about the incident. (*Ibid.*)

B. RESPONSIBILITIES OF LAW ENFORCEMENT AGENCIES

1. Which Agencies Must Accept CANRA Reports?

The following agencies must accept reports of suspected child abuse or neglect:

- Police or sheriff's departments (not including school district police or security departments);
- County probation departments (if designated by the county to receive mandated reports); and
- County welfare departments.

(Pen. Code, § 11165.9.)

2. Must Agencies Lacking Subject Matter or Geographical Jurisdiction Accept Reports?

Yes. Agencies outlined above in Section (B)(1) must accept reports of child abuse or neglect even if they lack subject matter or geographical jurisdiction to investigate the reported case. (Pen. Code, § 11165.9.) After taking the report, the agency lacking jurisdiction must immediately refer the case (by telephone, fax, or electronic transmission) to an agency with proper jurisdiction. (*Ibid.*)

Agencies that are required to receive reports may not refuse to accept reports and must keep a record of all reports received. (*Ibid.*) An agency is only exempt from its obligation to accept a report when it can immediately transfer the call electronically to an agency with proper jurisdiction. The agency, however, cannot escape this obligation by simply directing the person attempting to make the report to call the agency with jurisdiction. (*Ibid.*)

3. From Whom Must Agencies Accept Reports of Known Or Suspected Abuse or Neglect?

Agencies are required to accept reports of child abuse or neglect made by a mandated reporter or any other person. (Pen. Code, § 11165.9.) CANRA does not require that the person making the report be the victim or a relative of the victim, or that the reporter be located in California.¹ (*Ibid.*)

¹ For example, staff from out-of-state agencies sometimes make reports of abuse against children. One of these agencies is the U.S. Center for SafeSport, which is an independent national sports organization that Congress created to receive and investigate allegations of sex abuse against youth amateur athletes and others involved in Olympic and Paralympic sports. (36 U.S.C. § 220541.)

4. Can Agencies Reject a CANRA Report When the Report is Not Made in Person?

No. CANRA does not require that reports be made in person. Mandated reporters are required to make the initial report immediately by telephone and follow up with a written report within 36 hours. (Pen. Code, § 11166, subd. (a).) The written report must be submitted on form “[BCIA 8572](#)” adopted by the Department of Justice.² (Pen. Code, § 11168.)

5. Are Persons Making CANRA Reports Entitled to Confidentiality?

Yes. The identity of persons who make CANRA reports must be kept confidential and disclosed only as follows:

- Among agencies receiving or investigating mandated reports, to the prosecutor in a criminal prosecution or in an action initiated under section 602 of the Welfare and Institutions Code arising from alleged child abuse;
- To counsel appointed pursuant to subdivision (c) of section 317 of the Welfare and Institutions Code;
- To the county counsel or prosecutor in a proceeding under Part 4 (commencing with section 7800) of Division 12 of the Family Code or section 300 of the Welfare and Institutions Code;
- To a licensing agency when abuse or neglect in out-of-home care is reasonably suspected;
- When the person making the report waives confidentiality; or
- When ordered by a court.

(Pen. Code, § 11167, subd. (d)(1).)

The identity of persons who make CANRA reports cannot be disclosed to that person’s employer, except when the person making the CANRA report gives consent or when ordered by a court. (Pen. Code, § 11167, subd. (d)(2).)

6. Are CANRA Reports Confidential?

Yes. CANRA reports are confidential, except as outlined in California Penal Code section 11167.5, subdivision (b).

² The BCIA 8572 form can be found at: https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf.

Attachment B – All County Letter 05-09

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



April 26, 2005

ALL COUNTY LETTER NO. 05-09

TO: ALL COUNTY CHILD WELFARE DIRECTORS
ALL CDSS LICENSING DISTRICT OFFICES
ALL CDSS ADOPTIONS DISTRICT OFFICES

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☒ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: REPORTING AND INVESTIGATION REQUIREMENTS FOR CHILD
ABUSE ALLEGATIONS REGARDING CHILDREN IN OUT-OF-HOME
PLACEMENTS

The purpose of this letter is to clarify required actions when the subject of a report of suspected child abuse or neglect is a child in out-of-home placement including a child placed in the home of a relative or non-related extended family member (NREFM) under the jurisdiction of the county child welfare services agency. This clarification applies only to children under the care, custody or control of a county child welfare agency. This letter addresses the applicability of existing instructions on reporting, assessment, investigation, disposition, documentation and cross-reporting of such referrals. The California Department of Social Services (CDSS) will distribute future All County Letters (ACL) to provide clarification on issues related to out-of-home care abuse, e.g., children who are wards of the court.

AUTHORITY:

All incidents of suspected child abuse or neglect as defined by Penal Code 11165.1 et seq, of a child in an out-of-home placement must be reported as described in Penal Code Section 11166, and 11166.1 (Attachment I). Such incidents must be responded to and documented as described in the California Department of Social Services Manual of Policies and Procedures (MPP) Division 31-100 and ACL No. 03-61, issued December 2, 2003. The county's emergency response "Hot-Line" implemented as specified in Welfare and Institutions Code 16501(f) is the appropriate entity to receive and to record in the Child Welfare Services/Case Management System (CWS/CMS) all reports of suspected child abuse and neglect. In short, a report of suspected child abuse or neglect of a child in out-of-home care should be treated in the same manner and urgency as a report on any other child. Compliance with existing statutes and regulations is critical to ensure child safety and consistent reporting.

All County Letter No. 05-09

Page: 2

MANDATED REPORTERS:

Mandated reporters outside of child welfare services agency, (e.g., probation officers, CDSS licensing program analysts, CDSS adoption specialists, group home or foster family agency staff, etc.) are required to fulfill their mandated reporter responsibilities as specified in Penal Code Sections 11165.9 and 11166.

Mandated reporters who work within the child welfare services agency (e.g., placement social workers or county licensing workers) are similarly required to fulfill their mandated reporter responsibilities as specified by Penal Code Sections 11165.9 and 11166.

DISTINCTIONS IN CHILD WELFARE AND LICENSING ROLES:

When an allegation of suspected child abuse or neglect is made regarding a child in a licensed out-of-home care setting, the child welfare and the licensing agencies have distinct roles. The primary role of the child welfare agency for children in out-of-home care is to investigate suspected child abuse as necessary to protect and ensure the safety of children in placement. When necessary the child welfare agency has the authority and responsibility to remove a child, assess and recommend a placement, and coordinate an assessment or investigation with law enforcement and the licensing agency as defined by California Code of Regulations (CCR) Title 11 Section 930.52.

State Community Care Licensing (CCL) and county licensing offices are responsible for the investigation of any allegations of violations of licensing regulatory requirements in facilities licensed to provide out-of-home care to children. The types of allegations investigated include child abuse, violations of personal rights that do not rise to the level of child abuse, and violations of other licensing regulatory requirements such as physical plant or food service standards. CCL is not responsible for investigating relative/NREFM placements.

State CCL and county licensing offices are required to conduct these investigations regardless of whether or not another child welfare or law enforcement agency is investigating the same allegation. Dual investigations will occur in most licensed facility cases.

RESPONSE:

The local child welfare agency shall respond to all reports or referrals which allege child abuse or neglect by completing the Emergency Response Protocol and/or in-person investigation as specified in MPP Division 31-101 et seq. and outlined in Department of Justice (DOJ) regulations found at CCR Title 11, Article 3, Section 930. These regulations include, among others, the following requirements:

- The social worker shall record information as specified in MPP Division 31-105 et seq.

All County Letter No. 05-09

Page: 3

- The social worker must document the determination to not conduct an in-person investigation as specified in MPP Division 31-110 et seq.
- The social worker must conduct an immediate investigation if the situation indicates imminent danger to a child, or law enforcement states or the social worker determines that the child is at immediate risk of abuse, neglect or exploitation as specified in MPP Division 31-115 et seq.
- The social worker must conduct an in-person investigation within 10 calendar days after receipt of a referral when the emergency response protocol indicates an investigation is appropriate as specified in MPP Division 31-120 et seq.
- In the case of a child placed in a foster family agency, certified foster home or group home, where the county receiving the referral determines an immediate response is required, the county in which the child is placed is responsible for investigating the allegation. However, if it is determined that an in-person investigation within 10 calendar days is appropriate, the county responsible for the child's placement shall investigate the referral and complete the required reporting.
 - When a child resides outside the jurisdiction of the placing county, a referral requiring an investigation within 10 days must follow the response requirements of this letter unless there is a Memorandum of Understanding (MOU) between the placement county and the county of placement. A MOU developed for this purpose must ensure the requirements of Division 31 regulations are met and result in the referral and disposition being recorded in CWS/CMS.
- If in the course of an investigation, other children are suspected to have been abused or neglected, the social worker must make a referral to the child abuse hot line as a required mandated reporter.
- The DOJ Child Abuse Investigation Report form, SS8583, must be completed when an active investigation is conducted. The SS8583 requires verification when the victim(s), any known suspect(s) and witness(es) are contacted and a documented explanation of these contacts are not made.
 - For example, valid reasons for not contacting a suspect would include that the suspect was unknown, unavailable (such as group home staff placed on administrative leave), or not interviewed at the request of law enforcement.

All County Letter No. 05-09

Page: 4

It is not appropriate for a referral of abuse which requires an immediate response or an in-person investigation to be “evaluated out.” The child welfare agency is responsible for making an appropriate response to the referral and ensuring the disposition is recorded in the CWS/CMS. For allegations involving licensed caregivers, the responsible licensing agency conducts its own investigation of child abuse to ensure the licensee meets licensing standards. However, the licensing agency does not have access to CWS/CMS and cannot enter the results of investigations into this system. Additionally, the licensing agency is not an entity authorized to submit the SS8583 to DOJ.

A joint investigation of child abuse between the child welfare agency and CCL is the desired model. However, because the child welfare agency and CCL have two different statutory responsibilities and goals, investigations could result in two different dispositions. Furthermore, CCL investigations may extend beyond the timeframe that the child welfare agency has to investigate an allegation. After the child welfare agency makes a disposition, CCL’s continued investigation could result in discovery of additional facts that would require the child welfare agency to reopen the investigation process and possibly revise its disposition of the referral.

In the case of relative homes and NREFM’s, the child welfare agency is responsible for ensuring corrective action or follow up services if the child remains in the home.

CONFLICT OF INTEREST:

The county child welfare agencies are reminded of the applicability of the DOJ regulations found at CCR Title 11, Section 930.54(b) through (d) (Attachment II).

CROSS REPORTING:

It is important that the child welfare agency work closely with their partner agency (licensing or law enforcement) when cross reporting. A coordinated response is desirable to minimize trauma to the child.

The county must report child abuse as defined by Penal Code Section 11165.6, to law enforcement departments and the District Attorney’s Office as specified in Penal Code 11166(g).

The county must report every case that is substantiated or where findings are inconclusive (except allegations of general neglect) to the DOJ as specified in MPP Division 31-501 et seq.

The county must only notify the appropriate licensing agency of referrals received on behalf of a child in a certified or licensed home or facility, but not of children placed with an approved relative or NREFM.

All County Letter No. 05-09

Page: 5

DOCUMENTATION:

All allegations of abuse must result in the creation of a referral recorded on the CWS/CMS. ACL No. 03-61, issued December 2, 2003, contained instructions for documentation of child abuse and neglect, including additional system functionality for documenting referrals on children in foster care. The ACL addressed the following. Statements which are *italicized* were added to the original language of the ACL to provide further clarification:

“...Although the recent CWS/CMS release added a perpetrator type of SCP/Rec. Facility Staff to the ID page of the Allegation Notebook in CWS/CMS, this identifying type can only be chosen if one of the clients associated with this referral is selected. Changes to CWS/CMS are being planned to correct this problem. Pending completion of those changes, the required work around and current rules to improve the completeness of this data are as follows:

- All reports of abuse or neglect in out-of-home settings with a substitute care provider must have a referral created within CWS/CMS, even in those counties where CCL does facility licensing. *This includes reports on all of the following types of homes:*
 - *Foster family homes*
 - *Foster Family Agency certified homes*
 - *Group homes*
 - *Relative/NREFM homes*
 - *Small family homes*
- The date of these referrals should be the date that the agency became aware of the incident – not the date that the reported incident occurred.
- The referral must be created whether or not the specific identity of the perpetrator is known beyond the fact that it is an SCP or facility staff person.
- If the perpetrator is known – he/she should be created in the Client Notebook or associated with the referral if already available.
- If the perpetrator is unknown, the workaround is to create a client following a temporary naming convention. This naming convention is to use the facility type as the first name and the facility name as the last name. For example, if the abuse occurred in the relative/NREFM placement home of John Smith family, the created client would be Relative (first name) and Smith (last name). The choice for first name given the various facility types in CWS/CMS would be as follows: Court, FFA, Foster, Group, Guardian, Medical, Relative, Small Family and Tribe.

All County Letter No. 05-09

Page: 6

- If the perpetrator is unknown but subsequently identified, the correction should be made to CWS/CMS to reflect the identified person.
- *If the perpetrator is unavailable to be interviewed click “did not interview the perp”. A note should then be added in the social worker’s case notes stating the reason why the interview did not occur.*
- **After identifying the appropriate client, select the *radio button_SCP/Rec. Facility Staff person in the perpetrator type box on the ID page of the Allegation Notebook.***
- *When an allegation is reported but does not meet the definition of child abuse under Penal Code 11165.5, it should be recorded as:*
 - *Unfounded and closed, if there has been a face-to-face investigation.*
 - *Evaluated out and closed, if the determination was made without a face-to face investigation.*

LICENSING VIOLATIONS:

Any reports of suspected child abuse that violate CCR Title 22 Division 6 licensing requirements, but *do not meet the threshold for child abuse or neglect as defined by Penal Code 11165.6*, must be cross reported to the licensing authority with jurisdiction over the facility. Similarly, approved relative or NREFM homes should be reported to the approval authority.

SUMMARY OF PROCESS:

- A report of suspected child abuse or neglect in an out-of-home care facility is made to the county Emergency Response Hot-Line and a referral is created in CWS/CMS.
- The social worker determines if an immediate response or in-person investigation is necessary, or if a referral to another agency is appropriate.
- All cross-reporting to appropriate agencies (e.g. law enforcement, DOJ, or licensing agency) are made in a timely manner.
- A disposition of the investigation is recorded in the CWS/CMS.
- A report of suspected child abuse is made on a dependent child who is already in the custody of the child welfare services agency. The child welfare service agency investigates the report as necessary to ensure the child’s safety and to determine a disposition. Any further investigation would be made by law

All County Letter No. 05-09

Page: 7

enforcement for purposes of criminal investigation or the licensing authority for purposes of taking any adverse action against the facility's license.

Any questions regarding this ACL should be directed to Karen Gunderson at (916) 657-3291.

Sincerely,

Original Document Signed By:

BARBARA EATON
Acting Deputy Director
Children and Family Services Division

Attachment

c: CWDA

All County Letter No. 05-09

Page: 8

ATTACHMENT I

CALIFORNIA CODES

PENAL CODE

SECTION 11166 – 11166.01

11166. (a) Except as provided in subdivision (c), a mandated reporter shall make a report to an agency specified in Section 11165.9 whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make a report to the agency immediately or as soon as is practicably possible by telephone, and the mandated reporter shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The mandated reporter may include with the report any nonprivileged documentary evidence the mandated reporter possesses relating to the incident.

(1) For the purposes of this article, "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a basis for a reasonable suspicion of sexual abuse.

(2) The agency shall be notified and a report shall be prepared and sent even if the child has expired, regardless of whether or not the possible abuse was a factor contributing to the death, and even if suspected child abuse was discovered during an autopsy.

(3) A report made by a mandated reporter pursuant to this section shall be known as a mandated report.

(b) Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine. If a mandated reporter intentionally conceals his or her failure to report an incident known by the mandated reporter to be abuse or severe neglect under this section, the failure to report is a continuing offense until an agency specified in Section 11165.9 discovers the offense.

(c) (1) A clergy member who acquires knowledge or a reasonable suspicion of child abuse or neglect during a penitential communication is not subject to subdivision (a). For the purposes of this subdivision, "penitential communication" means a communication, intended to be in confidence, including, but not limited to, a sacramental confession, made to a clergy member who, in the course of the discipline or practice of his or her church, denomination, or organization, is authorized or accustomed to hear those communications, and under the discipline, tenets, customs, or practices of his or her church, denomination, or organization, has a duty to keep those communications secret. (2) Nothing in this subdivision shall be construed to

All County Letter No. 05-09

Page: 9

modify or limit a clergy member's duty to report known or suspected child abuse or neglect when the clergy member is acting in some other capacity that would otherwise make the clergy member a mandated reporter.

(3) (A) On or before January 1, 2004, a clergy member or any custodian of records for the clergy member may report to an agency specified in Section 11165.9 that the clergy member or any custodian of records for the clergy member, prior to January 1, 1997, in his or her professional capacity or within the scope of his or her employment, other than during a penitential communication, acquired knowledge or had a reasonable suspicion that a child had been the victim of sexual abuse that the clergy member or any custodian of records for the clergy member did not previously report the abuse to an agency specified in Section 11165.9. The provisions of Section 11172 shall apply to all reports made pursuant to this paragraph.

(B) This paragraph shall apply even if the victim of the known or suspected abuse has reached the age of majority by the time the required report is made.

(C) The local law enforcement agency shall have jurisdiction to investigate any report of child abuse made pursuant to this paragraph even if the report is made after the victim has reached the age of majority.

(d) Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, videotape, negative, or slide depicting a child under the age of 16 years engaged in an act of sexual conduct, shall report the instance of suspected child abuse to the law enforcement agency having jurisdiction over the case immediately, or as soon as practicably possible, by telephone, and shall prepare and send a written report of it with a copy of the film, photograph, videotape, negative, or slide attached within 36 hours of receiving the information concerning the incident. As used in this subdivision, "sexual conduct" means any of the following:

(1) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex or between humans and animals.

(2) Penetration of the vagina or rectum by any object.

(3) Masturbation for the purpose of sexual stimulation of the viewer.

(4) Sadomasochistic abuse for the purpose of sexual stimulation of the viewer.

(5) Exhibition of the genitals, pubic, or rectal areas of any person for the purpose of sexual stimulation of the viewer.

(e) Any mandated reporter who knows or reasonably suspects that the home or institution in which a child resides is unsuitable for the child because of abuse or neglect of the child shall bring the condition to the attention of the agency to which, and at the same time as, he or she makes a report of the abuse or neglect pursuant to subdivision (a).

(f) Any other person who has knowledge of or observes a child whom he or she knows or reasonably suspects has been a victim of child abuse or neglect may report the known or suspected instance of child abuse or neglect to an agency specified in Section 11165.9.

(g) When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the team selected by

All County Letter No. 05-09

Page: 10

mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to report has failed to do so shall thereafter make the report.

(h) (1) The reporting duties under this section are individual, and no supervisor or administrator may impede or inhibit the reporting duties, and no person making a report shall be subject to any sanction for making the report. However, internal procedures to facilitate reporting and apprise supervisors and administrators of reports may be established provided that they are not inconsistent with this article.

(2) The internal procedures shall not require any employee required to make reports pursuant to this article to disclose his or her identity to the employer.

(3) Reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person shall not be a substitute for making a mandated report to an agency specified in Section 11165.9.

(i) A county probation or welfare department shall immediately, or as soon as practicably possible, report by telephone, fax, or electronic transmission to the law enforcement agency having jurisdiction over the case, to the agency given the responsibility for investigation of cases under Section 300 of the Welfare and Institutions **Code**, and to the district attorney's office every known or suspected instance of child abuse or neglect, as defined in Section 11165.6, except acts or omissions coming within subdivision (b) of Section 11165.2, or reports made pursuant to Section 11165.13 based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent's substance abuse, which shall be reported only to the county welfare or probation department. A county probation or welfare department also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

(j) A law enforcement agency shall immediately, or as soon as practicably possible, report by telephone to the agency given responsibility for investigation of cases under Section 300 of the Welfare and Institutions **Code** and to the district attorney's office every known or suspected instance of child abuse or neglect reported to it, except acts or omissions coming within subdivision (b) of Section 11165.2, which shall be reported only to the county welfare or probation department. A law enforcement agency shall report to the county welfare or probation department every known or suspected instance of child abuse or neglect reported to it which is alleged to have occurred as a result of the action of a person responsible for the child's welfare, or as the result of the failure of a person responsible for the child's welfare to adequately protect the minor from abuse when the person responsible for the child's welfare knew or reasonably should have known that the minor was in danger of abuse. A law enforcement agency also shall send, fax, or electronically transmit a written report thereof within 36 hours of receiving the information concerning the incident to any agency to which it makes a telephone report under this subdivision.

11166.1. (a) When an agency receives a report pursuant to Section **11166** that contains either of the following, it shall, within 24 hours, notify the licensing office with jurisdiction over the facility:

All County Letter No. 05-09

Page: 11

(1) A report of abuse alleged to have occurred in facilities licensed to care for children by the State Department of Social Services.

(2) A report of the death of a child who was, at the time of death, living at, enrolled in, or regularly attending a facility licensed to care for children by the State Department of Social Services, unless the circumstances of the child's death are clearly unrelated to the child's care at the facility. The agency shall send the licensing agency a copy of its investigation and any other pertinent materials.

(b) Any employee of an agency specified in Section 11165.9 who has knowledge of, or observes in his or her professional capacity or within the scope of his or her employment, a child in protective custody whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall, within 36 hours, send or have sent to the attorney who represents the child in dependency court, a copy of the report prepared in accordance with Section **11166**. The agency shall maintain a copy of the written report. All information requested by the attorney for the child or the child's guardian ad litem shall be provided by the agency within 30 days of the request.

All County Letter No. 05-09

Page: 12

ATTATCHMENT II

CALIFORNIA CODE OF REGULATIONS

§930.52. Child Welfare Agency.

(a) Protect the Child - The child welfare agency shall take the following measures to protect the child:

(1) Removal of the child - In cases of general neglect, the child welfare agency shall remove the child(ren) from the facility, immediately or as soon as possible, where the child(ren)'s condition or surroundings reasonable appear to jeopardize the child(ren)'s health and welfare. When a child is removed, notice of the removal shall be given to the child care provider in charge, prior to, or immediately after removal.

(2) Ensure continued Safety - In all cases of child abuse, the child welfare agency shall take the necessary measures to ensure the child(ren)'s safety while the child(ren) is/are in temporary custody.

(b) Placement Recommendation - The child welfare or placement agency that placed the child in the out-of-home care facility, shall make a placement recommendation. This agency shall be responsible for making an assessment and recommendation regarding the need for continued protective custody, the revocation of placement or alternative placement, and any other proper judicial relief which is warranted.

(c) Coordinate - The child welfare or placement agency that placed the child in the out-of-home care facility, shall also make every effort to coordinate its assessment with the appropriate law enforcement and licensing agencies. When a child welfare agency, receives an initial report of serious abuse, the child welfare worker shall immediately contact law enforcement and the licensing agency to coordinate efforts before contact of-home care facility.

Attachment C – Santa Clara County Child Abuse Protocol (2023)

SANTA CLARA COUNTY
CHILD ABUSE PROTOCOL
For
LAW ENFORCEMENT
2023

Police Chiefs' Association
of
Santa Clara County

Adopted April 13, 2023

POLICE CHIEFS' ASSOCIATION OF
SANTA CLARA COUNTY
MEMBERSHIP

- **CALIFORNIA HIGHWAY
PATROL**
Captain Christian Oliver
- **CAMPBELL POLICE
DEPARTMENT**
Chief Gary Berg
- **GILROY POLICE
DEPARTMENT**
Chief Pedro Espinoza
- **LOS ALTOS POLICE
DEPARTMENT**
Chief Angela Avierett
- **LOS GATOS- MONTE
SERENO POLICE
DEPARTMENT**
Chief Jamie Field
- **MILPITAS POLICE
DEPARTMENT**
Chief Jared Hernandez
- **MORGAN HILL POLICE
DEPARTMENT**
Chief Shane Palsgrove
- **MOUNTAIN VIEW POLICE
DEPARTMENT**
Chief Max Bosel
- **PALO ALTO POLICE
DEPARTMENT**
Chief Andrew Binder
- **SAN JOSE POLICE
DEPARTMENT**
Chief Anthony Mata
- **SAN JOSE STATE UNIVERSITY
POLICE DEPARTMENT**
Chief Michael Carroll
- **SANTA CLARA COUNTY
DISTRICT ATTORNEY'S OFFICE**
D.A. Jeffrey Rosen
- **SANTA CLARA COUNTY
SHERIFF'S OFFICE**
Sheriff Bob Jonsen
- **SANTA CLARA POLICE
DEPARTMENT**
Chief Patrick Nikolai
- **SUNNYVALE DEPARTMENT OF
PUBLIC SAFETY**
Chief Phan Ngo

MISSION STATEMENT

The abuse and neglect of children is one of our community's most alarming social issues. Every day children are mistreated by the adults who have the responsibility to protect, provide and support them.

Santa Clara County's Law Enforcement Agencies, District Attorney's Office, and Social Services Agency are committed to the thorough and effective investigation of incidents of child death, sexual abuse, physical abuse, neglect and abduction. This commitment recognizes the importance of respecting victimized children and their families, providing appropriate intervention and preventative services to children in crisis, and holding offenders fully accountable for their conduct.

The Santa Clara County Child Abuse and Neglect Protocol is the result of the work of law enforcement, victim advocates, prosecutors, social workers, medical providers and children's attorneys. The investigative techniques and procedures outlined in this Protocol acknowledge the importance of collaborative efforts and the need for partners in investigating child abuse cases to understand each other's roles. It is through joint collaborative efforts that children and families will receive the protection and services that they need and deserve while gathering evidence to help bring perpetrators to justice.

The Protocol commits the signatory agencies to the following:

1. Conduct thorough investigations of child death, physical abuse, sexual abuse, neglect and abduction as outlined in the Santa Clara County Child Abuse Law Enforcement Protocol.
2. Reduce trauma to victimized children.
3. Cooperate with the Santa Clara County Child Death Review Team.
4. Follow the protocol and procedures of the Children's **Advocacy** Center.
5. Cooperate with other agencies in Santa Clara County responsible for investigating incidents of child death, physical abuse, sexual abuse, neglect and abduction.
6. Train its employees on a regular basis on the Santa Clara County Child Abuse Law Enforcement Protocol.



Chief Pat Nikolai
Chair, Police Chiefs' Assoc. of Santa Clara County

4/17/2023

Date

***This protocol is dedicated to the memory of
CHRISSY MARQUEZ***

Chrissy was neglected, abused, and died when she was only 2 1/2 years old in 1982. While it was clear that her death was a crime, it was never determined who had abused her. This child abuse protocol was developed so that abuse and neglect of children like Chrissy can be stopped as soon as possible, and so that child abuse and child deaths can be thoroughly investigated.

ACKNOWLEDGEMENT

In April 1999, the following persons and their agencies created the first Santa Clara County Child Abuse Law Enforcement Protocol:

Det. Bryan Albarillo	Mountain View Police Department
Det. Curtis Berlin	Morgan Hill Police Department
Ken Borelli, Program Manager	Social Services Agency
Det. Jean Bready	Palo Alto Police Department
Dolores Carr	Santa Clara County District Attorney's Office
Dave Davies	Santa Clara County District Attorney's Office
Investigator Jan Edwards	Santa Clara County District Attorney's Office
Edward Fernandez	Santa Clara County District Attorney's Office
Det. Chris Fowlie	Los Altos Police Department
Sgt. Mike Hahn	San Jose Police Department
Det. Ray Hansell	Gilroy Police Department
Jan Heim	Santa Clara County District Attorney's Office
Randy Hey	Santa Clara County District Attorney's Office
Sgt. Phil Howard	Santa Clara Police Department
Sgt. John Laws	San Jose State University Police
Investigator R. Carl Lewis	Santa Clara County District Attorney's Office
Katherine Lucero	Santa Clara County District Attorney's Office
Sgt. Mark Macaulay	Los Altos Police Department
Leroy Martin, Director	Social Services Agency
Sgt. Mike McElvy	San Jose Police Department
Det. Sergeant David Notari	Santa Clara County Sheriff's Office
Joanne Salinger, Court Services	Santa Clara County District Attorney's Office
Cynthia Sevely	Santa Clara County District Attorney's Office
Karyn Sinunu	Santa Clara County District Attorney's Office
Det. Mark Sole	Sunnyvale Department of Public Safety
Det. Ana Spear	Campbell Police Department
Captain Carey Sullivan	Morgan Hill Police Department
Det. Sgt. David Tomlinson	Santa Clara County Sheriff's Office
Lt. Mike Vidmar	San Jose Police Department

ACKNOWLEDGEMENT OF UPDATE

The following individuals and their agencies participated in updating the Santa Clara County Child Abuse Law Enforcement Protocol:

ADA James Gibbons-Shapiro, Chair	Santa Clara County District Attorney's Office
Sara Alanis	Morgan Hill Police Department
Anna Anton, RN	Former CAC Nurse Coordinator
Eric Bulatao	Palo Alto Police Department
Tracy Bowers	Department of Family and Children's Services
Josefina Covarrubias	Office of the Medical Examiner / Coroner
Sumerle Davis	Ret. Santa Clara County District Attorney's Office
Capt. Jason Dwyer	San Jose Police Department
Edith Fong	Campbell Police Department
Phoenix Forbes	Pro Bono Project
Suzanne Frank, MD	Kaiser Permanente
Kasey Halcon	Formerly, Santa Clara County DA's Office Director of Victim Services, now Deputy County Executive
Consuelo Herrera	Santa Clara County District Attorney's Office
Bill Hoyt	Los Gatos- Monte Sereno Police Department
Ruth Huezo	Department of Family and Children's Services
Capt. Jaime Jimenez	San Jose Police Department
Catherine Johnston	Santa Clara County Probation Department
Dr. Michelle Jordan	Office of the Medical Examiner/Coroner
Hilary Kerrigan	County Counsel's Office
Mike Kim	Stanford Department of Public Safety
Wendy Kinnear	Department of Family and Children's Services
Brianne Klingenberg	Santa Clara County Sheriff's Office
Dan Little	Director, Department of Family and Children's Services
Ramon Marquez	Santa Clara County Sheriff's Office
William A. Nunn Jr.	Campbell Police Department
Former Det. Tamar Miyabara	Santa Clara County Sheriff's Office, now with Department of
Consumer Affairs	
Rina Myers	Santa Clara County District Attorney's Office
Capt. Brendan Omori	Santa Clara County Sheriff's Office
Antonio Padilla	Department of Family and Children's Services
Christine Powell	Mountain View Police Department
Jennifer Puthoff	Program Manager II, Children's Advocacy Center, Santa Clara County District Attorney's Office, Victim Services Unit
Sunayana C. Pydah, DHSc, PA-C	Children's Advocacy Center
Rose Revuelta	YWCA Silicon Valley
Chief Moises Reyes	Santa Clara County DA's Office (BOI)
Mary Ritter, PA	Children's Advocacy Center
Esthela Rocha	Gilroy Police Department
Vanessa Ruiz	Gilroy Police Department
Anthony Serrano	Sunnyvale Department of Public Safety
Cameron Shearer	Los Altos Police Department
Elizabeth Simoni	Santa Clara County District Attorney's Office
Sgt. Will Stanfill	San Jose Police Department
Marlene Sturm, MD	Medical Director of the Children's Advocacy Center
SuDDA Tracy Tefertiller	Santa Clara County District Attorney's Office

John Terry
Lt. Ken Tran
SuDDA Oanh Tran
Lin Tran-Phuong
Chief Inv. Rosa Vega
Kim Walker, RN

Ashley Weger
Tasia Wiggins
Rebekah Wise
Mindy Zen

Santa Clara Police Department
San Jose Police Department
District Attorney's Office
YWCA Silicon Valley
Office of the Medical Examiner / Coroner
Adult SAFE Program Coordinator, Santa Clara County Valley
Medical Center
San Jose Police Department
Director of Victim Services, Office of the District Attorney
Santa Clara County District Attorney's Office
Morgan Hill Police Department

TABLE OF CONTENTS

SECTION 1.	MANDATORY REPORTING.....	9
SECTION 2.	JOINT RESPONSE AND CROSS REPORTING.....	13
SECTION 3.	PROTECTIVE CUSTODY.....	18
SECTION 4.	INVESTIGATING A CHILD’S DEATH.....	30
SECTION 5.	PHYSICAL ABUSE.....	41
SECTION 6.	NEGLECT AND ENDANGERMENT.....	56
SECTION 7.	SEXUAL ABUSE.....	78
SECTION 8.	PARENTAL KIDNAPPING & CHILD ABDUCTION.....	92
SECTION 9.	INTERVIEWING TECHNIQUES.....	101
SECTION 10.	ISSUING A CRIMINAL COMPLAINT.....	129
SECTION 11.	VICTIM/WITNESS ASSISTANCE.....	132
SECTION 12.	TRAINING.....	135
SECTION 13.	DIRECTORIES.....	136
SECTION 14.	DEFINITIONS, LAWS AND STATUTES.....	142
ADDENDA		

SECTION 1

MANDATORY REPORTING

I. REPORTING REQUIREMENTS

A. Any Person May Report Suspected Child Abuse or Neglect of Children. Child Abuse or Neglect Includes:

1. Non-accidental physical injuries including unlawful corporal punishment and willful cruelty. (PC 11165.3, 11165.4)
2. Severe or general physical neglect, including inadequate supervision or medical neglect. (PC 11165.2)
3. Sexual abuse including sexual assault, sexual exploitation, or commercial sexual exploitation. (PC 11165.1)
 - a. Sexual Exploitation. (PC 11165.1(c)(1)-(3))
 - b. Commercial Sexual Exploitation (PC 11165.1(d)) is the trafficking of a child, as described in PC 236.1(c) or the provision of food, shelter, or payment to a child in exchange for the performance of any sexual act described in PC 11165.1 or PC 236.1(c).
4. **Willfully caus[ing] or permit[ting] any child to suffer, or inflict[ing] thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation in which his or her person or health is endangered. (PC § 11165.3)**

B. Mandated Reporters Include (PC §§ 11165.7, 11166):

1. Childcare custodians (schools, daycare, etc.).
2. Health practitioners (medical and non-medical).
3. Employees of child welfare and law enforcement agencies.
4. Commercial film and photographic print processors.
5. Child visitation monitors.
6. Peace officers.
7. Probation and parole officers.
8. Custodial officers as defined by PC § 831.5.
9. Firefighters, animal control officers, humane society officers.
10. Clergy (excluding confession or its equivalent).
11. Athletic coaches.
12. **Human Resource Employees of an employer with five or more employees and that employs minors.**

C. Criterion for Mandatory Reporting.

1. Knowledge or reasonable suspicion of child abuse or neglect obtained in the reporter's professional capacity or within the scope of his or her employment. (PC § 11166(a))
2. **"Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that would cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect. Neither certainty of child abuse nor a specific medical indication of child abuse is required.** (PC § 11166(a)(1))
3. **Mandated reporting is required if there is knowledge or reasonable suspicion that someone "willfully causes or permits any child to suffer, or inflicts thereon, unjustifiable physical pain or mental suffering, or having the care or custody of any child, willfully causes or permits the person or health of the child to be placed in a situation in which his or her person or health is endangered."** (PC § 11165.3)
4. **The mere presence of a child during a domestic violence incident does not require a mandated report, and the failure of a victim to leave the relationship with a perpetrator does not by itself require a mandated report.**
5. Past abuse of a child who is an adult at the time of disclosure or discovery of the abuse need not be reported except by a member of the clergy or if there is a risk to another minor.

However, identification of child abuse is a priority for law enforcement. Questions regarding liability for reporting past abuse of a child who an adult at the time of disclosure or discovery of the abuse should be directed to the reporter's appropriate legal adviser.

D. Duties of Mandated Reporters.

1. A report shall be made as soon as practically possible and may be made 24 hours-a-day, 7 days-a-week, to:
 - a. The Child Abuse and Neglect Center (CAN Center) created by the Department of Family and Children's Services.

(833) SCC-KIDS

(833) 722-5437

Law Enforcement number: (408) 975-5250

- b. Local law enforcement agencies.

2. The reporter shall submit a written report within 36 hours. The Suspected Child Abuse Report form (SS 8572) available from the Department of Family and Children's Services at **(833) 722-5437** or www.sccgov.org/ssa.

II. CONFIDENTIALITY OF REPORT AND REPORTER

- A. The identity of all persons who report shall be confidential and disclosed only between employees of child protective agencies, or to the following individuals pursuant to Penal Code § 11167(d):
 1. Counsel representing child protective agencies.
 2. The district attorney in a criminal prosecution or an action instituted under Section 602 of the Welfare and Institutions Code.
 3. Counsel appointed to represent the minor in an action instituted under Section 300 of the Welfare and Institutions Code.
 4. Licensing agencies.
 5. Anyone identified by court order.
- B. Written reports of suspected child abuse or neglect are confidential and may be disclosed only to the individuals identified in Penal Code § 11167.5. Those individuals include:
 1. Anyone allowed to receive the identity of the reporter under Penal Code §11167(d).
 2. Members of the multidisciplinary teams as defined by Welfare and Institutions Code § 18951.
 3. Coroner or medical examiners when conducting the examination of a deceased child.
 4. The chair, and his or her designee, of a Child Death Review Team.
 5. Persons identified by the Department of Justice as listed in the Child Abuse Central Index. The name, address and telephone number of a witness, reporting party and victim may be redacted to maintain confidentiality as required by law.
 6. Out-of-state law enforcement employees when an agency makes a request for reports of suspected child abuse or neglect. The report should be in writing and on official letterhead, identifying the suspected abuser or victim by name and date of birth or appropriate age.

III. GOOD FAITH EXCEPTIONS FROM REPORTING

- A. Mandated reporters are immune from civil and criminal liability when making a required or authorized report of known or suspected child abuse. (PC § 11172) **No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report.**
- B. This immunity shall apply even if the mandated reporter acquired the knowledge or reasonable suspicion of child abuse or neglect outside of his or her capacity or outside the scope of his or her employment. (PC § 11172)

IV. CRIMINAL INVESTIGATION FOR FAILING TO REPORT

- A. Failure of a mandated reporter to report suspected abuse is a misdemeanor punishable by six months in county jail or a fine of \$1000, or both. Concealing one's failure to report abuse or severe neglect is a "continuing offense" until the failure to report is discovered by law enforcement or the child welfare agency. (PC § 11166(c))
- B. How to Investigate Failing to Report Child Abuse.
 - 1. Determine which individuals knew about the abuse and how they found out about the abuse. Create a timeline regarding disclosures.
 - 2. Inquire if there was an investigation conducted by an agency, or by individuals, who knew about the abuse. Determine the extent of the investigation including when and where people were interviewed.
 - 3. Obtain through legal means any documents regarding the investigation.
 - 4. Interview possible suspects and witnesses regarding why law enforcement was not contacted.
 - 5. Interview the victim about which individuals the victim disclosed the abuse to.

SECTION 2

JOINT RESPONSE AND CROSS REPORTING

All incidents of suspected child abuse, endangerment or neglect, shall be cross-reported to the Department of Family and Children's Services (DFCS formerly known as Child Protective Services) as a "Joint Response" especially when there are cases of Sexual Abuse, Severe Physical Abuse, Child Abduction and Severe Neglect. This is also true in cases where an arrest is made and the suspect is the child's parent and/or guardian. Joint Response should also be activated when a victim of child abuse, endangerment or neglect has siblings or other children living in the affected home. A DFCS Social Worker is available 24-hours a day to respond to any scene and assist officers; however, DFCS will conduct their own independent investigation. DFCS can be an invaluable resource as they have expertise in handling children and suspected abuse. State law authorizes the investigating officer and DFCS worker to share relevant information relating to the investigation of child abuse or neglect (W&I 827). When responding to a call with DFCS, the responding officer shall obtain as much information as possible from the DFCS social worker before conducting a minimal fact interview or questioning the child. In these instances, a joint investigation shall be conducted while keeping in mind the officer's investigative focus may differ from that of the social worker.

A Joint Response shall be conducted in addition to cross-reporting that is required under California Penal Code section 11166 *et seq.*

I. LAW ENFORCEMENT CONTACTING THE DEPARTMENT OF FAMILY AND CHILDREN'S SERVICES (DFCS)

- A. Law enforcement officers investigating suspected acts of child death¹, physical abuse, severe neglect, sexual abuse², kidnapping, and parental child abduction **shall** immediately, or as soon as practically possible, contact the DFCS Joint

¹ The term "child death", wherever it appears in the Protocol unless qualified by the word "all", refers to child deaths due to suspected abuse, neglect, endangerment or apparent suicide. It does not include murders by a non-caregiver, vehicle/pedestrian accidents where a caregiver is not at fault, or medical-related deaths.

² The term sexual abuse includes commercial sexual abuse and sexual exploitation regardless of the age of the perpetrator.

Response call line, which is available 24 hours a day, 7 days a week. A **“joint response” shall be activated whenever a law enforcement officer calls DFCS to notify DFCS of suspected acts of child death, physical abuse, severe neglect, sexual abuse, kidnapping, and parental child abduction, whether or not the officer specifically uses the words “joint response.”** As soon as practicable a contact person who will be responding to the scene (or already at the scene) and phone number from both law enforcement and DFCS should be identified and communicated to all.

- B. Each law enforcement agency’s communication center will coordinate with DFCS in establishing and maintaining Joint Response telephone numbers.
- C. A DFCS social worker should arrive at the investigation scene within 60 minutes or as soon as practicable of the activation of Joint Response.
- D. The investigating officer shall coordinate the investigation with the DFCS worker while being mindful that the officer’s investigative focus may differ from that of the DFCS worker. The investigating officer should include the DFCS worker in interviews with the child victim and family whenever possible.

II. DFCS CONTACTING LAW ENFORCEMENT

- A. **If a DFCS social worker becomes aware of a child death suspected to be caused by abuse or neglect, or suspects a child has experienced sexual abuse, kidnapping, severe physical abuse, or has been abducted, the social worker shall immediately, or as soon as practically possible, contact the local law enforcement agency to request a joint response. Sexual abuse and physical abuse cases should be coordinated with the Child Advocacy Center (CAC). A severe injury for consideration of “severe physical abuse” is one that when left untreated would cause permanent physical disfigurement, permanent physical disability, or death. It includes visible injuries and suspected injuries due to symptoms such as loss of consciousness, altered mental status, inability to use an arm, inability to bear weight, and other injuries. This definition is derived from California’s Structured Decision Making (SDM) definitions from the California Department of Social Services.**
- B. A police officer shall arrive at the investigation scene as soon as possible.
- C. DFCS social worker shall coordinate the investigation with the law enforcement officer while being mindful that the officer’s investigative focus may differ from that of the DFCS worker. the social worker should include the investigating officer in interviews with the child victim and family whenever possible.
- D. **In the event that the Department of Family and Children’s Services (DFCS/CPS) determines that a cross report from a law enforcement agency**

does not meet the criteria for in-person response for abuse or neglect but believes abuse or neglect may have been committed, DFCS/CPS will cross-report to law enforcement to determine if a crime occurred. The cross report from DFCS shall clearly state that under facts known DFCS will not be conducting an in-person response. Law enforcement does not need to further involve DFCS/CPS unless they find that circumstances have changed or additional investigation determined that abuse or neglect does or did in fact exist, or the child(ren) are deemed to be at risk of new abuse or neglect.

III. MEDICAL CONCERNS TRIGGERING JOINT RESPONSE

- A. Joint Response should be activated if there are any medical needs or concerns that are discovered during, and related to, a child abuse investigation.**
- B. Joint response must also be activated if a parent is refusing to provide medical treatment to a critically ill child which places the child at risk.**
 - a. Child sexual abuse concerns, both acute (within 72 hours for children 11 years or younger) and non-acute (greater than 72 hours for 11 years or younger, and greater than 10 days for teens 12 years and older) should be directed to the Pediatric SAFE team at the Children's Advocacy Center.**
 - b. For adolescent sexual abuse cases (within 10 days of assault for teens 12 years and older), or intimate partner violence/non-fatal strangulation cases (within 14 days of assault for teens 12 years and older), the survivor should be taken immediately to the closest adult/adolescent SAFE response location. Call the SCVMC operator to be connected to the on-call adult/adolescent SAFE examiner to respond.**
 - c. For cases involving a child victim of sexual abuse or an evaluation for child physical abuse, call 669-299-8810. The number is staffed 24/7, including weekends and holidays. If not already done, the adult/adolescent SAFE Program will be called immediately for acute cases with survivors aged 12 and older.**

Proceed with the child to the Child Advocacy Center or to the SCVMC emergency room (after consult with the medical team at the CAC) where you will meet with the examiner and victim advocate. Communicate all known facts to the appropriate SAFE team, prior to the examination. Include information regarding the nature of the sexual contact or other contact which might have left physical evidence or injury.

The child shall be examined immediately if the sexual abuse occurred in the last 72 hours (11 years and younger) or in the

last 10 days (teens 12 years and older), or scheduled for appointment if greater than 72 hours or 10 days.

- d. **If the child 11 or younger is in protective custody, the Pediatric SAFE Examiner can provide a CalOES 2-930 consent form to the DFCS social worker or law enforcement officer or county counsel in order to get written parental signature for consent prior to a Pediatric SAFE examination. If written parental consent cannot be obtained, contact the DFCS social worker for assistance in obtaining a court order. If it is determined that the child is in immediate need of a medical evidentiary examination and/or medical care (see Addendum for the National Children's Alliance standards), the medical team at the Children's Advocacy Center will provide information concerning the medical need to the DFCS social worker.**

The DFCS social worker will work to obtain that court order as soon as possible by working with the DFCS supervisor, and County Counsel to present the order to the on-call Dependency Court Judge. The goal would be to have the court order in place before the child arrived at the Children's Advocacy Center or other medical facility, and in any event with 30 minutes of when it is apparent that parental consent cannot be obtained.

- e. **If law enforcement and DFCS are not in need of a sexual assault examination for a child of any age, a medical exam can be done at the patient's or family's request by the SAFE team by appointment – no costs will be billed directly or indirectly to the victim of the assault.**

IV. SHARING INFORMATION

A. State law authorizes the investigating officer and DFCS worker to share relevant information relating to the investigation of child abuse and neglect. (W&I § 827) B. Sharing Investigative Information

1. Best practice recommendations are that DFCS and Law Enforcement share information relevant to the investigation. California Penal Code. section 11167 addresses reports of suspected child abuse or neglect and the sharing of such reports and related information. Per section 11167(b), "Information relevant to the incident of child abuse...may be given to an investigator from an agency [DFCS or LE] that is investigating the...case of child abuse." Additionally, subsection (c) states that such relevant information, "...including the investigation report and other pertinent materials may be given to the licensing agency when it is investigating a...case of child abuse."

C. Sharing Medical Information with Investigators

1. HIPAA (Health Insurance Portability and Accountability Act) and California law (45 CFR 164.512 and P.C. 11166) allow medical professionals and health care institutions to share otherwise protected health information with Law Enforcement and DFCS agencies engaged in the active investigation of child abuse when the child whose medical records are requested is the subject of the investigation. Once the investigation is concluded or when the information sought involves other children not the subject of the investigation, the health care institution is prohibited from release without proper consent or a court order.

- B. DFCS and Law Enforcement Agencies will share current and previous reports.
- C. **Multi-disciplinary teams working with the Children's Advocacy Center are authorized to share case information. Pursuant to California WIC §830, Multidisciplinary Teams (MDT) identified in the P.C. § 11166.4 (2020) agrees to "the exchange of information for the purposes of prevention, identification, management, or treatment of child abuse, or the provision of child welfare services."**

Pursuant to California P.C. Section 11166.4(d) and 11166.4(e), "the files, reports, records, communications, and working papers used or developed in providing services through a CAC are confidential and are not public records." The MDT can "share information or records for the sole purpose of facilitating a forensic interview or case discussion or providing services." However, the shared information or records "shall be treated as confidential to the extent required by law" by the receiving MDT members.

V. ARREST AT SITE OF MONITORED VISITATION

Arrests at the site of a monitored visit should be avoided if possible. When not possible, DFCS and Law Enforcement should coordinate efforts to minimize any impact on the child for an arrest being made of a parent at the site of a monitored visitation. In that coordination, DFCS shall not inform either parent of an impending arrest.

SECTION 3

PROTECTIVE CUSTODY

I. WHEN A CHILD SHOULD BE PLACED IN PROTECTIVE CUSTODY

A. Welfare & Institutions Code § 300.

W&I § 300 permits a child to be placed in protective custody due to:

1. Physical abuse.
2. Failure to provide or protect.
3. Emotional abuse.
4. Sexual abuse, **sexual exploitation, or commercial sexual exploitation or trafficking.**
5. Severe physical abuse to a child under age 5 years.
6. When a parent or guardian causes death of another child through abuse or neglect.
7. Caretaker absence or abandonment.
8. Cruelty.

B. Reasonable Efforts should be Made to Prevent Protective Custody.

1. The Department of Family and Children's Services (DFCS) shall make reasonable efforts to prevent the need for removal prior to placing a child into protective custody. (Federal Statute, 42 U.S.C.A. § 671(a)(15))
2. Before placing a child into protective custody, the investigating officer and/or social worker shall consider whether there is a non-offending caretaker who can provide for and protect the child from abuse and neglect, and whether the alleged perpetrator voluntarily agrees to withdraw from the residence and is likely to remain withdrawn. (W&I § 306(b)(3))
3. The investigating officer should consult with the social worker to determine whether an Emergency Protective Restraining Order (EPRO) is appropriate for any and all children at risk from an offender from the home so that a child can safely remain with a non-offending parent. (Family Code § 6250)
 - a. *Abuse.* An EPRO can be obtained if the child is in immediate and present danger of abuse by a family or household member, based

on an allegation of a recent incident or abuse or threat of abuse by the family or household member (6250(b))

- b. *Abduction.* An EPRO can be obtained if the child is in immediate and present danger of being abducted by a parent or relative, based on a reasonable belief that a person has an intent to abduct the child or flee with the child from the jurisdiction or based on an allegation or a recent threat to abduct the child or flee with the child from the jurisdiction. (6250(c))
- c. If an EPRO is appropriate, an application should be completed and submitted to a judicial officer. During normal court hours the police officer should call the Family Court at **(408) 534-5601** and ask to speak to a judge available to process an EPRO. After 5 PM on weekdays, on weekends, and holidays, the police officer should call County Communications at **(408) 299-2501** and ask for the Duty Judge to call back. The police officer should leave the phone number where they can be reached. Officers should ensure that the telephone equipment is operational before requesting that the Duty Judge utilize that number. If the Duty Judge is not available, the officer should ask to speak to another Judge.

NOTE: The Duty Judge may elect to call County Communications at (408) 299-2501 and request that the phone call be transferred to the number where the officer is located. This will protect the privacy of the Duty Judge's home phone number if the Duty Judge is calling into a private residence.

- i. EPROs are not issued at the County Jail or Juvenile Hall. They must be requested by the investigating officer. They remain in effect for 7 calendar days.
- ii. Information in support of the need for restraint should be included in the probable cause affidavit or Juvenile Contact Report.
- iii. Once a defendant is arraigned in a criminal case, the Court will issue a Criminal Protective Order which will endure for the pendency of the case and for up to 10 years beyond sentencing.
- iv. In a non-arrest situation where an EPRO is desired, the officer should complete an application then contact the Duty Judge or Family Court for evaluation and issuance of the EPRO.

v. Upon obtaining an Emergency Protective Order, a law enforcement officer must take the following FOUR (4) actions (Family Code § 6723):

- a. Serve the order on the restrained person. An officer is to make a reasonable attempt to serve the restrained party. If they are present or can be readily contacted, serve the order and complete the Proof of Service on the form. Document whether and how the order was served in the police report.
- b. Give a copy to the Protected Person.
- c. File a copy with the Court. Once an EPRO is issued, it is the responsibility of the police agency to promptly file the EPRO with the Family Justice Center Courthouse at 201 N.1st Street, San Jose, California 95113.
- d. Enter the order into the Department of Justice's computer database.
- e. Copies of the EPRO should be distributed as follows:

Original	–	Court
Yellow	–	Restrained Person
Pink	–	Protected Person
Goldenrod	–	Law Enforcement Agency

- 4. If a parent or guardian is arrested on charges not related to child abuse, and there is no indication of abuse or neglect, the investigating officer should consider alternatives to protective custody by consulting his or her department's policies regarding release to relatives, friends, or neighbors. Investigating officers should contact DFCS at (408) 975-5250 to inquire whether the proposed caregiver selected by the arrestee-parent has any record of prior abuse.

Officers contacting DFCS for this purpose should clarify to the call-taker that they are calling to obtain information only.

- 5. Upon arrest of a parent or guardian, officers should inquire as to the existence and whereabouts of any siblings and make appropriate arrangements for care and custody.

6. Homelessness alone is not justification for protective custody placement. If the presenting problem is only homelessness, other suitable placement should be sought.

C. When Warrants are Generally Required to Place a Child in Protective Custody.

Unless exigent circumstances exist, or the officer has obtained parental consent, the investigating officer or social worker must obtain a search warrant, protective custody warrant, or other court order to enter the child's home, place a child into protective custody, or obtain an investigatory or sexual abuse medical exam.

(See *Rogers v. San Joaquin* (2007, 9th Cir.) 487 F.3d 1288; *Calabretta v. Floyd* (1999, 9th Cir.) 189 F.3d 808; *Wallis v. Spencer* (1999, 9th Cir.) 202 F.3d 1126; *Mabe v. San Bernardino DPSS* (2001, 9th Cir.) 237 F.3d 1101; *Doe v. Lebbos* (2003, 9th Cir.) 348 F.3d 820.)

D. When Peace Officers and Social Workers Can Place a Minor in Protective Custody Without a Warrant.

1. Peace Officers.

- a. W&I § 305 authorizes peace officers to take children into protective custody without a warrant when:
 - i. The officer has reasonable cause to believe that the child is a person described by any subdivision of W&I § 300; AND
 - ii. The child has an immediate need for medical care, or the child is in immediate danger of physical or sexual abuse; OR
 - iii. The physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety.
- b. Penal Code § 279.6 independently authorizes law enforcement officers to take children into protective custody without a warrant, when any of the following conditions exist:
 - i. It reasonably appears that a person is likely to conceal the child from a legal guardian, flee the jurisdiction with the child without legal authority, or evade the authority of the court by flight or concealment.
 - ii. There is no lawful custodian available to take custody of the child.
 - iii. There are conflicting custody orders or conflicting claims to custody and the parties cannot agree which party should take custody of the child.

iv. The child is an abducted child.

2. Social Workers.

- a. W&I § 306 authorizes social workers to take children into protective custody without a warrant when:
 - i. The social worker has reasonable cause to believe that the child is a dependent child of the court; OR
 - ii. There is reason to believe that the child is a person described by W&I § 300 subdivision (b) (failure to provide or protect) or subdivision (g) (caretaker absence or abandonment); AND
 - iii. The social worker has reasonable cause to believe that the child has an immediate need for medical care; OR
 - iv. The child is in immediate danger of physical or sexual abuse, or the physical environment or the fact that the child is left unattended poses an immediate threat to the child's health or safety.

E. Other Factors Requiring Protective Custody.

- 1. When making the decision to take a child into protective custody, the officer should consider not only the current case but also prior DCFS referrals.
- 2. The child should be taken into protective custody if legally permitted and the following circumstances exist:
 - a. The parent or guardian is a suspected abuser.
 - b. There is a suspected abuser with ongoing access to the child.
 - c. The parent or guardian is unable or unwilling to protect the child from abuse by another.
 - d. The child is an abducted child, or it reasonably appears the child will be abducted if not placed in protective custody.
- 3. Upon the arrest of a parent or guardian, officers should inquire as to the existence and whereabouts of any siblings and make appropriate arrangements for care and custody.

F. The investigating officer shall notify the parent or guardian that the child is in protective custody.

II. COOPERATION BETWEEN LAW ENFORCEMENT AND DFCS

A. Conflicts.

Any conflicts between the officer and the DFCS worker shall be kept confidential from the subjects of the investigation and referred to respective supervisors and/or a designated DFCS law enforcement liaison. The law enforcement officer and the DFCS worker should attempt to reach a consensus regarding the placement of involved children. However, in situations where the law enforcement officer has sole legal authority for taking a child into protective custody, the law enforcement officer shall make the ultimate decision.

B. Documents.

1. Peace Officer:

The investigating officer shall be responsible for obtaining any EPROs or search warrants that may be required.

2. Social Worker:

The social worker shall be responsible for obtaining any required protective custody warrant under W&I § 340.

III. TRANSPORTATION TO **WELCOMING CENTER** OR OTHER OUT-OF-HOME PLACEMENTS

A. Transportation Generally.

Once a child is taken into protective custody, the child at risk and siblings **or other children** also at risk shall be taken to the **Welcoming Center** at:

(408) 792-1860

Immediate follow-up evaluations will be conducted by DFCS personnel upon arrival. After taking a child into protective custody, the investigating officer shall not release that child to relatives, friends, or neighbors.

B. Transportation by DFCS.

The DFCS worker, if on-scene with a county vehicle, shall transport the child to the **Welcoming Center** or other out-of-home placement.

C. Transportation by a Peace Officer.

If the DFCS worker does not have a county vehicle, or is not on-scene, the investigating officer shall arrange the transportation of the child. The investigating officer should:

1. Document allergies, medications and the name of the child's primary care provider (pediatrician, other physician, family practitioner or clinic name.)
2. Whenever possible, allow the child to take a favorite toy, change of clothes, and personal necessities to the **Welcoming** Center.
3. If the information is available, advise the **Welcoming** Center of the child's age and any special needs. Prompt communication about active medical problems – such as diabetes, asthma, and psychiatric diagnoses – is crucially important.
4. Child safety seats or seat belts must be used.
5. When possible, use an unmarked police vehicle without a prisoner cage to transport the child to the **Welcoming** Center.

D. The DFCS Worker May Elect Not to Transport if:

1. The child is under the influence of drugs or alcohol.
2. The child is uncooperative, violent, assaults a worker, or if a family member is threatening a worker.
3. The child is in custody for a crime.
4. The child has a history of assaultive behavior.
5. The child has serious health problems or is incapacitated such that medical transport is more appropriate.
6. In the professional judgment of the social worker, transport would result in an unacceptable risk of harm to the child or the social worker.

E. Immediate Follow-up Evaluations Will Be Conducted by DFCS.

DFCS personnel will conduct immediate follow-up evaluations to determine whether the child can be safely placed into the custody of a non-offending parent, relative, or appropriate adult.

F. Siblings of Abused or Neglected Children.

1. All siblings at risk that are taken into protective custody shall be placed in the **Welcoming** Center.

2. After taking a child at risk into protective custody, the law enforcement investigating officer shall not release the child to other family members or friends or leave the child in a potentially hazardous situation.

G. Protective Custody Warrant. (W&I § 340)

Persons detained solely under a protective custody warrant shall be taken to the **Welcoming Center or a DFCS** designated placement. Under no circumstances shall a person detained solely under a protective custody warrant be placed in county jail or juvenile hall.

H. Juvenile Contact Report. (JCR)

1. The transporting officer must submit a copy of the JCR (not the police report) to the **Welcoming Center**.
2. The transporting officer has the responsibility to review the JCR for adequate detail before transporting the child. Information should include:
 - a. The names and dates of birth of parents or guardians; AND
 - b. A detailed description of the incident that includes:
 - i. The charge;
 - ii. If the parent(s)/guardian(s) was released; and
 - iii. What circumstances justified removal of the child prior to placing them into protective custody.
3. The JCR must contain sufficient factual information to justify any protective custody placement. **The JCR is an officer's responsibility and cannot be delegated to a social worker.**
4. In the event of a continuing criminal investigation, officers should also be aware that information, statements, and observations contained in a JCR will be made available to the child's parents, who may be suspects, in juvenile or family court proceedings.
5. If the placement is pursuant to PC § 279.6 (Circumstances for Protective Custody), available court orders shall be given to the **Welcoming Center**.

IV. MEDICAL CONCERNS OF A CHILD TAKEN INTO PROTECTIVE CUSTODY

A. When a Child Has Sustained an Injury.

1. The investigating officer should ask the parent or guardian to consent to medical treatment. If the parent or guardian refuses, the investigating officer should notify their supervisor, request an ambulance, and take the child for treatment at the nearest hospital.
2. Joint response should be activated immediately.

B. Health and Medical Concerns.

Any child who is placed into protective custody based on health or medical concerns should receive a prompt or urgent a medical evaluation. The **Welcoming Center** Social Worker Team will contact the Medical Director at **the Children's Advocacy Center** to determine the most efficient and appropriate course of action.

C. Requirements of the Mann case for all medical procedures for children in protective custody.

County Counsel should be **contacted by medical staff through DFCS** for advice on all cases where a medical procedure is to be performed on a child in protective custody, **if parental consent or valid minor consent where applicable has not been obtained. Minors 12-17 can consent to SAFE and intimate partner violence-related medical procedures. Contact the supervising social worker at DFCS to be connected with County Counsel for questions.** Pursuant to a 2018 9th Circuit decision in *Mann v. County of San Diego*, whenever a medical procedure is to be performed on a child in protective custody there must be:

- A. parental notification, consent, and opportunity to be present; or
- B. determination that either the exception for medical emergency or the exception for fear of evidence dissipating while trying to obtain consent or a court order apply; or
- C. by obtaining a court order if parental consent is refused or is impossible to get due to inability to locate the parents.

V. HOSPITALIZED CHILDREN

A. Newborn Babies Whose Blood Tests Reveal the Presence of Alcohol or Drugs.

1. Hospital personnel must notify DFCS about an infant born with alcohol or drugs in his or her system if other factors are present that indicate risk to the child. DFCS shall only cross-report the case to law enforcement if there are risk factors present other than mother's inability to provide the child with regular care due to the mother's substance abuse. (See PC § 11165.13)

2. Children born with positive toxicology may be eligible for victim compensation benefits. Coordinate with DFCS regarding a referral to the Victim Services Unit of the District Attorney's Office - (408) 295-2656.

B. Non-Release to Prospective Adoptive Parents.

1. Any peace officer may, without a warrant, take into temporary custody a minor who is in a hospital if the release of the minor to a prospective adoptive parent or representative of the adoptive agency poses an immediate danger to the minor's health or safety.
2. A peace officer may not, without a warrant, take into temporary custody a minor who is in a hospital if all of the following conditions exists regarding perspective adoptive parents:
 - a. The minor is a newborn who tested positive for illegal drugs or whose birth mother tested positive for illegal drugs;
 - b. The minor is the subject of a petition for adoption and an adoption placement agreement signed by the placing birth parent or birth parents and filed with the court; AND
 - c. The release of the minor to a prospective adoptive parent or parents does not pose an immediate danger to the minor;

The prospective adoptive parents or their representative shall provide a copy of the filed petition for adoption and signed adoption placement agreement to the local child protective agency or to the peace officer who is at the hospital to take the minor into temporary custody.

C. Voluntary Surrender (aka Safe Surrender) of a Newborn.

1. No parent or other person having lawful custody of a minor child 72 hours old or younger may be prosecuted for a violation of Penal Code §§ 270, 270.5, 271, or 271(a) if they voluntarily surrender physical custody of the child to personnel on duty at a "safe surrender site" as defined by H&S § 1255.7.
2. The safe surrender site must notify DFCS immediately, and DFCS must place the child into protective custody and initiate a dependency proceeding in juvenile court.
3. The parent/custodian has 14 days to reclaim custody. (See Penal Code § 271.5; W&I §§ 300, 309, 361.5, 14005.24; H&S § 1255.7)

D. "Safe-surrender" To On-Duty Personnel Defined.

1. "Safe-surrender" site means one of the following (H&S § 1255.7):
 - a. A location designated by the county board of supervisors to be responsible for accepting physical custody of a minor child pursuant to PC § 271.5.
 - b. All regularly operated fire stations within Santa Clara County.
 - c. A location within a public or private hospital that is designated by that hospital to be responsible for accepting physical custody of a minor child pursuant to PC § 271.5.
2. "Personnel" means any person who is an officer or employee of a safe-surrender site or who has staff privileges at the site. (H&S § 1255.7)

E. Removal of a Child from a Hospital by a Person Claiming Right of Custody.

1. If questions arise regarding the protective custody status of a hospitalized child, or a person's right to remove a child from a hospital, consult with DFCS personnel.
2. Determine whether the child's medical file contains a "Notification of Temporary Custody of Child in Hospital" (DFCS Form SC 155A) or a "Notification of Change in Temporary Custody of Child in Hospital" (DFCS Form SC 155B).

VI. TEMPORARY PROTECTIVE CUSTODY ("PAPER ADMIT")

A. Joint Response.

If an at-risk child is already hospitalized and it becomes necessary to place the child in temporary protective custody, Joint Response shall be activated. The following steps must be taken by the investigating officer to place the child in protective custody:

1. Obtain all the facts surrounding the child's injuries or health problems from the attending doctor, including toxicology reports.
2. Obtain the parent or guardian's identifying information.
3. Ensure a "Suspected Child Abuse Report" is completed by patrol or a follow-up detective.

4. Telephone the **Welcoming Center**, 408-792-1860, and explain to the admissions supervisor that you have taken the child into protective custody.
5. Take the completed JCR to the **Welcoming Center** as soon as possible.
6. If the child or parent resides out-of-county, notify that county's child protective agency.
7. The DFCS social worker shall fill out Form SC 155(A).

SECTION 4

INVESTIGATING A CHILD'S DEATH

I. CHILD DEATH RESPONSE TEAM

A. Purpose and Philosophy of Maintaining a Child Death³ Response Team.

1. Santa Clara County is committed to thorough and coordinated investigations into child fatalities.
2. The investigation and prosecution of child homicide differs from other crimes as follows:
 - a. The successful investigation and prosecution of child homicide requires the coordination and cooperation of multiple agencies.
 - b. Because of the physiology of a child and the unique mechanisms of death in child homicide cases, the successful investigation and prosecution of these cases require the use of numerous experts.
 - c. Notification often originates hours or days after the act that causes death, resulting in the contamination of the crime scene, the possibility of multiple scenes, and the loss of evidence.
 - d. There is a need for extensive forensic interviews.

B. Members of the Child Death Response Team **who will** respond to a child's death include the following:

1. The law enforcement agency with jurisdiction over the case.
2. The on-call Medical Examiner-Coroner (ME-C), as needed.
3. The Medical Examiner-Coroner Investigator
4. A District Attorney Investigator.

³ Remember that the term "child death", wherever it appears in the Protocol unless qualified by the word "all", refers to child deaths due to suspected abuse, neglect, endangerment or apparent suicide. It does not include murders by a non-caregiver, vehicle/pedestrian accidents where a caregiver is not at fault, or medical-related deaths.

5. A DFCS Social Worker.
6. A Deputy District Attorney **when requested**.
7. The Criminalist from the Santa Clara County Crime Lab **when requested**.

C. Activation of the Child Death Response Team.

1. The investigating law enforcement agency must immediately contact the Child Death Call-Out Team regarding any child death. The initial contact should be contacted 24 hours/day through the District Attorney's Bureau of Investigation. The number is:

(408) 590-8370

2. The District Attorney's Bureau of Investigation will immediately consult with the investigating law enforcement agency and coordinate the immediate notification to the Medical Examiner-Coroner's Office and consult with the Medical Examiner-Coroner's Office to determine the appropriate response. After initial consultation and communication has occurred, the Child Death Response Team will respond to the scene as appropriate and as a team. An agreed-upon representative of the Team will notify additional team members as appropriate. If members of the Team are not responding to the scene, the law enforcement agency securing the scene will be immediately notified.
3. In appropriate situations, the investigating law enforcement agency should also contact the Medical Examiner-Coroner's Office at:

(408) 793-1900

II. INVESTIGATING A CHILD'S DEATH

A death of an infant or child should initially be investigated and treated as a potential homicide. Any unattended, unexplained, or suspicious child death should be treated as a homicide until a complete investigation, including autopsy, has been performed.

Officers should not give an opinion regarding cause or manner or death to the decedent's family without consultation from the MEC.

A. Causes.

The death of a child may result from many causes including, but not limited to, the following:

1. Trauma.

- a. Intentional trauma including hitting, stabbing, gun fire, intentional suffocation and abusive head trauma.
 - b. Accidental trauma.
 - c. Trauma inflicted due to the negligence, or gross negligence of a caretaker.
2. Natural causes including infection, cancer, or congenital defects.
3. Toxic substances and poisoning.
 - a. Death from toxic substances can result from voluntary or involuntary ingestion of toxins.
 - b. Digestion of lethal doses of narcotics including phencyclidine (PCP) and methamphetamine.
 - c. Death by toxic absorption, drug entry through the skin, is usually associated with burned areas of the skin.
4. Drowning.
 - a. Drowning can occur in a tub, swimming pool or even a bucket of water.
 - b. Drowning of children rarely occurs without some level of negligence or abuse by a caregiver.
5. Neglect/Endangerment that may cause death includes:
 - a. General neglect or endangerment including the failure to take reasonable actions as a parent, caretaker or guardian.
 - b. Being left in a hot car.
 - c. Lack of food, medical assistance or appropriate supervision.
 - d. Unsafe sleeping including layovers, accidental suffocation in soft bedding (pillows, blankets, comforters, boppies), entrapment causing suffocation (for example getting stuck between a bed/couch and a wall).
 - e. Improper storage of a firearm. If death is from a gunshot inflicted by a child, there may be a criminal violation of the Firearm Storage laws.

f. Falling from a window.

6. Burns including burns from fire, immersion in hot water, or placing a hot object on the skin.
7. Suicide.
8. Automobile accidents including unsafe security and buckling of a child.

III. COORDINATED RESPONSIBILITIES - MEDICAL-EXAMINER AND LAW ENFORCEMENT

A. Response When Deceased Child has Been Located at Crime Scene.

1. **The investigating law enforcement agency will take control and freeze the crime scene.**
2. **The Medical Examiner/Coroner (MEC) is responsible for the body and the scene death investigation. The MEC will perform a separate and parallel investigation pursuant to their legal obligations. All efforts will be made to cooperatively investigate a child's death between the MEC and law enforcement agencies.**
3. **Any potential evidence linked to the decedent's body will be secured by Medical Examiner personnel, and when deemed necessary and appropriate, turned over to law enforcement. This evidence may also be secured by law enforcement but only after approval by the MEC.**
4. **When an infant or child is declared deceased and becomes a Medical Examiner Coroner (ME-C) case, the infant/child shall not be touched, fingerprinted, cradled by parents/relatives or manipulated in any way at the scene or at the hospital unless approved by the on-call Assistant Medical Examiner-Coroner or Chief Medical Examiner-Coroner. If the case is deemed a potential homicide by the Medical Examiner-Coroner (ME-C), further investigative efforts will be performed by the investigating law enforcement agency. The ME-C provides resources to families to assist with the grieving process and also can provide fingerprints of the baby/child to the family after examination, upon request.**
5. The law enforcement agency with jurisdiction over the case may consult with any and all members of the Child Death Response Team during an investigation of a child's death.

- a. The Child Death Response Team will consult with law enforcement about the necessity for specialized forensic interviews with witnesses and/or suspects. A law enforcement member of the Team will be available to conduct forensic interviews if requested by the law enforcement agency conducting the investigation.
 - b. The Child Death Response Team will consult with the law enforcement agency about the necessity for additional expert consultation.
 - c. All members of the Team shall cooperate and share information to reach decisions that are in the best interests of the investigation.
6. **The Team will consult with law enforcement to ensure DFCS is notified. DFCS shall be contacted on any child death. (PC § 11166(a)(2).) If the deceased child has sibling(s), DFCS must be notified immediately. DFCS will make available to law enforcement relevant records relating to a suspect/caregiver's prior contacts with DFCS.**

B. Response Scenario When Child Has Been Taken to a Hospital.

- 1. The investigating law enforcement agency shall ensure that all possible crime scenes are secured and maintained. The scenes shall be secured until the law enforcement agency has had an opportunity to consult with the Team.
- 2. If Child Death Response Team members respond to the hospital, they shall attempt to obtain all of the decedent's medical records and any records of the mother during pregnancy. Consent for the records shall be requested from the parents or legal guardian of the child.
- 3. **In cases where a crime has not been ruled out, the infant/child shall not be manipulated until cleared by the MEC.**
- 4. A Deputy District Attorney will be available to assist with search warrants or subpoenas to the Grand Jury for medical records.
- 5. Witnesses, family members, and all hospital personnel involved with the case shall be interviewed. A law enforcement member of the Child Death Response Team will be available to conduct specialized forensic interviews if requested by the investigating law enforcement agency. The Medical Examiner or Medical Examiner Investigator should be in attendance during the interview.

6. The Child Death Response Team will aid law enforcement in determining where the fatal injury occurred or where the child was last seen prior to becoming ill and respond to that location if necessary.
7. Prior to leaving the hospital, the Team shall obtain consent to search relevant locations from persons with the right to give consent.
8. All members of the Child Death Response Team shall cooperate and share information to reach decisions that are in the best interests of the on-going investigation.
9. The Child Death Response Team will consult with law enforcement to ensure DFCS is notified and to determine whether DFCS should respond. DFCS shall be contacted even if possible abuse was not a factor contributing to the death. (PC § 11166(a)(2)) If the deceased child has sibling(s), DFCS must be notified immediately. DFCS will make available to law enforcement relevant records relating to a suspect/caregiver's prior contacts with DFCS.

C. Cross-Reporting with DFCS.

Ensure that DFCS has been notified. DFCS shall be contacted if the child has expired, regardless of whether or not possible abuse was a factor contributing to the death. (PC § 11166(a)(2))

If the deceased child has sibling(s), DFCS must be notified.

IV. INVESTIGATING CHILD DEATH—PATROL OFFICER RESPONSE

A. Response When Initially Arriving at a Scene.

1. Follow standard first-aid protocol - preservation of life is the first priority.
2. Administer first-aid and call the Fire Department and paramedics unless there are obvious signs of death, such as post-mortem lividity, rigor mortis, or decomposition.
3. Make mental notes of the scene, particularly things that will change in time, such as the condition of the child (body temperature, pallor) and appearance of the scene.
4. Continue with the investigative steps listed in the following sections after relinquishing responsibility for the child's care to fire personnel or paramedics.
5. If the law enforcement agency has an available detective response, notification should be made immediately.

6. Coordinate with detectives to ensure that the Child Death Response Team is notified through the District Attorney's Bureau of Investigation - (408) 590-8370. The Medical Examiner-Coroner Office is also to be contacted immediately on all child deaths or imminent deaths.
7. Contact the Department of Family and Children's Services - (408) 975-5250. DFCS shall be contacted even if the child has expired, regardless of whether or not possible abuse was a factor contributing to the death. (PC § 11166(a)(2)) If the deceased child has sibling(s), DFCS must be notified immediately.
8. Promptly take necessary steps to control the immediate death scene (the location where the child was first discovered unresponsive.) Preserve all items of evidence that may assist in determining the cause of death. Any potential evidence linked to the decedent's body should be secured by Medical Examiner personnel, and when deemed necessary and appropriate, turned over to law enforcement. This evidence may also be secured by law enforcement but only after approval by the MEC.
9. Document all persons (including emergency personnel) who have entered or left the crime scene.
10. Identify and record the names of all persons who may be involved, or witnessed, the incident.
11. Identify and record the names of anyone who may have had recent contact with the child.
12. Request consent to examine the scene of the child's death and the rest of the premises where the child was found. Inspect, measure and photograph the immediate area where the child was located as well as the surrounding area and all other locations that the child was known to have been prior to the discovery of the body.
13. Consent should be requested for blood tests of involved caregivers and others. A refusal to give consent should be noted and documented.
14. Obtain a basic statement from the child's most recent caregivers concerning the circumstances surrounding the child's death. If there is more than one caregiver, interview each separately and as soon as possible. Make appropriate field notes which will serve as preparation for the required reports documenting the circumstances of the incident from the time the child was last seen alive through discovery and revival efforts. Relay this information to the assigned detective for a full interview.

B. Check List for Investigating the Death of Child.

1. Determine and document (including photographs):

- a. Age of child.
- b. Whether the child was asleep or awake before being found unresponsive.
- c. A description of the circumstances surrounding how the unresponsive child was found.
- d. The exact position of the child when found back (supine), side, or stomach (prone).
- e. Who found the unresponsive child?
- f. What time the child was found to be unresponsive.
- g. The condition of the child's body, especially signs of trauma.
- h. The condition of the child's nose and mouth, vomit, mucous or blood.
- i. The items found with the baby, such as blankets and toys.
- j. The condition of the bed and bedding (photograph and collect).
- k. The general health of the child.
- l. The description and condition of any persons who may have been sleeping with the child (whether the sleeping partner was intoxicated or on drugs).
- m. The child's health and activities over the last 48 hours.
- n. The child's food intake over the last 48 hours.
- o. The presence of smokers in the household.
- p. Whether or not the child was born drug exposed.
- q. Whether the child was known to have apnea problems.
- r. Name and phone number of the child's pediatrician and last visit.

- s. Names and birthdates of all persons normally in the household and all present at the time of death.
- t. All medications in the home or care facility.
- u. All baby bottles that are found and were recently used prior to the death.
- v. The last time the child was seen alive.

V. DETECTIVE RESPONSE

- A. Review the Initial Patrol Response and Verify that the Child Death Response Team Has Been Notified.
- B. Conduct the Follow-up Investigation.
 - 1. Define and secure the area where the child was discovered, as well as any other area that may contain evidence which will assist in determining the cause of death. Any potential evidence linked to the decedent's body should be secured by Medical Examiner personnel, and when deemed necessary and appropriate, turned over to law enforcement. This evidence may also be secured by law enforcement but only after approval by the MEC.
 - 2. Obtain the names, dates of birth, addresses, and telephone numbers of the child's parents, caregivers, and all possible witnesses or other persons who may be able to furnish information concerning this incident.
 - 3. Obtain name, date of birth, sex, and race of the child.
 - 4. Avoid a premature arrest.
 - a. Maintain a relationship with the suspect(s) that will allow continuing non-custodial interview until definitive information is obtained from the Medical Examiner-Coroner's Office identifying all injuries with corresponding time limits. Record all statements if possible.
 - b. Do not read Miranda rights to non-custodial suspects. Beheler admonitions should be given.
 - 5. Interview all suspects, caregivers, witnesses and those who discovered the child. Interviews should be coordinated with the Medical Examiner-Coroner/Medical Examiner-Coroner Investigator and District Attorney's Office to ensure a minimum number of interviews are conducted. Topics should include:

- a. Pediatrician - Identify the child's regular pediatrician, recent illnesses, and recent clinic visits. Get the address and phone number for the child's pediatrician.
- b. Medical Release - Obtain a signed medical release for all recent medical records, including visits to the child's pediatrician and any current or prior hospital visits.
- c. Developmental - Establish the child's developmental abilities prior to death. Size, mobility, mental abilities, milestones (e.g. ability to roll, sit, stand, crawl, grasp or turn objects). Is the child developmentally delayed or appropriate for age?
- d. Previous Conditions - Inquire about any previous injury, illness, accident, play activity, or condition that would explain the child's injury/death.
- e. Timeline - Obtain a detailed time line. Review the child's daily routine (i.e., care or custody, feeding, bathing, dressing, diaper changes, school/daycare). Go back in time as long as possible or necessary.
- f. Discipline - Establish if, and how, the child is disciplined. Determine who usually disciplines.
- g. Demeanor - Note suspect/caregiver demeanor.
- h. Medical History - Review the child's birth and medical history for any chronic or congenital conditions. This information can be elicited by the Medical Examiner-Coroner/Medical Examiner-Coroner Investigator.
- i. Symptoms - Determine when the child was last seen healthy and the first onset of symptoms. Get a detailed description of symptoms, progression of symptoms and actions taken by suspects(s)/caregivers.
- j. Incident - Obtain a detailed account of any precipitating incident with a particular focus on care and custody, first onset of symptoms and who discovered the child.
- k. Resuscitation Attempts - Determine the nature of any resuscitation attempts and who performed resuscitation. Have involved person demonstrate resuscitation attempts. Videotape if possible.
- l. Delay in Seeking Medical Attention - Obtain an explanation for any delays in seeking medical attention for the child.

6. Describe the location where the child was found by the responding officer or other emergency personnel. If the child was initially found elsewhere and moved before emergency personnel arrived, describe that location.
7. Note the behavior of the individuals who are present.
8. Secure 911 tape(s).
9. Contact District Attorney's Office for status conference the first workday after investigation commences.
10. Video re-enactments should be conducted when appropriate and should be coordinated with the MEC.

C. Autopsy.

1. The Lead Investigator should be invited to attend the autopsy.
2. The Medical Examiner/Coroner will provide information regarding the findings and conclusions to the Lead Investigator.
3. The Medical Examiner/Coroner's Office will provide Law Enforcement and the District Attorney's Office with all written reports including the Autopsy Report, Toxicology Report, and Coroner's Investigative Report.

VI. ON-GOING COMMUNICATION

- A. The primary members of the Child Death Response Team should meet at least once after the initial activation to debrief the activation, scene response and scene investigation.
- B. The primary members of the Child Death Response Team should continue to meet as often as necessary after the initial activation and scene response to ensure thorough exchange of developing information and analysis of its relevance to the case.

VII. SUMMARY

Law enforcement, DFCS, the District Attorney's Office and the Medical Examiner's Office should make every attempt to perform side-by-side parallel investigation and collectively gather all pertinent information to prevent placing the parents or caregivers in a situation of giving multiple interviews.

SECTION 5

PHYSICAL ABUSE

I. SEVERE CHILD INJURY RESPONSE TEAM

A. Purpose and Philosophy of Maintaining a Severe Child Injury Response Team.

1. Santa Clara County is committed to thorough and coordinated investigations into severe child injuries.⁴
2. The investigation and prosecution of severe child injuries differs from other crimes as follows:
 - a. The successful investigation and prosecution of severe child injuries requires the coordination and cooperation of multiple agencies.
 - b. Because of the physiology of a child and the unique mechanisms of severe child injuries, the successful investigation and prosecution of these cases requires the use of numerous experts.
 - c. Notification often originates hours or days after the act that causes severe child injuries, resulting in the contamination of the crime scene, the possibility of multiple scenes, and the loss of evidence.
 - d. **There is a need for coordinating a MDT forensic interview at the Children's Advocacy Center.**

B. Members of the Severe Child Injury Response Team May Include the Following:

1. The law enforcement agency with jurisdiction over the case.
2. A Medical Expert from the **Children's Advocacy Center**.
3. A DFCS Social Worker.
4. A Deputy District Attorney.

⁴ The term "injury", wherever it appears in the Protocol refers to physical injury due to suspected abuse, neglect or endangerment.

5. Criminalists from the Santa Clara County Crime Lab.
6. Upon request, the on-call Medical Examiner-Coroner or Medical Examiner-Coroner Investigator.
7. A District Attorney Investigator.

8. Forensic Interviewer from the Children's Advocacy Center Team.

C. Activation of the Severe Child Injury Response Team.

1. The investigating law enforcement agency must immediately activate a joint response by contacting DFCS and other appropriate members of the SCIRT as needed regarding any situation where a child **suffered** from a severe injury **suspected of being** caused by abuse, neglect or endangerment. Severe physical injuries include, but are not limited to:
 - a. Head Trauma.
 - b. Broken bone(s).
 - c. Severe bruising or burns; **bruising on infants**.
- d. Pattern injuries, such as injuries sustained from severe corporal punishment.
 - e. **Strangulation.**
2. A joint response shall be initiated if a child is hospitalized with a severe injury and **of suspected** child abuse, neglect, or endangerment is a possible contributing factor. This includes, but is not limited to:
 - a. Unexplained severe injuries.
 - b. Severe injuries with suspicious or inconsistent explanations.
 - c. Severe injuries occurring while children are not under direct and appropriate supervision.

If a child has sustained injuries caused by suspected abuse, neglect or endangerment and those injuries are life-threatening, the investigating law enforcement agency should contact the Medical Examiner-Coroner's Office at:

(408) 793-1900

**If a child has sustained injuries caused by suspected abuse, neglect or endangerment and those injuries do not appear life-threatening, the investigating law enforcement agency should contact a Pediatric Medical Expert at the CAC at the main clinic line at the CAC immediately to get the child examined for potential internal injuries:
(669) 299-8810**

And contact the District Attorney's Bureau of Investigation at:

(408) 590-8370

D. Response Scenario When a Child is Located at a Potential Crime Scene.

1. The law enforcement agency with jurisdiction over the case may consult with any and all members of the Severe Child Injury Response Team during an investigation.
 - a. The Team will consult with law enforcement about the necessity for specialized forensic interviews with witnesses and/or suspects.
 - b. A law enforcement member of the Team will be available to conduct interviews if requested by the law enforcement agency conducting the investigation.
 - c. The Team will consult with the law enforcement agency about the necessity for additional expert consultations.
 - d. All members of the Severe Child Injury Response Team shall cooperate and share information to reach decisions that are in the best interests of the investigation.
2. Cross-reporting protocols with The Department of Family and Children's Services will be followed.
3. The investigating law enforcement agency shall ensure that all possible crime scenes are secured and maintained. The scenes shall be secured until the law enforcement agency has had an opportunity to consult with the Severe Child Injury Response Team.
4. When appropriate, law enforcement shall attempt to obtain all of the child's medical records and any record of the mother during pregnancy. Consent for the records shall be requested from the parents or legal guardian of the child.
5. A Deputy District Attorney will be available to assist with search warrants or subpoenas to the Grand Jury for medical records.

6. Witnesses, family members, and all hospital personnel involved with the case shall be interviewed.
7. A law enforcement member of the Severe Child Injury Response Team will be available to conduct specialized forensic interviews if requested by the investigating law enforcement agency with the Medical Examiner or Medical Examiner Investigator in attendance during the interview.

II. TYPES OF PHYSICAL INJURIES

A. Abusive Head Trauma.

1. Serious intracranial injury may occur without skull fractures and without any visible evidence of trauma on the face or scalp. Shaking or collision with an object (such as being thrown against a bed post) are common causes of abusive head trauma.
2. Subdural hematomas (bleeding between the blood and the skull) due to abuse are common in children less than 24 months of age, with a peak incidence rate at approximately 6 months old.
3. Signs of an injury to the brain include:
 - a. Irritability.
 - b. Lethargy.
 - c. Lack of eating.
 - d. Vomiting.
 - e. Seizures.
 - f. Coma.
4. The Severe Child Injury Response Team should be immediately contacted in all abusive head trauma cases.

B. Strangulation cases

1. Strangulation can cause serious internal injuries, including traumatic brain injury.
2. **There are often no visible injuries in over 50% of cases.**

C. Internal Injuries.

1. Blunt blows to the body may cause serious internal injuries to the liver, spleen, pancreas, kidneys and other vital organs. These injuries may even cause shock and result in death.
2. There may be no visible injury.
3. The Severe Child Injury Response Team should be immediately contacted in all severe abusive internal injuries.

D. Fractures.

1. Fractures in non-mobile children (i.e., non-walkers) are very rare and suggest child abuse or neglect. Fractures of the long bones in non-mobile children are highly suspicious for abuse.
2. Common areas of abusive fractures include the skull, the ribs, arms and legs.
3. The Severe Child Injury Response Team may be notified depending on the nature of the fracture(s).

E. Bruises.

1. Appearance.

Bruises may appear in a characteristic pattern such as a hand or an instrument including paddles, switches or extension cords.

2. Infants.

Bruises seen in non-mobile infants (typically under nine or ten months of age) are extremely suspicious for child abuse.

3. Toddlers and Children.

In toddlers and children, bruises on the torso and around the face and neck are suspicious for child abuse.

4. Disease.

Diseases that make a child prone to bruising are rare. Consult a qualified medical physician for questions about bruising as related to a child's medical condition.

F. Burns.

1. Burns.

- a. Burns of children rarely occur without some level of negligence or abuse by a caregiver.
- b. A complete investigation is required in all burn cases. If a child is hospitalized, immediately notify the Severe Child Injury Response Team.

2. Scalding.

- a. Scalding a child with hot liquid is the most common abusive burn.
- b. Young children are scalded by immersion and older children by having liquids thrown or poured on them.
- c. If a child is immersed in water there may be sharply demarcated marks on the child's body; this is called a stocking or glove pattern burn.

3. Contact or branding burns.

- a. Contact or branding burns occur when an object is placed on a child's skin.
- b. Objects such as cigarettes, curling irons, irons, or an electric heater may be used to create a contact burn.

III. PATROL OFFICER RESPONSE

A. A Crime Report Must be Written For:

- 1. Suspected abuse.
- 2. Unfounded abuse.
- 3. Neglect and endangerment, including any act which results in non-accidental injury.

B. Juvenile Contact Reports (JCR).

- 1. A JCR is required if the child is taken into protective custody. The JCR is an officer's responsibility and cannot be delegated to a social worker.

2. The JCR must contain sufficient factual information to justify any protective custody placement.
 3. In the event of a continuing criminal investigation, officers should be aware that information, statements, and observations contained in a JCR will be made available to the child's parents, who may be suspects in a criminal investigation, or involved with juvenile or family court proceedings.
- C. Coordination with Department of Family and Children's Services (DFCS).
1. If the initial report is to law enforcement, prior to DFCS involvement, the responding officer should follow the "Joint Response Protocol."
 2. Joint Response is initiated through the law enforcement agency's communications division.
 3. When responding to a call with a DFCS worker who is already involved, the responding officer shall obtain as much information as possible from the DFCS worker before questioning the child. In these instances, a joint investigation shall be conducted.
 4. Whenever possible, the investigating officer shall coordinate the investigation with the DFCS worker while mindful that the officer's investigative focus may differ from that of the DFCS worker.
 5. The investigating officer should include the DFCS worker in interviews with the child victim and family members whenever possible. State law authorizes the investigating officer and DFCS worker to share relevant information relating to the investigation of child abuse or neglect. (W&I § 827).
 6. When appropriate and legally permissible, determine if warrantless entry is justified based on exigent circumstances.
- D. Coordination with Pediatric Medical Team at the Children's Advocacy Center (669) 299-8810.
- E. Investigating Interview Techniques.

1. **It is recommended that referrals to the CAC for Forensic Interviews of Physical Abuse should be made as soon as possible and can be made for same day appointments as needed. The referral can be made prior to contact with the identified child when circumstances indicate the need for an MDI-including any serious injury, allegations with evidence to support an unfounded disposition, allegations with no injury or minor to moderate injuries (except for injuries in non-ambulatory).**
2. **If a child cannot be seen at the CAC for a full MDI, Children should be interviewed in a non-leading, non-suggestive manner utilizing - Ten-Step Method which *can be found in Section 9: Interviewing techniques and in the 10 Step Interviewing Addendum.* The patrol interview should be a minimal facts for probable cause interview and then a referral to a detective for a more thorough and full interview of the child, which may be at the Children's Advocacy Center. It is a best practice to record the preliminary or minimal facts interview.**
- 3.. Establish the timeline of:
 - a. The care and custody of the child.
 - b. When physical symptoms first appeared.
 - c. Previous medical conditions.
 - d. Previous medical care.
4. Obtain full history of prior physical abuse or neglect toward:
 - a. The child.
 - b. A sibling.
 - c. Intimate partner.
 - d. Other family member(s.)
5. Avoid a premature arrest. Maintain a relationship with the suspect(s) that will allow continuing non-custodial interviews until definitive information is obtained from medical experts identifying all injuries with corresponding time limits.
6. Do not read Miranda rights to non-custodial suspects. Beheler admonitions should be given.
7. Consult with a medical expert. Compare and contrast the suspect's explanation with the medical information.
8. Note all spontaneous statements given by a suspect or potential witness.

9. It is not necessary for a patrol officer to obtain a court order prior to interviewing a child at a school. Consult the policy and procedures for each individual agency on this topic.

E. Digital Recording.

1. Photograph all injuries.
 - a. The photographs should include several angles and from different distances, including a full body picture, that can be used for identification purposes.
 - b. When appropriate, measurements should be taken of the injuries with a forensic measuring device.
 - c. **Respect** a child's privacy and dignity when photographing injuries or other private areas of a child's body.
2. Coordinate with a medical professional to photograph injuries if a child sees a medical professional.
3. Photograph sleeping arrangements.
4. Photograph animal or insect bites.
5. Document any pets and the condition of the animals.
6. Photograph health hazards including, but not limited to:
 - a. Unguarded stairwells.
 - b. Broken Windows.
 - c. Exposed Wires.
 - d. Inadequate plumbing.
7. Audio record all interviews when possible.
8. Video record all reenactments.

F. Securing Physical Evidence.

1. Seize any object used to injure the victim including belts, shoes, sticks or any other instrument.
2. Seize any object involved in an alleged accident.

3. Take all measurements pertinent to the suspected crime.
4. Document all sights, odors, or unusual sounds.
5. Obtain relevant trace evidence such as fibers.

G. Information to be Included in Investigative Reports.

1. Jurisdiction: Where did the event(s) take place?
2. Contact information for the parties. This should include:
 - a. Cell phone numbers;
 - b. Home phone numbers;
 - c. Email addresses; and
 - d. Work contact numbers and e-mail addresses.
3. The relationship between the suspect and victim.
4. Information about siblings including names and date of birth.
5. Descriptions and photographs of all injuries.
6. Description and photographs of all aspects of an unfit home.

H. Medical Treatment.

1. If a child is hospitalized, immediately notify the Severe Child Injury Response Team. (See page 37.)
2. Request a medical release form from the parents and/or guardians.
3. Fully document, record, and photograph all injuries and treatments.
4. Obtain contact information for all fire, paramedic, or medical personnel involved.

I. Warrantless Arrest of Suspect.

When officers encounter situations involving children who are exposed to dangerous environments, the safety and well-being of those children shall not be overlooked. In addition to any other violations, the following factors should be considered when determining whether or not to arrest the suspect(s) for child neglect or endangerment without a warrant:

1. Imminent danger to the victim, suspect, or community.
2. The likelihood that the suspect(s) will flee.
3. Destruction of evidence.
4. Verification of identification of suspect(s.)
5. All other considerations regarding lawful arrest which are consistent with current law.
6. For misdemeanor crimes, the occurrence of the offense(s) in the officer's presence.

IV. DETECTIVE RESPONSE

A. Review Patrol Officer's Report(s) and ensure that the Protocol Has Been Followed.

1. Initial case review.
 - a. Determine the protective custody needs of the child and any siblings at risk
 - b. Ensure Medical Team was contacted.**
 - c. Ensure that the case has been cross reported to the Department of Family & Children's Services (DFCS). Make contact with the assigned DFCS social worker to facilitate a joint investigation – call (408) 975-5250 to find out who has been assigned the case.
 - d. If a child is hospitalized, ensure that the Severe Child Injury Response Team has been notified.
2. Verify that the preliminary investigation has addressed all elements of the reported crime.

3. Determine the need for further interviews and photographs, including appropriateness of using the Children's **Advocacy** Center and a multi-disciplinary interview. Coordinate with the assigned DFCS worker. **The referral can be made prior to contact with the identified child when circumstances indicate the need for an MDI-including any serious injury, allegations with evidence to support an unfounded disposition, allegations with no injury or minor to moderate injuries (except for injuries in non-ambulatory).**
4. Determine custody status of the suspect(s). Has the suspect been interviewed?
5. If there is an unidentified suspect, or the suspect is at large, make the appropriate law enforcement notifications and all-points bulletins; coordinate with other agencies.
6. Determine whether an appropriate truancy inquiry and referral have been made.

B. Obtain Information from the Following Resources:

1. DOJ's Child Abuse Central Index - **(916) 227-3285**.
2. Criminal history data (local, state, national).
3. Department of Motor Vehicles.
4. Family court records (divorces, paternity actions).
5. Schools.
6. Medical facilities and practitioners.
7. Department of Family and Children's Services.
8. Interview of medical personnel. **Seek an opinion from the treating physician or a specialist at the treating facility on the issue of whether the injury is consistent with accidental or non-accidental trauma.**
9. **If the treating physician is unwilling or unable to offer an opinion as to whether the injury is consistent with accidental or non-accidental trauma, contact the Children's Advocacy Center to arrange for a comprehensive evaluation and opinion regarding the potential abuse or neglect or endangerment.**

Children's Advocacy Center Medical Exam Contact Information:

Sexual Abuse – (669) 299-8810 - 24/7 including weekends and holidays

Physical Abuse – (669) 299-8810 - 24/7 including weekends and holidays.

In most cases, a pediatrician at the Children's Advocacy Center will evaluate a child within 24 hours when there is a concern regarding child physical abuse. Cases that involve intimate partner violence within the last 14 days in survivors 12 and older will be seen immediately at the nearest adult/adolescent SAFE response location.

- C. Obtain Corroborating Information From:
1. Medical Examination and records.
 2. Suspect interviews including video reenactment. Interview of the suspect(s) should be audio and/or video recorded.
 3. Statements of all potential caregivers.
 4. Pre-text telephone call.
 5. Photograph and videotape living conditions.
 6. Relevant clothing and bedding.
 7. Dates and inventory of refrigerator contents.
- D. Obtain Physical Evidence.
1. Biological samples when appropriate.
 2. Medical records: Medical release forms should be obtained from guardian or parent even if they are a suspect.
 3. From the treating physician.
 4. Photographs of the victim and/or suspect. Bruises may change over time and photographs should be taken to reflect these changes.
 5. Electronic devices should be searched and seized when legally permissible. A search is generally required to search a cell phone. A deputy district attorney can help prepare a search warrant.

E. Filing the Complaint.

1. Meet with Supervising Deputy District Attorney from the District Attorney's Family Violence Team on serious cases when seeking a complaint.
2. Complete warrant due diligence form.
3. Ensure the arrest warrants are served.
4. Complete DOJ form SS 8583 and distribute copies.
5. Send out letter to suspect with notice of entry into the DOJ Child Abuse Central Index.

F. Additional Considerations.

1. Consider the use of a news release for cases involving licensed or unlicensed child-care facilities, including:
 - a. Group homes.
 - b. Preschools.
 - c. Family day-care homes.
 - d. Or other such facilities.

Notification must be made to and assistance can be obtained from the California Department of Social Services/Community Care Licensing Division - (408) 324-2112 (residential facilities) or (408) 324-2148 (daycare facilities.)

An investigation of reported child abuse in a group home or institution shall be done in accordance with the regulatory "Guidelines for Investigation of Child Abuse in Out-of-Home Care Facilities" (PC § 11174). These guidelines are found in Title II, California Administrative Code, Article 3, §§ 930-930.10.

2. Determine previous residences for all involved parties (prior consistent behavior, criminal history or both.)
3. Special Social Considerations: Officers should be aware of special circumstances that may resemble or mitigate child neglect or endangerment including:
 - a. Cultural, socio-economic, and religious differences.
 - b. Poverty.

- c. Ignorance or lack of parenting skills.
- d. Medical conditions not caused by neglect.
- e. Developmental disabilities of the caregiver or the child.

SECTION 6

NEGLECT AND ENDANGERMENT

I. OVERVIEW

A. General Neglect and Endangerment.

1. Neglect and endangerment includes both acts and omissions on the part of a parent or caregiver. It is the failure to protect, provide or supervise. It includes willfully causing or permitting a child to be in circumstances which endanger the health or well-being of the child.
2. Physical indicators of the child:
 - a. Short stature, thin, sparse or dry hair.
 - b. Potbelly with diarrhea, extreme hunger.
 - c. Edema (swelling or bloating).
 - d. Poor hygiene.
 - e. Listlessness or lethargy.
 - f. Delayed development including speech, coordination, and physical (somatic) growth.
 - g. Physical conditions indicating digestion of narcotics or alcohol.
 - h. Inappropriate clothing for the weather or temperature.
 - i. Extreme behavior including social withdrawal, noticeable antisocial behavior or destructive behavior.
 - j. Chronic school absences or tardiness.
 - k. Beggars, hoards, and steals food or other necessities.
 - l. Children caring for children in inappropriate maturity or parental roles.
 - m. Lack of medical or dental care for the child including untreated sores, bites, broken bones, bruises, skin infections or other injuries.

- n. Inappropriate or lack of supervision of children.
 - o. Inappropriate sleeping conditions.
 - p. Access by the child to harmful material including firearms, drugs, alcohol, hypodermic needles, pornography.
3. Physical indicators of the residence include:
- a. Lack of clothing.
 - b. Lack of food and/or rotting food.
 - c. No utilities including heat, water and electricity.
 - d. Accessibility to weapons, narcotics, **including edibles**, broken glass, or other dangerous objects within the child's reach.
 - e. Unsanitary conditions including garbage, feces and urine, and rotting food.
 - f. Exposed wiring.
 - g. Broken doors or windows.
 - h. Nonfunctioning toilet or bathing facilities, back-up sewage.
 - i. No refrigeration.
 - j. Insect infestation.
4. Parental or Caregiver indicators of neglect/endangerment:
- a. Apathy or passiveness.
 - b. Unresponsive attitude.
 - c. Depression.
 - d. Lack of concern for child.
 - e. Substance abuse.
 - f. Irrational behavior.
 - g. Social or physical isolation.
 - h. Leaving child unattended.

- i. Habitual drunkenness.
 - j. Exposing the child to a dangerous environment, person or situation.
- 5. Officer should assess for imminent danger.
 - a. Assess need for medical attention.
 - b. Determine if caregiver is providing the basic necessities for each child.
 - c. Assess weapons storage. (PC §§ 12035, 12036)

II. PATROL OFFICER RESPONSE

A. Report Writing.

- 1. A crime report must be written for:
 - a. Suspected abuse.
 - b. Unfounded abuse.
 - c. Neglect and endangerment, including any act which results in non-accidental injury.
- 2. An officer should maintain objectivity in reporting and avoid personal opinions or legal conclusions regarding the filing of the case.

B. Juvenile Contact Reports.

- 1. A JCR is required if the child is taken into protective custody. The JCR is an officer's responsibility and cannot be delegated to a social worker.
- 2. The JCR must contain sufficient factual information to justify any protective custody placement. In the event of a continuing criminal investigation, officers should be aware that information, statements, and observations contained in a JCR will be made available to the child's parents, who may be suspects in a criminal investigation, or involved with juvenile or family court proceedings.

C. Coordination with Department of Family and Children's Services (DFCS).

1. If the initial report is to law enforcement, prior to DFCS involvement, the responding officer should follow the joint response procedures in section 2. Joint Response is initiated through the law enforcement agency's communications division.
2. When responding to a call with a DFCS worker who is already involved, the responding officer shall obtain as much information as possible from the DFCS worker before questioning the child. In these instances, a joint investigation shall be conducted.
3. Whenever possible, the investigating officer shall coordinate the investigation with the DFCS worker while mindful that the officer's investigative focus may differ from that of the DFCS worker. The investigating officer should include the DFCS worker in interviews with the child victim and family members whenever possible. State law authorizes the investigating officer and DFCS worker to share relevant information relating to the investigation of child abuse or neglect. (W&I § 827)

D. Investigating Interview Techniques. See section 9

1. Interview all parties involved including the reporting party, victims, suspects, siblings, caregivers, relatives, teachers, social workers and other children. The interview should be recorded if possible and each person should be interviewed separately.
2. Children should not be used to translate statements.
3. Children should be interviewed as few times as possible. **See section 9 on Minimal Fact Interviews. Minimal Facts Interviews (MFI) are necessary for first responders to determine the immediate safety of a child and should be conducted at the initial contact for the child. However, if the MDI can be scheduled urgently and sufficient credible evidence exists, then no MFI regarding that specific allegation should be completed. Any additional information that needs to be gathered by LEA or the DFCS to comply with their investigating duties/assessment will be obtained immediately after the Forensic Interview at the CAC.**

The suspect should not be present during the interview. Non-suspect parents should not be present in the immediate area.

4. **Children should be referred to a Forensic Interview at the Children's Advocacy Center.**

5. Interview all suspects and caregivers separately. Establish the timeline of care and custody of the child, when physical symptoms first appeared, and previous medical conditions and medical care.
6. Obtain full history of prior physical abuse or neglect toward the child, a sibling, intimate partner or other family member.
7. It is not necessary for a patrol officer to obtain a court order prior to interviewing a child at a school. Consult the policy and procedures for each individual agency on this topic.
8. Do not read Miranda rights to non-custodial suspects. Beheler admonitions should be given.

E. Digital Recording of a Scene.

1. Photograph all injuries. The photographs should include several angles and from different distances including a full body picture that can be used for identification purposes. When appropriate, measurements should be taken of the injuries with a forensic measuring device. Be conscientious of a child's privacy and dignity when photographing injuries, or other private areas of a child's body.
2. Coordinate with a medical professional to photograph injuries if a child sees a medical professional.
3. Photograph sleeping arrangements.
4. Photograph animal or insect bites.
5. Photograph health and safety hazards including unguarded stairwells, broken windows, exposed wires and inadequate plumbing.
6. Audio record all interviews when possible.
7. Video record all reenactments.
8. Measure child's height and height of any exposed hazards.

F. Securing Physical Evidence.

1. Seize any object used to injure victim including belts, shoes, sticks or any other instrument.
2. Seize any object involved in an alleged accident.
3. Take all measurements pertinent to the suspected crime.

4. Document all sights, odors or unusual sounds.

G. Information to be Included in Investigative Reports.

1. Jurisdiction. Where did the event(s) take place?
2. Contact information for the parties. This should include cell phone numbers, home phone numbers, email addresses and work contact information.
3. Relationship between the suspect and victim.
4. Information about siblings including names and date of birth.
5. Describe and photograph all injuries.
6. Describe and photograph all aspects of an unfit home.

H. Warrantless Arrest of Suspect.

1. When officers encounter situations involving children who are exposed to dangerous environments, the safety and well-being of those children shall not be overlooked. In addition to any other violations, the following factors should be considered when determining whether or not to arrest the suspect(s) for child neglect or endangerment without a warrant:
 - a. Imminent danger to the victim, suspect, or community.
 - b. Likelihood that the suspect(s) will flee.
 - c. Destruction of evidence.
 - d. Verification of identification of suspect(s.)
 - e. All other considerations regarding lawful arrest which are consistent with current law.
 - f. For misdemeanor crimes, the occurrence of the offense(s) in the officer's presence.

III. DETECTIVE RESPONSE

- A. Review patrol officer's report(s) and ensure that the Child Abuse Protocol has been followed.
- B. Immediate Response.
 1. Determine the protective custody needs of the child and any siblings at risk.

2. Ensure that the case has been cross reported to the Department of Family & Children's Services (DFCS). Make contact with the assigned DFCS worker to facilitate a joint investigation - call (408) 975-5250 to find out who has been assigned the case.
3. Make sure that the appropriate members of the Serious Child Injury Response Team (see list on page 36-37) have been notified.
4. Verify that the preliminary investigation has addressed all elements of the reported crime.
5. Determine the need for further interviews and photographs, including appropriateness of using the **Children's Advocacy Center** and Multi-Disciplinary Interview Protocol. Coordinate with the assigned DFCS worker.
6. Determine custody status of the suspect(s). Make sure the suspect been interviewed.
7. If there is an unidentified suspect, or the suspect is at large, make appropriate law enforcement notifications and all-points bulletins; coordinate with other agencies.
8. Determine whether an appropriate truancy inquiry and referral have been made.

C. Obtain Information from the Following Resources:

1. DOJ's Child Abuse Central Index - (916) 227-3285.
2. Criminal history data (local, state, national).
3. Department of Motor Vehicles.
4. Family court records (divorces, paternity actions), including Family Court Service records.
5. Schools.
6. Medical facilities and practitioners.
7. Department of Family and Children's Services.
8. **Interview of medical personnel: Contact the Children's Advocacy Center for a medical opinion regarding the potential neglect or endangerment. Call 669-299-8810 - 24/7 including weekends and holidays.**

9. **If the treating physician is unsure or unable to offer an opinion as to whether the injury is consistent with accidental or non-accidental trauma, contact the Children's Advocacy Center to arrange for a comprehensive evaluation and opinion regarding the potential abuse or neglect or endangerment.**

Children's Advocacy Center Medical Exam Contact Information:

Sexual Abuse – (669) 299-8810 - 24/7 including weekends and holidays.

Physical Abuse – (669) 299-8810 - 24/7 including weekends and holidays.

In most cases, a qualified healthcare provider at the Children's Advocacy Center will evaluate a child within 24 hours when there is a concern regarding child physical abuse. Cases that involve intimate partner violence within the last 14 days in survivors 12 and older will be seen immediately at the nearest adult/adolescent SAFE response location.

D. Obtain Corroborating Information.

1. Medical Examination and records.
2. Suspect interviews including video reenactment. Interview of the suspect(s) should be audio and/or video recorded.
3. Statements of all potential caregivers.
4. Pre-text telephone call.
5. Photograph and videotape living conditions.
6. Relevant clothing and bedding.
7. Dates and inventory of refrigerator contents.

E. Physical Evidence.

1. Biological samples when appropriate.
2. Medical records. Medical release forms should be obtained from child's guardian or parent even if they are a suspect.
3. Interview treating physician.
4. Photographs of the victim and/or suspect. Bruises may change over time and photographs should be taken to reflect these changes.
5. Electronic devices should be searched and seized when legally permissible. Cell phones generally need a search warrant to be searched. A deputy district attorney can assist in preparing a search warrant.
6. All appropriate physical evidence should be sent to the Crime Lab for testing.

F. Verify that the Following Subjects Have Been Interviewed:

1. The victim.
2. All suspects.
3. Siblings.
4. Adults with supervising responsibilities or access to the child.
5. DFCS social workers.
6. Medical Personnel.
7. School officials.

IV. FILING THE COMPLAINT AND POST-FILING PRODECURES

- A. Meet with Supervising Deputy District Attorney from the District Attorney's Family Violence Division on serious cases when seeking a complaint.
- B. Issuing Packets, whether hard copy or electronic, should Include the Following:
 1. All police reports.
 2. All video and audio recordings.
 3. Photographs.

4. Criminal History (CII and local rap sheets).
 5. DFCS reports.
 6. Medical reports.
 7. Opinion letters prepared by medical personnel.
 8. Complete warrant due diligence form.
 9. Complete DOJ form SS 8583 and distribute copies.
- C. Ensure the Arrest Warrants Are Served.
- D. Other Concerns.
1. Consider use of a News Release.
 2. For cases involving licensed or unlicensed child-care facilities, including group homes, preschools, family day-care homes, or other such facilities, notification must be made to and assistance can be obtained from the California Department of Social Services/Community Care Licensing Division - (408) 324-2112 (residential facilities) or (408) 324-2148 (daycare facilities.) An investigation of reported child abuse in a group home or institution shall be done in accordance with the regulatory "Guidelines for Investigation of Child Abuse in Out-of-Home Care Facilities" (PC § 11174). These guidelines are found in Title II, California Administrative Code, Article 3, §§ 930-930.10.
 3. Determine previous residences for all involved parties (prior consistent behavior, criminal history or both).
 4. Special Social Considerations: Officers should be aware of special circumstances that may resemble or mitigate child neglect or endangerment including:
 - a. Cultural, socio-economic and religious differences.
 - b. Poverty.
 - c. Ignorance; lack of parenting skills.
 - d. Medical conditions not caused by neglect.
 - e. Developmental disabilities (caregiver or child.)
 - f. Mental Health issues.

V. SPECIFIC CONCERNS

A. Truancy.

1. Any child subject to compulsory full-time education who is absent from school without a valid excuse for three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (Education Code § 48260.)
2. Ask parents/guardians for names, dates of birth, addresses, schools, names of teachers, and recent attendance history of any school-age children. Obtain all school records.
3. Refer suspected truancy issues to the appropriate school district to follow up on any violations of the compulsory education laws.

B. Children Born Under the Influence of a Controlled Substance.

1. Substance use or abuse during pregnancy and/or giving birth to a child who tests positive for drugs or alcohol will not by itself result in a criminal prosecution for child abuse or endangerment.
2. “[T]he word ‘child’ as used Penal Code section 273a . . . was not intended to refer to an unborn child and . . . prenatal conduct does not constitute felonious child endangering within contemplation of the statute.” (*Reyes v. Superior Court* (1977) 75 Cal.App.3d 214, 216.)

C. Children Left in an Automobile.

1. Any child left unattended in a car faces multiple hazards including emotional distress, kidnapping, abuse at the hands of a stranger, and accidental injury. In hot weather, a child is also exposed to elevated temperatures, which can cause severe injury, permanent disability or death in a matter of minutes.
 - a. Caregivers who leave children unattended in cars face a variety of legal consequences from infractions (VC § 15620) to misdemeanor or felony child endangerment (PC §§ 273a(a) and 273a(b)). If death occurs, murder (PC § 187) and/or manslaughter (PC § 192) may apply.
 - b. All unattended children in car cases should be referred to the District Attorney’s Office for review, even if the law enforcement

agency has already issued a citation for an infraction or a misdemeanor

2. Factors to determine if the child was endangered:

- a. Age of the children.
- b. If the car windows were rolled up or down and by how much.
- c. If the car doors were locked.
- d. If the key was in the ignition. If the engine was running.
- e. The temperature inside and outside of the car.
- f. Whether the caregiver could see the vehicle. The distance between the caregiver and the child.
- g. Corroborate the length of time child was unattended. Evidence to corroborate the time include:
 - i. Receipts from stores caregiver claims to have visited.
 - ii. Contents of grocery/shopping bags or other purchases caregiver claims to have made. Are the purchased items consistent with the amount of time alleged?
 - iii. Security videos and employee observations at businesses visited by the caregiver.
 - iv. Determine if the car engine/hood was warm.
- h. If the child was dehydrated or lethargic.
- i. The physical condition of the child. Was the child sweating, crying or exhibiting other signs of trauma.

3. Call for medical aid.

D. Near Drowning.

Drowning usually occurs in a tub or swimming pool. Drowning of children rarely occurs without some level of negligence or abuse by a caregiver. A complete investigation is required in all near drowning cases. If a child is hospitalized, immediately notify the Severe Child Injury Response Team.

E. Failure to Provide Proper Medical Care.

1. Obtain all medical records. Interview the treating physician and determine when and where child has received previous medical care.
 2. Interview all adults with supervising responsibilities.
 3. Create a timeline of when the symptoms developed.
 4. Contact the Severe Child Injury Response Team.
 5. Immediately Cross-report to DFCS.
- F. Drug Endangered Children (DEC).
1. Drug Endangered Children are persons under 18 years of age who are at risk for physical harm or neglect due to direct or indirect exposure to illegal drugs, drug use, drug sales or drug manufacturing.
 2. DEC includes children who have:
 - a. Ingested or inhaled drugs in the home.
 - b. Been exposed to chemicals used in home drug labs.
 - c. Live in an environment where illegal drug sales occur.
 - d. Suffered from neglect due to their caregiver's substance abuse.
 - e. Have been exposed to marijuana cultivation grows.
 3. Initial assessment.
 - a. When possible, all adequate precautions must be taken to ensure the health and safety of sworn and non-sworn personnel who will respond, or who are likely to respond, to the scene.
 - b. Determine areas that narcotics are kept and the ability of the children to obtain access to the narcotics. Determine the likelihood that children will access hazards due to the accessibility of the hazard; the proximity to children's food, living, sleeping and play areas; combined with poor supervision.
 4. Identification of possible forms of endangerment.
 - a. The possibility of illness or injury from direct or indirect contact with contaminated clothing.
 - b. Hazardous waste products dumped on the ground or in areas where children have access.

- c. The presence of toxic fumes, booby traps, explosives, incompatible chemicals, or multiple hazards.
 - d. Unsafe practices of a “cook.”
 - e. Degree and duration of exposure (sporadic vs. chronic, short-term vs. long-term, visiting vs. residing at the site).
 - f. Exposure to firearms or other weapons.
- 5. Knowledge of danger/hazards of the drug manufacturing site/process may be documented by:
 - a. Presence of safety/protective gear for adults, but none for children.
 - b. Literature depicting precautions.
 - c. Presence of objects designed to be dangerous, such as weapons and booby traps.
 - d. Actions, such as having children assist in the drug manufacturing process, which place the child in danger or injures the child.
- 6. Investigating DEC.
 - a. Determine if the child is in need of immediate medical attention – call out emergency medical personnel – fire/ambulance if necessary.
 - b. Contact County Communications to alert the on-call Deputy District Attorney assigned to DEC.
 - c. Contact County Communications for initiation of a joint response by DFCS. If a drug investigation is planned, notify DFCS of the investigation and the possible presence of a child in a drug environment.
 - d. Detain parents/caregivers pending child endangerment investigation when reasonable cause exists for DEC situation.
 - e. If a drug lab or marijuana grow house is discovered, contact your agency for hazardous material team (“hazmat”), often through DOJ or DEA, to respond to the crime scene for assessment, evaluation, evidence collection, appropriate enforcement and supportive reports.

- f. If the area is contaminated, if there is a possibility of contamination, or other hazards located at crime scene, the law enforcement officer should freeze the location and remove all law enforcement personnel and civilians from inside the premises pending arrival of the hazmat team or fire/ambulance personnel.
 - g. Contact police dispatch or County Communications for initiation of a joint response by the Santa Clara County Department of Family and Children Services (DFCS). If drug investigation is planned, notify DFCS of investigation and possible presence of child in drug environment.
 - h. Coordinate evidence collection from crime scene and victim (drugs, guns, paraphernalia, hazardous conditions, evidence of exposure or ingestion of drugs or chemicals from victim).
 - i. Obtain a Search Warrant, if one has not already been obtained, to collect evidence described above. Contact the on-call Deputy District Attorney with the Santa Clara County District Attorney's Office through County Communications for assistance with a Search Warrant after hours. During regular business hours contact the Narcotics Team of the Santa Clara County District Attorney's Office.
 - j. When arresting parents or caregivers, ensure all children are accounted for, not just the ones that are at home at the time of the investigation.
 - k. Make a referral to the Santa Clara County District Attorney's office for filing criminal charges on all crimes investigated including child endangerment.
 - l. Report DEC investigation to the California Department of Justice.
7. Collection of Evidence – Conducting a thorough assessment, obtaining photographs, correctly seizing evidence and documenting the scene of a criminal or DFCS DEC investigation is essential to the success of a case. Additionally, collecting forensic evidence of a child's exposure to contaminated drug environments or hazardous chemicals aids in the successful prosecution of the case. It is recommended that the following evidence be collected whenever possible in a DEC case:
- a. Collection of urine and/or blood samples within two hours of contact with child victim – drugs can metabolize out of the body rapidly.
 - b. Collection of hair samples – can show exposure within approximately 3 months.

- c. Swab samples from household surfaces, walls, ceilings and vents – can show child was exposed at the crime scene.
 - d. Samples from carpet, furniture, bedding, clothing, toys and food within the residence – can identify drug absorption, residue or hazardous chemical spills.
 - e. Head-to-toe assessment and photographs of child for:
 - i. Signs of physical abuse – contusions, abrasions, burns, skin discolorations etc.
 - ii. Signs of malnutrition or neglect.
 - iii. Behavioral signs of emotional abuse – note any developmental delays or problems with language or speech.
 - f. Photograph and make notations of the condition of the residence and property (inside and outside) – each room inside of the residence, as well as all outbuildings.
 - g. Document condition of the house and the DEC environment – drug lab, marijuana grow house, drug sales or drug use environment.
 - h. Note and photograph any electrical hazards to the house.
 - i. Note the lack of ventilation in the home.
 - j. Note and photograph the condition of the kitchen including the adequate, edible food and food in proximity to hazards or toxic substances.
 - k. Documents all drugs, chemicals, firearms and drug paraphernalia accessible to children. Measure and note accessibility.
8. Ingestion of Narcotics.
- a. Obtain immediate medical attention.
 - b. Do a thorough investigation and search to determine who had access to the child and who used narcotics in the home.
 - c. Evaluate and test all members of the household for current or previous drug use.
 - d. Obtain a medical release form.

TYPICAL CHEMICALS-SUBSTANCES FOUND AT DRUG LOCATIONS								
Chemicals-Substances	Common Legitimate Uses & Ways To Identify	Poison	Flammable	Toxic Vapor	Explosive	Corrosive	Skin	Common Health Hazards *
METH LABS								
Acetone	Fingernail polish remover, solvents	X	X	X			X	Reproductive disorders
Methanol	Brake cleaner fluid, fuel	X	X	X			X	Blindness, eye damage
Ammonia	Disinfectant	X		X		X	X	Blistering, lung damage
Benzene	Dye, varnishes, lacquer	X	X		X	X	X	Carcinogen, leukemia
Ether	Starter fluid, anesthetic	X	X		X			Respiratory failure
Freon	Refrigerant, propellants	X		X		X		Frostbite, lung damage
Hydriodic Acid	Driveway cleaner	X		X		X	X	Burn, thyroid damage
Hydrochloric Acid (HCL Gas)	Iron ore processing, mining	X		X		X	X	Respiratory, liver damage
Iodine Crystals	Antiseptic, catalyst	X	X		X	X		Birth defects, kidney failure
Lithium Metal	Lithium batteries	X				X	X	Burns, pulmonary edema
Muriatic Acid	Swimming pool cleaner	X		X		X		Burns, toxic vapors
Phosphine Gas	Pesticides	X		X			X	Respiratory failure
Pseudoephedrine	Cold medicine	X						Abuse; heart damage
Red Phosphorus	Matches, fireworks	X	X	X	X			Unstable, flammable
Sodium Hydroxide	Drain cleaners, Lye	X		X		X	X	Burns, skin ulcers
Sulfuric Acid	Battery acid	X		X		X	X	Burns, thyroid damage
Toluene	Paint thinners, solvents	X	X	X	X		X	Fetal damage, pneumonia
Liquid Lab Waste	None	X	X	X	X	X	X	Unknown long-term effects
HONEY OIL OR HASH OIL LABS								
Butane	Lighter fluid, torches	X	X	X	X		X	Euphoria, drowsiness, narcosis, asphyxia, cardiac arrhythmia, fluctuations in blood pressure, temporary memory loss and frostbite, which can result in death from asphyxiation and ventricular fibrillation
Marijuana Plant Matter	Bud, stem, stock and leaves for the Marijuana plant	X	X					Possible allergic reaction, rapid heart rate, increased blood pressure, increased rate of breathing, red eyes, dry mouth, increased appetite, slowed reaction time. Psychological effects: distorted sense of time, paranoia, magical or "random" thinking, short-term memory loss, anxiety and depression
Cannabis Crystallized Resin		X	X					Same as above. More concentrated and potent

TYPICAL CHEMICALS-SUBSTANCES FOUND AT DRUG LOCATIONS									
Chemicals-Substances	Common Legitimate Uses & Ways To Identify	Poison	Flammable	Toxic Vapor	Explosive	Corrosive	Skin	Common Health Hazards *	
MARIJUANA CULTIVATION OR GROW									
Convoluted Wiring			X		X			Electrocution	
Poorly Constructed Rooms								Falling objects causing injury	
Unstable Trays								Same as above	
Pesticides	A variety of household and garden pesticides	X	X	X	X	X	X	Could cause a variety of ailments if exposed and ingested including death	
Fungicides	Same as above	X	X	X	X	X	X	Same as above	
Spores, Mold and Fungus	Can occur in locations where water has pooled or exposed to excessive moisture	X		X			X	Head aches, repertory illnesses, autoimmune diseases	
Marijuana Plant Material								Effects summarized above	
GHB GAMMA-HYDROXYBUTYRIC ACID LAB									
Different Forms	Typically a sodium liquid in numerous colors	X	X				X	General anesthetic, causing drowsiness, deep sleep or coma. It is also used as an intoxicant (illegally in many jurisdictions) or as a date rape drug	
Gamma Butyrolactone	Precursor - restricted chemical substance	X	X				X	Same effects as discussed above	
Sodium Hydroxide	Lye, drain cleaner	X	X	X		X	X	Burns, skin, ulcers	
Ethanol	Form of alcohol	X	X		X		X	Blindness, eye damage	
Magnesium Sulfate	Inorganic salt compound with Magnesium							Hypermagnesemia	
Sodium Nitrate	Meat preservative								
Ferric Chloride	Circuit board etchant	X	X	X		X	X	Burns, skin, ulcers	
Sulfuric Acid	Battery acid	X	X	X	X	X	X	Burns, skin, ulcers	
LSD LYSERGIC ACID DIETHYLAMIDE LAB									
Different Forms	Perforated paper, sugar cubes, pills, gelatin capsules and vials	X				X	X	Manufactured in dark locations	

Ayserguc Acid Amide	Plant material and fungus	X				X	X	Contact with skin and cause exposure resulting in severe rash, gangrene and death
Sodium Carbonate	Washing soda and baking ash							Possibly poisonous
Ergometrine	Fungus or plant	X				X	X	Contact with skin and cause exposure resulting in severe rash, gangrene and death
Ergocristine	Fungus or plant	X				X	X	Contact with skin and cause exposure resulting in severe rash, gangrene and death
Sodium Nitrate	Meat preservative							
Ergotamine Tartrate	Fungus or plant	X				X	X	Contact with skin and cause exposure resulting in severe rash, gangrene and death
Hydrochloric Acid	Drain cleaner	X	X	X	X	X	X	Poisonous
Anhydrous Hexane	Meat preparation	X					X	Poisonous
Lysergic Acid Amid	Morning glory seeds	X				X	X	Contact with skin and cause exposure resulting in severe rash, gangrene and death

TYPICAL CHEMICALS-SUBSTANCES FOUND AT DRUG LOCATIONS

Chemicals-Substances	Common Legitimate Uses & Ways To Identify	Poison	Flammable	Toxic Vapor	Explosive	Corrosive	Skin	Common Health Hazards *
MDMA METHYLENEDIOXYMETHAMPHETAMINE LAB								
Sassafras Oil	Aromatherapy		X					Flammable
Mehtanol	Wood Alcohol	X	X	X			X	Blindness, eye damage
Distilled Water	Available by name at grocery store							
P-Benzoquinone	Photo supply store	X	X	X	X		X	Poisonous
Palladium (II) Chloride (PdCl ₂)	Photo supply store	X	X	X	X		X	Poisonous
DCM-Methylene Chloride or Dichloromethane	Available by name at chemical supply store	X	X	X	X		X	Poisonous
Xylene	Available by name at chemical supply store	X	X	X	X	X	X	Fetal damage, pneumonia
Acetone	Paint thinner	X	X	X	X	X	X	Fetal damage, pneumonia
NaCl-Non-Iodized	Table salt							
NaHCO ₃ Sodium Bicarbonate	Baking soda							
Muriatic Acid/Hydrochloric	Pool cleaner	X	X	X	X	X	X	Burns, toxic vapors

Acid								
MgSO ₄ Magnesium Sulfate	Epsom salts							
Nitro RC Fuel	Hobby shop model fuel	X	X	X	X	X	X	Blindness, eye damage
Aluminum Foil	Available at grocery store by name							
Peanut Oil	Available at grocery store by name		X					
Safflower Oil	Available at grocery store by name		X					
Sulfuric Acid	Drain cleaner	X	X	X	X	X	X	Burns, toxic vapors
CaCl ₂ Calcium Chloride	Mildew remover	X					X	Poisonous
DMT (DIMETHYLTRYPTAMINE) LAB								
Origin and Forms	African root also known as Ayahuasca, Hoasa, Acacia Confusa Root, Daime Tea	X						Hallucinogenic
Ether	Engine starter fluid	X	X	X	X			Toxic vapor
Ammonium Hydroxide	Meat processing agent	X						
Chloroform	Available at arts and crafts store	X		X				Toxic vapor
Sodium Hydroxide	Caustic soda, Lye	X	X	X	X	X	X	Burns, toxic vapors
Naphtha	Lighter fluid	X	X	X	X	X	X	Flammable, burns, eye damage
Hydrochloric Acid	Mining equipment	X	X	X	X	X	X	Burns, toxic vapors
Dichloromethane (DMC)	Adhesive solvent	X	X	X	X			Burns, toxic vapors
Muriatic Acid	Pool cleaner	X	X	X	X	X	X	Burns, toxic vapors

COMMON DRUG PARAPHERNALIA
Planting or growing kits
Manufacturing kits
Isomerization devices
Testing equipment
Scales and balances
Diluents
Adulterants
Separation gins
Sifters
Balloons
Envelopes
Capsules
Hypodermic syringes
Pipes
Water pipes
Carburetion tubes
Carburetion masks
Roach clips
Cocaine spoons
Cocaine vials
Chamber pipes
Carburetor pipes
Electric pipes
Chillums
Bongs
Ice pipes

* This index is only a guide of possible dangers and health hazards at drug locations - this is not an exhaustive list of chemicals, equipment, substances that can pose a danger to law enforcement personnel or children. Seek immediate assistance from medical personnel, fire department and/or clan lab team IF ANY of the above substances are discovered or a person has accidentally ingested the above listed items.

SECTION 7

SEXUAL ABUSE

I. REPORTS

A. Initial Crime Report.

1. A crime report shall be written for all suspected or alleged sexual abuse. **Sexual abuse includes commercial sexual exploitation. (See Section 1, I.A.3.)**

If Human Trafficking of a child is suspected or occurring (i.e., child is being used as a sex worker), refer to Section 6 (pp. 14-19) of the Santa Clara County Human Trafficking Protocol for Law Enforcement for information on responding to Commercially Sexually Exploited Children.)

2. Maintain objectivity in reporting and avoid personal opinions or legal conclusions regarding the filing of a case.

B. Juvenile Contact Report (JCR) if applicable.

1. A JCR is required if the child is taken into protective custody. The JCR is an officer's responsibility and cannot be delegated to a social worker.
2. The JCR must contain sufficient factual information to justify any protective custody placement. In the event of a continuing criminal investigation, officers should be aware that information, statements, and observations contained in a JCR will be made available to the child's parents who may be suspects, in juvenile or family court proceedings.

C. Supplemental Reports if Applicable.

D. **Pediatric Sexual Assault Forensic Exam (SAFE) documents for children 11 years and younger or Adolescent Sexual Assault Forensic Exam (SAFE) documents for children between 12 and 17, if applicable.**

II. PATROL OFFICER RESPONSE

A. Interaction with Department of Family and Children's Services (DFCS).

1. If the initial report is to law enforcement, prior to DFCS involvement, the responding officer should follow the "Joint Response Protocol" in place between the law enforcement agency and DFCS. Joint Response is initiated through the law enforcement agency's Communications Division.

2. When responding to a call with a DFCS worker who is already involved, the responding officer shall obtain as much information as possible from the DFCS worker before questioning the child. In these instances, a joint investigation shall be conducted.
3. The officer shall coordinate the investigation with the DFCS worker while mindful that the officer's investigative focus may differ from that of the DFCS worker. The officer should include the DFCS worker in interviews with the child victim and family members whenever possible. State law authorizes the investigating officer and DFCS worker to share relevant information relating to the investigation of child abuse or neglect. (See W&I § 827.)

B. Interaction with Rape Victim Counseling Centers.

1. **Contact the YWCA Silicon Valley 1-800-572-2782 or Community Solutions 1-877-363-7238 for an advocate and/or counselor as soon as possible.**
2. **Per PC 679.04, victims of the crimes listed in the following paragraph have a right to have a victim advocate (who may be a sexual assault counselor) and an additional support person of the victim's choosing present for any interview.**
3. **Per PC 264.2, victims of PC 261, 261.5, 262, 286, 287 and 289 have a right to have a sexual assault counselor and an additional support person of the victim's choosing present for any physical examination.**
4. **Note that a support person may be excluded if law enforcement or the medical provider determines that the support person's presence would be detrimental to the purpose of the interview or examination. PC 264.2(b)(4), 679.04(a).**
5. **Cases referred to the Children's Advocacy Center will automatically be referred to the YWCA or Community Solutions staff on site.**

C. Patrol Officer Contact with Victim and Involved Parties.

1. Santa Clara County's policy is to minimize the number of interviews of child victims.
2. **Victim interview(s).**
 - a. **The patrol officer interview should be a limited, minimal facts interview. This interview is only to establish that a sexual crime occurred. One incident is sufficient. However, if the child discloses more than one incident on her/his own, the patrol officer should let the child speak with limited or no follow up**

questions about the additional incidents. A detailed follow-up interview should be conducted at the Children's Advocacy Center, see section 9 for Interviewing Techniques.

It is important to establish only the basic information of the allegation:

- i. **Determine the NATURE of sexual abuse allegations: if there was touching of the body with sexual intent or any request for sexual acts from the perpetrator.**
 - ii. **Determine JURISDICTION, AGE AT THE TIME OF THE CRIME(S), WHETHER IT HAPPENED ONE TIME OR MORE THAN ONE TIME. (See PC § 784.7 when acts of child abuse occur in more than one jurisdiction.)**
 - iii. **Determine SUSPECT(s) involved and the relationship to the victim.** If the suspect is a stranger, obtain the best possible description of the suspect and vehicle. Immediately broadcast a "Be On the Look-Out" (BOLO). Immediately canvass the area, noting all license plates. Notify investigative personnel of details of the offense and solicit their input.
 - v. **Consult with detectives to ensure that they are aware of the potential for a Multi-Disciplinary Interview (MDI) and need for SAFE at the CAC.**
- b. **The patrol officer should use a comfortable room to conduct a minimal facts interview and make every effort to put the victim at ease. This may include sitting down at the child's eye level. The suspect(s) shall not be present. Non-suspect parents should not be present in the immediate area. If they are, they should be out of the victim's visual range.**
 - c. **Children who are suspected victims of abuse shall be interviewed by a trained forensic interviewer, see Interview Section 9 in a non-leading, non-suggestive manner at the CAC. The *Ten Step Method* (see *addendum*) provides such a format. The Ten Step Method will be used by forensic interviewers or detectives who have been specifically trained in its use.**
 - d. It is not necessary for a patrol officer to obtain a court order prior to interviewing a child at school. Consult policy and procedures for your individual agency on this topic.

- e. Interviews with all parties contacted regarding an allegation of child sexual abuse should be audio recorded. Video recording is encouraged when available.
3. Suspect interview(s).
- a. Suspect In-Custody for Felony Charges.
 - i. Contact Investigative Services Division and coordinate with the assigned investigator/detective. The investigator/detective should be notified and made aware of the need to conduct an in-depth interview with the suspect.
 - ii. Whenever possible, the patrol officer should avoid reading *Miranda* rights and obtaining a statement from the suspect. This can be counterproductive in view of the overall investigative considerations.
 - iii. Whenever possible, the suspect should be audio and/or visually recorded to capture any spontaneous statements made while in custody. The patrol officer shall document any spontaneous statements made in the crime report.
 - iv. When appropriate, a standard rape evidence kit shall be used to collect items that could be of evidentiary value from the suspect. Contact local Crime Scene Investigation or Evidence Technician for assistance. Consult your local agency policy for full collection protocol.
 - b. Suspect In-Custody for Misdemeanor Charges.
 - i. Patrol officer should consult with supervisor as to whether Investigative Services/Detective should be notified.
 - ii. No “cite and release” in cases of suspected child abuse. (Not precluded by law in misdemeanor cases unless facts also involve domestic violence, stalking and/or restraining order violations, but strongly discouraged.)
 - iii. In the case of an in-custody (or “cite and release”) misdemeanor, the patrol officer should attempt to obtain a *Miranda* waiver and statement from the suspect(s). When possible, the statement should be audio and/or visually recorded.

- iv. **See Section 9**, “Suggested Tactics for Interviewing/Interrogating a Child Sexual Abuse Suspect.”
 - c. Suspect Out-of-Custody.
 - i. Utilizing the appropriate county and department resources, an attempt should be made to identify the suspect, the suspect’s residence, workplace, vehicles, associates, criminal history and other information that can assist with the investigation of the suspect.
 - ii. A basic search of CSAR online database should be utilized to determine if the suspect is a sex registrant pursuant to PC § 290.
 - iii. Contact the Investigative Services Division and consult with the assigned investigator prior to taking the suspect into custody.
- 4. Other witness interviews.
 - a. Determine if there are possible additional victims, such as siblings or neighbors.
 - b. If the victim(s) are developmentally disabled, identify their caregivers/teachers and with which care program they are associated.
 - c. Determine if the child was taken to any medical facility after disclosure as well as the name of the treating personnel.
 - d. Identify any other potential witnesses or persons to whom the child may have made disclosures.
- D. Crime Scene & Physical Evidence Collection.
 - 1. Crime Scene.
 - a. Prior to proceeding with evidence collection, determine if there is a need to obtain a search warrant.
 - b. Photograph all scenes and physical evidence prior to the collection of evidence. Use a high-resolution digital camera.
 - c. If in a residence, secure, label and preserve any items of evidentiary value. Consult crime scene investigators for collection and processing of evidence.

- d. Each evidence item such as clothing, paraphernalia, bedding, tissues, etc. should be collected, bagged and labeled separately. In collecting clothing of child, bag the item so that it is lying flat and unfolded.
- e. Look for items such as photographs, pornography, sexual aids, paraphernalia, contraceptives and correspondence to/from suspect from/to victim.
- f. If in a vehicle, impound and seal it unless there is time-critical evidence that will lead to capture (exterior fingerprints, indicia, etc.). Leave processing for follow-up investigators.
- g. If outdoors, secure the area. Process in a sequential search pattern. Photograph evidence prior to collection with a scale device and draw a sketch.
- h. Secure, label and preserve all cell phones, smart phones, computers and similar devices used by suspect or victim if applicable. If possible, obtain passwords, login names, email addresses and social networking sites used. Obtain consent if possible. Otherwise, seek a search warrant.
- i. Consider canvassing the scene/neighborhood for potential witnesses.

2. Injury Documentation.

- a. Consult with assigned investigator/supervisor and coordinate with medical/SAFE staff to ensure that all victim injuries will be photographed for evidentiary purposes. Be conscientious of a child's privacy and dignity when photographing non-genital injuries.
- b. Photograph any injuries or distinguishing characteristics of the suspect.
- c. **Consider evidentiary value of obtaining suspect SAFE. Call Forensic Resource Services at (510) 872-0083.**

III. SEXUAL ABUSE EVIDENCE

A. Acute Examinations.

- 1. **Children ages 11 years and younger, 3 days (72 hours) or less since alleged abuse.**

- a. **Call the Children's Advocacy Center at (669) 299-8810 -24/7 including weekends and holidays, and after consultation transport the child to the Children's Advocacy Center or other location after consultation. Communicate all known facts to the medical/SAFE professional prior to the examination. Include information regarding the nature of the sexual contact or other contact which might have left physical evidence or injury. Take custody of sexual assault evidence, reports, etc., and handle as biological evidence. Store appropriately.**
- b. **Parental/guardian consent is required unless there are exigent circumstances or there is a court order authorizing the exam. Victims and non-suspect parents may refuse and shall not be forced to cooperate.**

2. Children ages 12 years and older, 10 days or less since alleged abuse.

- a. **Call the CAC at 669-299-8810 – 24/7 including weekends and holidays, and the Pediatric medical team will limit information gathering and immediately contact the adult/adolescent SAFE Program to respond.**
- b. **Take custody of sexual assault evidence, reports, etc. and handle as biological evidence. Store appropriately.**
- c. **Child, age 12 years and older, may consent to or decline any or all parts of the examination.**
- d. **Child, age 12 years and older, may utilize the Emergency Department at SCVMC in San Jose, Children's Advocacy Center, Saint Louise Hospital in Gilroy or at the Stanford Medical Center in Palo Alto for the sexual assault examination with a qualified SAFE Examiner. If the teen arrives at one of these locations, contact the Adult/Adolescent SAFE Examiner through the SCVMC operator at 408-885-5000.**
- e. **If the minor 12-17 is incapable of giving consent for a forensic medical evidentiary examination because of lack of consciousness, or other reason, the appropriate SAFE team may work with law enforcement to obtain a search warrant from a judge to order the examination.**

B. Non-Acute Examinations:

1. **Non-acute examinations are performed for:**
 - a. **Children ages 11 years and younger, more than 72 hours after alleged abuse.**
 - b. **Children ages 12 years and older, more than 10 days after alleged abuse.**
2. **Non-acute examinations may include: a physical examination, testing for sexually transmitted infections, digital imaging, and medical treatment as appropriate. These examinations do not include forensic evidence collection kits.**

3. Please call the Children's Advocacy Center at (669) 299-8810 to access the Pediatric SAFE provider in order to coordinate an exam, even in the event of a non-acute exam, exams should be coordinated without delay.

C. Authorizations for SAFE examinations – San Jose Police Department

All survivors of sexual assaults will now be offered a SAFE regardless of when the crime occurred. Sexual Assault examiners no longer need law enforcement authorization to initiate a SAFE exam. Officers are no longer required to obtain approval from SAIU prior to offering and initiating a SAFE exam for a survivor. The following procedures will be followed for investigations involving a SAFE exam:

1. **Should an officer encounter a child sexual assault survivor in the field and the survivor or their parent/guardian wishes to undergo a SAFE exam, the officer should transport or ensure the survivor is transported to Santa Clara Valley Medical Center (SCVMC) without delay or to the Children's Advocacy Center after contact with the Pediatric medical team at (699) 299-8810 – 24/7 including weekends and holidays -- to consult with the medical team to determine timing needs related to medical evidentiary examination. For acute cases with a survivor 12 and older, the Pediatric medical team will limit information gathering and immediately contact the adult/adolescent SAFE Program to respond. For all other cases, communicate all known facts to the medical/SAFE professional prior to the examination. Include information regarding the nature of the sexual contact or other contact which might have left physical evidence or injury.**
2. **A SAFE exam will be initiated by CAC staff or Adult/Adolescent SAFE when a survivor of any sexual assault arrives at the CAC or the hospital and wishes, or their parent/guardian wishes for them, to**

undergo the exam, regardless of when the crime occurred. An officer should be present at the conclusion of the SAFE exam to collect the evidence and initiate a police investigation.

- 3. SAIU should be notified by phone or email as soon as practicably after a SAFE exam has been started.**

In addition, please refer to the Santa Clara County SART Committee Protocol for more details.

IV. Detective response

- A. Review Patrol Officer's Report(s) and ensure that the Protocol Has Been Followed.**

- 1. Initial case review.**

- a. Determine the protective custody needs of the child and any siblings at risk.
- b. Ensure that the case has been cross reported to the Department of Family & Children's Services (DFCS). Make contact with the assigned DFCS worker to facilitate a joint investigation – call (408) 975-5230 to find out who has been assigned the case.
 - i. If the child sexual abuse victim is placed in protective custody, the Social Worker needs a copy of the crime report or sufficient verbal information from law enforcement within 48 hours (excluding weekends and holidays) to support an order for continued detention at the Initial Hearing in Juvenile Dependency Court. The Social Worker must file a petition with the Juvenile Court within 48 hours (excluding weekends and holidays) of protective custody, and the Initial Hearing must be conducted on next judicial day after the petition is filed. Without prima facie evidence of sexual abuse, the Court is required to return the child to the parent unless other indicia of abuse or neglect exist.
 - ii. If there is a compelling reason to temporarily preserve confidential aspects or the police investigation, the investigating officer shall call a Deputy County Counsel in the Office of the County Counsel, Child Dependency Unit to request the opportunity to present sensitive information to the Juvenile Court confidentially under the Evidence Code § 1040 official information privilege. Contact Deputy

County Counsel **Hilary Kerrigan (408) 758-4221 or her mobile 669-250-8176.**

- c. If a child is hospitalized, ensure that the Severe Child Injury Response Team has been notified.
2. Verify that the preliminary investigation has addressed all elements of the reported crime.
3. Determine the need for further interviews and photographs, including appropriateness of using the Children's Advocacy Center and Multi-Disciplinary Interview Protocol. Coordinate the interview with the assigned DFCS worker. If possible, any detailed interview of the child should occur before any non-acute Pediatric **or Adolescent** SAFEs
4. Determine custody status of the suspect(s). Has the suspect been interviewed?
5. If there is an unidentified suspect, or the suspect is at large, make the appropriate law enforcement notifications and all-points bulletins; coordinate with other agencies.
6. Determine whether an appropriate truancy inquiry and referral have been made.
7. Ensure that the victim and parent or guardian has been made aware of the right to nondisclosure of identity (PC section 293).
8. A victim of a violation of PC §§ 261, 261.5, 262, 286, 287, or 289 has the right to have victim advocates and a support person of the victim's choosing present at any interview by law enforcement authorities, district attorneys, or defense attorneys, unless the presence of that person would be detrimental to the purpose of the interview. A victim shall be notified of this right orally or in writing prior to the commencement of the interview. (PC §§ 679.04, 264.2)
9. **Review all available evidence, including medical information. This may include an acute Pediatric or Adult/Adolescent SAFE examination. If the incident did not meet the guidelines for an immediate, acute examination (i.e., the offense did not occur within 3 days of law enforcement response for victims ages 11 years and younger or within 10 days for victims ages 12 to 17 years), contact the Children's Advocacy Center at (699) 299-8810 – 24/7 including weekends and holidays to consult with the medical team to determine timing needs related to medical examination. Do a "warm hand-off" of the victim to the medical team at the CAC.**

B. Obtain Information from the Following Resources:

1. DOJ's Child Abuse Central Index – **(916) 227-3285**.
2. Criminal history data (local, state, national).
3. Department of Motor Vehicles.
4. Family court records (divorces, paternity actions, **custody filings**).
5. Schools.
6. Medical facilities and practitioners.
7. Department of Family and Children's Services.
8. Interview of medical personnel.
9. **Contact the CAC to obtain SAFE report** – (669) 299-8810 – 24/7 including weekends and holidays.
10. Coplink.
 - a. Obtain Corroborating Information From:
 - b. Pretext telephone call.
 - c. History of medical examination and records.
11. Identification of suspect. Follow your agency's line-up protocol.
12. **Suspect interviews (Interview of the suspect(s) should be audio and/or video recorded). An attempt should be made to interview all suspects. The suspect should be interviewed by a detective or follow-up investigator, if available. All statements, including spontaneous statements, shall be made a part of the offense report. Alert assigned DDA of any suspect interview if suspect arrested on a DA-issued arrest warrant and submit report of arrest and interview to assigned DDA.**
13. **Statements of all potential caregivers.**
14. **Statements of witnesses. Children or involved parties should not be used to translate statements. Obtain statements from Fresh Complaint Witnesses.**
15. **Photograph and videotape living conditions.**
16. **Relevant clothing and bedding.**

17. **SAFE, if appropriate, based on age of victim, time of reported occurrence, and specific acts alleged. If the victim is age 11 years or younger, police and social workers must have parental consent, a court order, or exigent circumstances before obtaining a SAFE of a suspected child sexual abuse victim. (*Doe v. Lebbos* (2003, 9th Cir.) 348 F. 3d 820.) If the child 11 years or younger is in protective custody, the Pediatric SAFE Examiner can provide a CalOES 2-930 or 2-925 consent form to the DFCS social worker or law enforcement officer or county counsel in order to get written parental or judge's signature for consent prior to a Pediatric SAFE examination.**

18. Suspect's access to victim at the time of the reported offense.

19. School records. Interview teacher/administrator when appropriate.

20. **Photograph or document text messages/social media posts.**

21. **Search warrants for electronic information.**

D. Obtain Physical Evidence From:

1. Biological samples when appropriate.

2. Medical records: Medical release forms should be obtained from guardian or parent even if they are a suspect.

3. Interview treating physician.

4. **SAFE Kit and relevant evidence, including toxicology samples, from the Pediatric SAFE exam at (669) 299-8810 and the Adult/Adolescent SAFE exam at (408) 793-7233.**

5. **Photographs of the victim and/or suspect. Bruises may change over time and photographs should be taken to reflect these changes.**

Note: Photographs of genital and anal areas of any child, and breasts of teens should be taken only during Pediatric or Adult/Adolescent SAFE examinations, or by other qualified medical personnel for review by SAFE examiners.

a. Trace evidence.

6. 911 tapes.

7. Electronic devices should be seized and searched when legally permissible.

- a. Photos of victim at age of offense(s.)
- b. Preservation letters for social media used by victim and suspect.
- c. Medical Evaluation.

Contact the Children's Advocacy Center for interpretation of injuries found on a potentially abused child or adolescent – (669) 299-8810 – 24/7 including weekends and holidays. If not already done, the Pediatric medical team will limit information gathering and immediately contact the adult/adolescent SAFE Program to respond.

G. Additional Considerations.

1. Consider the use of a news release for cases involving licensed or unlicensed child-care facilities, including:
 - a. Group homes.
 - b. Preschools.
 - c. Family day-care homes.
 - d. Or other such facilities.

Notification must be made to and assistance can be obtained from the California Department of Social Services/Community Care Licensing Division – (408) 324-2112 (residential facilities) or (408) 324-2148 (daycare facilities.)

An investigation of reported child abuse in a group home or institution shall be done in accordance with the regulatory "Guidelines for Investigation of Child Abuse in Out-of-Home Care Facilities" (PC § 11174). These guidelines are found in Title II, California Administrative Code, Article 3, §§ 930-930.10.

2. Determine previous residences for all involved parties (prior consistent behavior, criminal history or both).
3. For cases involving suspects who are public or private school employees, notification shall be made in accordance with PC § 291.
4. If the suspect is unidentified or is known but is at large, make all appropriate investigative notifications, and consider use of a news release.
5. Previous and current relationships (spouses, ex-spouses, cohabitants, other children, relatives).

V. INTRAFAMILIAL MOLEST: INTERVIEW WITH NON-OFFENDING PARENT/CAREGIVER

A Warning Signs.

1. Has the child exhibited any signs that suggested something was wrong (e.g., behavioral, sleep or eating problems)? If so, what were those signals and when did the non-offending parent notice them?
2. How did the non-offending parent react to those signals?
3. Has the child ever done or said anything that caused the non-offending parent to suspect there was something wrong between the child and the suspect?

B. Child's Relationship with the Suspect.

1. How have the child and the suspect gotten along?
2. How has the suspect treated the child?
3. Has the child showed fear of the suspect?

C. Non-offending Parent's Relationship with the Suspect.

1. How long has the non-offending parent known the suspect?
2. How were the non-offending parent and the suspect getting along at the time of the disclosure?
3. How did the non-offending parent and the suspect get along before the disclosure?
4. How does the non-offending parent feel about the suspect now?
5. Has the suspect been in contact with the non-offending parent or the child since the disclosure?

D. Child's Relationship with the Non-offending Parent.

1. How does the child get along with the non-offending parent?
2. Has the child ever disclosed the sexual assaults to the non-offending parent?
3. If so, what did the child say; what was their demeanor; what were the circumstances of the disclosure (i.e., how did it show up in conversation); did the non-offending parent question the child in a suggestive way; and

when was the disclosure?

4. If the disclosure was made to someone else, why does the non-offending parent think the child did not disclose to him/her?

E. Relationship Between Suspect and Other Children in Family/Neighborhood.

1. Has the suspect had access to other children in the family/neighborhood?
2. If so, who are they; what are the circumstances surrounding that contact; and how do those children behave around the suspect?
3. Has the non-offending parent noticed any unusual activities or behavior involving the suspect and other children?

VI. EVIDENCE CHECKLIST

1. All evidence that corroborates or disproves statements by a child victim(s.) Review the child interview carefully for facts mentioned by the child and then attempt to verify those facts (i.e., if the child said the room was a certain color or if there was a television show playing that day. Verify this information.)
2. Biological evidence including semen, saliva, blood and hair.
3. All **SAFE exams and other evidentiary** medical evaluations.
4. Pretext telephone conversations. This should generally occur before interviewing a suspect. Detailed information regarding the suspect's statements, reactions and/or silence during the pretext telephone conversation should be included.
5. All photographs.
6. Line-ups.
7. Computer and cell phone information. Search warrants may be required.
8. Trace evidence including fibers.
9. 911 calls.
10. All recorded interviews.
11. **Journals, diaries, text messages, social media posts by victim or other witnesses.**

SECTION 8

PARENTAL KIDNAPPING AND CHILD ABDUCTION

This section applies when a person abducts a child from their lawful custodian. This information is provided to identify the applicable law and describe the appropriate responses in an abduction scenario. The officer should always consider the safety, welfare and risk to the child when responding to an abduction.

I. APPLICABLE PENAL CODE SECTIONS

A. Definitions.

1. “Child” means a person under the age of 18 years.
2. “Court order” or “custody order” means a custody determination decree, judgment, or order issued by a court of competent jurisdiction, whether permanent or temporary, initial or modified, that affects the custody or visitation of a child, issued in the context of a custody proceeding. Once made, an order shall continue in effect until it expires, is modified, is rescinded, or terminates by operation of law.
3. “Custody proceeding” means a proceeding in which a custody determination is an issue, including but not limited to, an action for dissolution or separation, dependency, guardianship, termination of parental rights, adoption, paternity, except actions under Section 11350 or 11350.1 of the Welfare and Institutions Code, or protection from domestic violence proceedings, including an emergency protective order pursuant to Part 3 (commencing with Section 6240) of Division 10 of the Family Code.
4. “Lawful custodian” means a person, guardian, or public agency having a right to custody of a child. (It is important to note that a court order is NOT necessary for a person to have a right to custody. If a court order exists, read it carefully to determine if it limits a person’s custodial right.)
5. **A “right to custody” means the right to the physical care, custody, and control of a child pursuant to a custody order as defined in subdivision (b) or, in the absence of a court order, by operation of law, or pursuant to the Uniform Parentage Act contained in Part 3 (commencing with Section 7600) of Division 12 of the Family Code. Whenever a public agency takes protective custody or jurisdiction of the care, custody, control, or conduct of a child by statutory authority or court order, that agency is a lawful custodian of the child and has a right to physical custody of the child. In any subsequent placement of**

the child, the public agency continues to be a lawful custodian with a right to physical custody of the child until the public agency's right of custody is terminated by an order of a court of competent jurisdiction or by operation of law.

6. In the absence of a court order to the contrary, a parent loses **their right** to custody of their child if **they are unable or refuse to take custody**. A natural parent whose parental rights have been terminated by court order is no longer a lawful custodian and no longer has a right to physical custody.
7. “Keeps” or “withholds” means retains physical possession of a child whether or not the child resists or objects.
8. “Visitation” means the time for access to the child allotted to any person by court order.
9. “Person” includes, but is not limited to, a parent or an agent of a parent.
10. “Domestic violence” means domestic violence as defined in Section 6211 of the Family Code.
11. “Abduct” means to take, entice away, keep, withhold, or conceal.
12. “Malice” means to import a wish to vex, annoy, or injure another person, or an intent to do a wrongful act, established either by proof or presumption of law.

B. Criminal Statutes for Abduction.

1. PENAL CODE § 278; Abduction: A person without a right to custody who maliciously abducts a child from their lawful custodian with the intent to detain or conceal the child from the lawful custodian.
2. PENAL CODE § 278.5: A person who maliciously abducts a child from their lawful custodian with the intent to deprive the lawful custodian of their right to custody or visitation.

C. Penal Code § 278.7; “Good Cause”: A person with a right to custody of a child who, when they abduct a child:

1. Has good faith and a reasonable belief that the child would suffer immediate bodily injury or emotional harm if left with the other person; or
2. Has been a victim of domestic violence and has good faith and a reasonable belief that the child would suffer immediate bodily injury or emotional harm if left with the other person.

- a. “Emotional harm” includes a child having a parent who has committed domestic violence against the parent who abducted that child.
- 3. The abducting person **MUST** perform the following steps in order for this “exception” to apply:
 - a. The person made a “Good Cause” report to the District Attorney’s office in the county where the child lived within 10-days after the abduction; **AND**
 - b. The person-initiated custody proceedings in a “court of competent jurisdiction” within 30-days after the abduction.
- 4. Please note that the “Good Cause Exception” does not apply to a person who only has a right to visitation.

D. Penal Code § 279.6; Protective Custody:

- 1. A law enforcement officer may take a child into protective custody in certain circumstances:
 - a. It reasonably appears the child is about to be abducted or endangered;
 - b. There is no lawful custodian available;
 - c. There are conflicting custody orders or claims to custody and the parties cannot agree who should take custody of the child; **OR**
 - d. The child is an abducted child.
- 2. When a law enforcement officer takes a child into protective custody, the officer **shall** do one of the following:
 - a. Release the child to a lawful custodian (as defined in Penal Code § 277), unless it appears that the child would be abducted or endangered;
 - b. Get an emergency protective restraining order (EPRO);
 - c. Take the child to a ~~receiving~~ **Welcoming** Center; **OR**
 - d. Return the child pursuant to a valid court order.

E. Penal Code § 784.5; Jurisdiction:

- 1. The jurisdiction of a criminal action for a violation of Section 277, 278, or 278.5 shall be in any one of the following jurisdictional territories:

- a. Any jurisdictional territory in which the victimized person resides or where the agency deprived of custody is located at the time of the taking or deprivation;
- b. The jurisdictional territory in which the minor child was taken, detained, or concealed; OR
- c. The jurisdictional territory in which the minor child is found.

When the jurisdiction lies in more than one jurisdictional territory, the district attorneys concerned may agree about who will prosecute the case.

II. EVALUATION OF CUSTODY ORDERS

Use caution when evaluating custody orders. Enforcement of an invalid order may result in civil liability.

A. The Officer Should be Aware of Potential Difficulties When Evaluating Custody Orders.

- 1. Superseding or conflicting orders.
- 2. Pending court actions.
- 3. Altered documents or orders.
- 4. Misinterpretation of custody orders.
- 5. Order was made due to fraud.
- 6. Order is void for lack of jurisdiction.
- 7. “Good Cause Exception” applies.
- 8. Not properly signed by a judge.
- 9. Is it the most recent custody order? Even if it is certified or file-stamped, it is not enforceable if there is a subsequent order.
- 10. Is it a certified copy? It does not have to be certified, but it is better if it is.
- 11. Does it contain a file-stamp in the upper right corner? It must be file-stamped.
- 12. Do both parties agree it is valid?
- 13. The validity of the order.
- 14. Is it clear and understandable?

15. Make sure the case number is valid. Santa Clara County case numbers follow this pattern:

- a. 123-CP-123456: These cases are confidential, so you will not be able to have them verified through family court unless one of the parties signs a waiver for you to see the file.
- b. 123-FL-123456: This is the standard family law case designation.
- c. 123-DV-123456: This is a family law case where domestic violence has been alleged.
- d. Here are the patterns for juvenile cases. These cases can be viewed by law enforcement, but no information contained in them can be shared or made public without a Court order:

- 1. JD12345
- 2. JD012345
- 3. 115JD12345
- 4. 115JD012345
- 5. 18JD012345

16. If you are dealing with an out of state custody order, make sure that the order has been “domesticated” or “registered” through the local family court. If it has not, it is not enforceable.

- B. Unless the officer can verify the order with the issuing court, the officer should exercise caution in enforcing the order. If the child and the parties are present and the parties cannot agree that the produced custody order is valid, the officer should consider obtaining an Emergency Protective Restraining Order (EPRO) or taking the child into protective custody pursuant to Penal Code § 279.6.

III. OFFICER RESPONSE FOR MISSING OR ABDUCTED CHILDREN

- A. If an officer makes the determination that a child abduction occurred, the officer must immediately contact the District Attorney’s Child Abduction Unit (CAU). County Communications can be used to contact the DA CAU outside business hours. The District Attorney’s CAU doesn’t take the investigation for a parental kidnapping case until the victim parent is interviewed by the DA CAU. The law enforcement agency remains responsible for the case until notified by the DA CAU that the CAU has opened a case.

- B. When a Lawful Custodian or Person Acting as a Parent Reports that a Child is Missing or Abducted:
1. The officer shall immediately conduct a preliminary investigation to determine if the child is actually missing or abducted.
 - a. If the child is missing, a report shall be taken, and an assessment made of steps to locate the child.
 - b. The report is entitled to priority handling, regardless of the relationship of the suspected abductor to the child.
 - c. If the missing child is under 16-years-old or there is evidence that the person is at risk, the LEA shall broadcast a "Be On the Look-Out" (BOLO) bulletin without delay and create and disseminate an APBnet flyer.
 - d. If there is evidence that the child is at risk, the child must be entered into the Violent Crime Information Center, the National Crime Information Center and Missing/Unidentified Persons System (MUPS) databases with two hours of receiving the report. (Penal Code § 14205(a) and (b))
 2. A child who has been abducted by a parent is statutorily classified as "at risk." (Penal Code § 14213(4))
- C. Risk Assessment: An Officer Shall Assess the Risk to the Child. The Officer Should Consider:
1. Whether there is evidence that the child may have been abducted by a stranger.
 2. Whether a parent abducted the child.
 3. Whether the child has a medical condition that could pose additional risk.
 4. Risks of physical or sexual abuse.
 5. The suspect's history of drug or alcohol abuse.
 6. Whether the child has been threatened or harmed.
 7. The child's age.
 8. The mental state of the abducting parent.
 9. Whether there is a suicide risk or a history of mental illness with the abducting parent.

10. Whether there is a risk that the child will be removed from the county, state or country.
11. Whether the suspect has a criminal history that indicates possible danger to the child, including domestic violence.
12. Whether the suspect has a verifiable address.
13. Whether the suspect is employed or has other ties to the community (family, church, etc.).
14. Whether there are other people helping the suspect conceal the child.
15. Whether there is a Department of Family and Children Services history.
16. Whether there is a history of prior abductions or withholdings.
17. Where there has been a threat of abduction.
18. Whether there has been a recent change in custody of the child.
19. Where there has been a recent change in the marital status of the parents.

D. Investigation of a Child's Whereabouts Should Include:

1. Determine if there is a valid, current custody order and obtain and review it. Such orders must be viewed with caution until they can be verified as current and valid. If there is no custody order, determine whether the reporting person is a lawful custodian.
2. Obtain proper physical descriptions of the child and abducting parent and other necessary information for entry into the Missing/Unidentified Persons System (MUPS) and National Crime Information Center (NCIC) databases.
3. Enter the missing child into the MUPS/NCIC system within two hours after accepting the report, along with any known risk factors to the child or officer safety.
4. Obtain photographs of the suspect and child and collect evidence such as letters, audio recordings, etc.
5. If it is determined that the child is in danger, the agency shall immediately assign investigators to the case and conduct a search for the child. A BOLO bulletin should be prepared and broadcasted, appropriate NCIC and Stolen Vehicle System (SVS) entries should be made, and an APBnet flyer should be created and disseminated.
6. Recover the child and contact other agencies as necessary.

E. Amber Alerts.

1. Law enforcement agencies may consider using the California Child Safety Amber Network for a family abduction. Four criteria must be met to qualify for an Amber Alert:
 - a. There is a confirmed abduction;
 - b. The victim is 17-years-old or younger or has a proven mental or physical disability;
 - c. The victim is in imminent danger of serious bodily injury or death; AND
 - d. Information is available, and if given to the public, could assist in the safe recovery of the victim.
2. Agencies should fill out the Amber Network checklist and notify the California Highway Patrol Emergency Notification Tactical Alert Center (ENTAC).

IV. OFFICER RESPONSE TO A THREAT OF A CHILD ABDUCTION

A. When a Parent or Lawful Custodian Reports a Child has Been Abducted and the Location of the Child is Known:

1. The officer shall take a report and conduct an assessment of risk to the child as described in Subdivisions III.A and III.B above. If the child is at risk, the procedures described in Subdivisions III.A and III.B should be followed.
2. If the child does not appear to be in immediate danger, the officer should determine whether a recovery of the child could be made within a reasonable time of the initial response. The officer should carefully evaluate the custody situation to assure the child is with the lawful custodian, and not in danger of being concealed or transported out of the county, state or country.
3. If it does not appear that the child is in immediate danger and the child cannot be located within a reasonable time, the case should be referred to detectives for investigation on a priority basis. The victim-parent should also be referred to the District Attorney's Child Abduction Unit for further assistance. The phone number for the District Attorney's Child Abduction Unit is (408) 792-2921. All reports should be faxed to the District Attorney's Child Abduction Unit as soon as possible. The fax number for the District Attorney's Child Abduction Unit is (408) 297-9910. After hours, the CAU can be reached through County Communications.

B. When a Threatened Abduction Call is Received:

1. The officer shall assess the situation to determine if there is an imminent threat of abduction.
2. The officer shall review the custody orders.
3. If there are no custody orders, the officer shall determine whether one of the parents is attempting to take exclusive possession of the child in violation of the custody rights of the other.
4. If the risk of immediate abduction would continue if the child were left with a lawful custodian, the officer shall either obtain an EPRO providing for temporary custody of the child and protection of the custodian and child or take the child into protective custody.

C. When a Request for a Civil Standby to Enforce a Custody or Visitation Order is Received:

1. The officer shall assess the situation, review any custody orders, and enforce the order if it is clear and enforceable, and the situation is safe for the child.
2. If the order is unclear and the parties cannot agree, the officer should refer back to Section III. C (Risk Assessment).

SECTION 9

INTERVIEWING TECHNIQUES

I. INTERVIEWING CHILDREN

A. The purpose of the MDI Forensic Interview is to obtain as complete and accurate report as possible from the alleged victim/witness in a manner that is developmentally appropriate and legally sound. Information gathered in the interview enables the MDT (multidisciplinary team) to make decisions about criminal and protective issues, as well as assessing the child and family's needs for follow-up medical, advocacy and/or mental health services. The MDT Forensic Interview of a child is a developmentally sensitive and legally sound method of gathering factual information regarding allegations of abuse or exposure to violence. MDI Forensic Interviews are distinguished from First Responder interviews, or Minimal Facts interviews, that may take place during an initial response to ascertain whether a crime has been committed and to address immediate child protection issues and law enforcement or DFCS-related exigencies.

B. Goals of Multi-Disciplinary Forensic Interviews (MDI)

1. To create the least traumatic, best coordinated and most effective system possible for interviewing child and adolescent victims.
2. To place a special emphasis on cases of intra-familial child abuse in which concurrent juvenile dependency and criminal court investigations are likely.
3. **Conduct forensic interviews** consistent with identified best-practices and the latest research in the field.
4. **To conduct all interviews of children under 18 who are reported victims of sexual abuse including sexual assault, sexual exploitation, and commercial sexual exploitation at the Children's Advocacy Center, who are developmentally appropriate and meet the CAC's case criteria (see CAC criteria addendum). Whenever practicable, to conduct all interviews of children who are reported victims of severe physical abuse, or severe neglect at the Children's Advocacy Center. Adult victims of abuse who are developmentally disabled or have severe emotional or mental health special needs (i.e., extreme PTSD) may also be interviewed at the CAC.**

5. To reduce the number of persons who interview the child to the minimum number necessary to conduct criminal and dependency investigations and prosecution.

A. Guidelines.

1. In general, the following MDI guidelines apply **to all child sexual abuse cases and may be used for all physical abuse or severe neglect cases. Special care should be taken to evaluate the risks to children where:**

- a. The suspected perpetrator is living in the same home with or has direct or recurring access to the child.
 - i. Examples of “direct or recurring access” include but are not limited to suspected perpetrators who are involved with:
 - The child’s family.
 - Youth activities.
 - Sports.
 - A relative of the child.
 - A neighbor.
 - A school volunteer or employee.
 - Religious institution.

- a. There is the likelihood of a Juvenile Dependency investigation of the parental rights of the perpetrator or a custodial parent.

2. These cases will hereafter be referred to as Multi-Disciplinary Interview (MDI) cases.

B. Coordination Among the Department of Family and Children’s Services, the Santa Clara County District Attorney’s Office, and the Investigating Law Enforcement Agency.

1. Each agency will designate on-call personnel who will be available Monday through Friday between the hours of 0830-1700.
2. Personnel will be available to respond within a 2-hour period for the purpose of scheduling an MDI interview with the child.

3. Personnel within the participating three agencies will be responsible for notifying MDI personnel within their own agency about any MDI case immediately (or as soon as practicable) between 0830-1700 Monday through Friday.
 4. MDI personnel will then be required to immediately (or as soon as practicable) notify MDI personnel from the other two agencies.
- C. If calls are received after normal working hours, agency personnel who receive that notification will be responsible for notifying their on-call personnel who will in turn notify MDI personnel Monday through Friday, 0830-1700.
- D. Participating MDI Personnel Will Coordinate in Order to Schedule an MDI Interview of the Child Within the Following Time Periods:
1. Sexual abuse cases.
 - a. When the child is in a **Welcoming** Center: Interview within one (1) judicial day.
 - b. When the suspect in custody: Interview within one (1) judicial day.
 - c. When the child is not in the **Welcoming** Center, but the case involves joint investigation (police and Social Services): Interview within five (5) judicial days.
 2. Severe physical abuse or severe neglect cases.
 - a. Whether the case involves severe physical abuse or neglect is a determination that will be made jointly by the social worker and a child abuse detective from the investigating law enforcement agency.
 - b. Such a determination will be made within forty-eight (48) hours (excluding weekends and holidays) of the child being placed into protective custody or from the initial report of the abuse.
- E. The MDI will then take place within five (5) judicial days **and the SCIT Physical Abuse team shall be contacted.**
1. **In most cases, parental/guardian consent for an MDI interview that is necessary for DFCS involvement in the interview is implied by the parent's or guardian's bringing the child to the Children's Advocacy Center or otherwise agreeing to have their child at the CAC for**

interview. In cases where parental consent is not possible or legally appropriate, contact the DFCS social worker for assistance in obtaining a court order for DFCS involvement in the MDI. The DFCS social worker or DFCS law enforcement liaison will work to obtain that court order as soon as possible by working with the DFCS supervisor, and County Counsel to present the order to the on-call Dependency Court Judge. The goal would be to have the court order in place before the child arrived at the Children's Advocacy Center, and in any event with 30 minutes of when it is apparent that parental consent cannot be obtained.

2. **DFCS is required by law to notify a custodial parent or guardian regarding a child abuse allegation, the DFCS worker will first notify the law enforcement officer of the intent to notify the custodial parent or guardian, giving law enforcement sufficient advance notice and the opportunity to engage in a multidisciplinary approach.**

F. **Preliminary Minimal Facts Interviews.**

1. **Any field contact by a patrol officer or an Emergency Response social worker with a minor child in an MDI case will be limited to preliminary or minimal fact interviewing. Once minimal facts have been established and a decision has been made to make a referral for a forensic interview to the CAC, the caregiver should be advised that an in-depth interview will take place at CAC, where all agencies will be represented and trauma to the child will be minimized. First responders should advise the caregiver or complainant NOT to question the child or contact the suspect and to document any statements made by the child. It is a best practice to record the preliminary or minimal facts interview.**
3. **A preliminary interview is the initial discussion with the child by a social worker or a first-response police officer to determine whether abuse has occurred and by whom.**
 - a. **Build Rapport**
 - i. **Ask Limited Questions do not ask leading questions.**
 - ii. **What happened? (Type of abuse/maltreatment)**
 - iii. **Who is/are the alleged perpetrator(s)?**
 - iv. **Where did it happen? (Don't forget to check for multiple jurisdictions)**
 - v. **When did it happen? (Timeframe)**
 - vi. **Ask about witnesses/other victims.**
 - vii. **Did someone see what happened?**
 - viii. **Do you know if this happened to someone else?**
 - ix. **Provide a respectful ending**

4. After the preliminary interview in an MDI case there shall be no further interviews of the child except the forensic interview conducted at the **Children's Advocacy Center, unless circumstances exist that necessitate a further interview.**
5. **One comprehensive interview may be sufficient to elicit complete information from a victim/witness. Others, due to developmental or emotional concerns, abuse dynamics or case complexity, may need multiple interview sessions that are intentionally non-duplicative. The need for Follow Up Interviews(s) and the number of interviews will be determined by the MDI team.**
6. All interviews should be video recorded if possible.

G. Interviewers.

1. All in-depth interviews of children in MDI cases shall be conducted by an interviewer who has, at minimum, **satisfactory completion of California's Child Forensic Interview Training (CFIT) or equivalent NCA-recognized 32+-hour training in an NICHD-derived (National Institute of Child Health and Human Development) Forensic Interview Protocol.** The coordinator for the Children's Advocacy Center will maintain a list of and make available trained child forensic interviewers for use in MDI cases where other trained interviewers are not available. Forensic Interviewers at the CAC are also required to Participate in Structured Peer Review which includes a literature review component in the field of forensic interviewing, a minimum of 2 times/year, as a matter of quality assurance; and continuing education in the field of child maltreatment or forensic interviewing consisting of a minimum of 8 contact hours every 2 years. Forensic Interviewers who have completed this initial training plan may conduct Interviews for all ages of minors, as well as adults with special needs.
2. The MDI interviewer will be available to other MDI team members handling issues related to the in-depth interview and to testify in related court proceedings.
3. When the Deputy District Attorney is preparing the case for court, they will in many cases need to speak with the child regarding the substantive testimony.
 - a. Every attempt should be made to delay this interview until testimony is imminent since the need for the child to testify in court is often avoided.

b. Up until that time, all questions regarding the child's statement should be directed to the child interviewer.

4. When necessary, the MDI interviewer shall be available to conduct any follow-up interviews.
5. In extraordinary cases it may become necessary to assign a second child-interviewer for the purpose of conducting a re-interview at the Children's Advocacy Center.
6. **It is the responsibility of law enforcement to consult with a member of the Children's Advocacy Center Medical team and to facilitate an exam, or to have the medical team discuss medical care with the family.**
7. Interviews should be audio and video recorded.

H. Obligations of MDI Team Members.

1. The respective members of the MDI team will prepare the required reports of MDI cases for the team agencies within seven (7) calendar days after the in-depth interview.
2. The assigned social worker will be in charge of the dependency investigation and will provide the needed support and coordination of services for the child and family. **If a case is open to DFCS, the assigned DFCS worker should be present to observe the forensic interview live.**
3. The assigned **law enforcement agency will** be in charge of the criminal investigation.
4. The MDI Team will work together to research decisions that are in the **best interest of the child, and the needs of each member agency.**
5. **Post-interview the MDI Forensic Interview, Team will meet to discuss next steps for each agency, including how they will continue to collaborate and coordinate.**
 - a. **Post-interview at the Children's Advocacy Center, law enforcement will connect the child and caregiver with the medical team at the CAC so that any medical services that can be provided to the child are offered, including where appropriate, a sexual assault forensic examination.**

b. Scheduling an MDI at the Children's Advocacy Center

- i. MDI Forensic Interviews are available at the CAC during regular business hours M-F, 8:00 AM-5pm and afterhours on weekends and evenings if there are exigent circumstances. The CAC provides Forensic Interviews for children ages 3-17 and adults with developmental delays or special needs when the child or adult is an alleged victim or witness of child abuse or violence, and the case rises to the investigative level.**
- ii. The LEA will take primary responsibility for scheduling the MDI at a mutually agreeable time. If a DFCS social worker has not yet been assigned to the case, the LEA shall contact the CAC to inform DFCS of the scheduled interview, even if the case had previously been cross reported to the child abuse hotline. Attendance at the MDI Forensic Interview is expected from both DFCS and law enforcement, unless one agency has specifically declined to investigate the current allegations.**
- iii. The MDI should ideally be conducted in the child's primary language. Best practice for ASL (American Sign Language) interpretation for deaf and hard-of-hearing individuals is to have two interpreters, one hearing and one from the deaf community. LEAs are required to bring an interpreter if the CAC does not have an interviewer available in the child's primary language.**
- iv. To schedule an MDI, call the CAC during business hours at 669-299-8830 or by email childrensadvocacycenter@sanjoseca.gov. At the time of scheduling, investigators maybe asked to provide:**

- 1. Basic identifying and demographic information about victim, guardian and suspect;**
- 2. A brief summary of the allegation;**
- 3. Information about developmental, language, cultural, or other considerations for the child or family;**
- 4. Whether there are prior recorded statements by the victim (for example, if a minimal facts field interview was conducted due to exigent circumstances and/or child protection concerns);**

5. Whether there are pieces of evidence that might be introduced in the forensic interview. If there is such evidence, it should be brought to the CAC, if possible. Examples include, but are not limited to text messages, written statements, photographs, child abuse images, etc.;
 6. Whether the District Attorney's Office facility dog would be beneficial, if available;
 7. How the family will be transported to the CAC. If transportation to the CAC is a barrier for the family, law enforcement and/or DFCS will provide transportation; and
 8. Other relevant considerations.
- v. The CAC will notify the District Attorney's Office Victim Services Division, and Confidential Advocates of the appointment.
 - vi. Presence in the interview room is usually limited to the minor, the interviewer, an interpreter if necessary, and a Confidential Advocate when requested by the victim. The Confidential Advocate will also provide accompaniment, support, and psychoeducation to family members in the CAC waiting room, as needed. Parents/guardians are discouraged from being in the interview room and/or observing from the observation room. Parents are non-MDT members and are not allowed to observe from the observation room. Exceptions can be made on a case-by-case basis by MDI consensus (i.e., Facility Dog Handler).
 - vii. Presence in the observation room is limited to investigative members only, including child welfare, the LEA and prosecutor. Other investigative agency representative as dictated by the case and agreed upon by the MDT, i.e., Facility Dog Handler.
 - viii. The CAC and MDI must ensure there is separation of victims and their alleged perpetrator while at the CAC. A known alleged perpetrator cannot be present at the CAC when the child is there for an interview.
 - ix. The LEA will come prepared with case-related documents and reports in order to participate in a pre-

interview discussion and information exchange with other MDI members.

- i. The LEA will take custody and control of the recorded interview. The CAC is not the custodian of record. The LEA flash drive with the recording is the official record of the interview. Therefore, law enforcement should confirm upon return to their agency that the audio-visual recording is functional. Forensic Interviewers may take notes and/or ask children/teens to write or draw during the interview. Any case related writing or drawing produced during the interview will be turned over to law enforcement and will not be retained by the CAC.

- x. Following the MDI Forensic Interview, the MDT members will discuss next steps in the investigation, including disclosure of acts which warrant a non-acute or acute medical exam, or the child or family has medical questions related to the reported abuse, it is the responsibility of law enforcement to hand off the case to CAC Medical Clinic staff.

- xi. Provision of referrals and resources: The victim and/or family is provided with an exit packet which includes referrals for mental health and advocacy services

6. Ten Step Interview Protocol, Revised Interview Methodology of NICHD Provides a Structured Investigative Interview. (See also 10 Step Interviewing Addendum)

Features Include:

- 1. Developed for sexual assault, physical assault, and child witnesses.
- 2. Based on 25 years of international research.
- 3. Allows children to report accurately and with rich, narrative accounts.
- 4. The way a child is questioned affects the quality and quantity of the information provided.
- 5. There is more organization when a structure is followed.
- 6. Children report more accurately when using free-recall memory.
- 7. Children provide narrative accounts in their own words, which they are not used to doing.
- 8. P.O.S.T.-Certified CA Forensic Interview Training (CFIT) may be provided by the Children's Advocacy Center of Santa Clara County.
- 9. Interview structure reflects these generally accepted best practices and typically includes:

- a. **An initial rapport-building phase that includes introductions and explanation of interviewer role and documentation; interview instructions including eliciting a promise to tell the truth; and an initial rapport-building phase.**
- b. **Narrative event practice, also known as episodic memory training, in which the interviewer explores neutral, personally experienced events utilizing question design strategies that will be used throughout the interview.**
- c. **The allegation, also known as the substantive, phase generally includes a narrative description of events, detail-seeking strategies, clarification, and case-specific testing of alternative hypotheses, when appropriate. Interviewers generally utilize prompts from Tom Lyon's 10-Step Interview model to transition to the allegation phase and, as needed, case-specific prompts.**
- d. **The closure phase transitions back to neutral topics and allows for questions and an explanation of next steps**

II. DETECTIVE INTERVIEWS OF CHILD VICTIM

A. Child victims subject to the criteria at the Children's Advocacy Center (see criteria addendum) should be interviewed there. If the interview for some reason cannot be conducted at the Children's Advocacy Center:

- 1. **Coordinate with DFCS**
 - a. Evaluate what you know and formulate specific questions based on that information.
- 2. Be careful to suggest as little information as possible.
- 3. Find a quiet place (as quiet as possible) for the interview.
- 4. Interview each child separately.
- 5. Sit with the child and not across a table or desk.
- 6. Record the interview.
- 7. Ask the child to clarify words which are not understood.
- 8. **Interview. Use Ten Step Investigative Interview Process (see Addendum)**

III. SUGGESTED TACTICS FOR INTERVIEWING A SUSPECT

An attempt should be made to interview all suspects. Interviews should be recorded, minimally on audiotape and optimally on videotape. The suspect should be interviewed by a detective or follow-up investigator, if available. All statements, including spontaneous statements, shall be made a part of the offense report.

A. Preparation Before the Interview.

1. Thoroughly know the facts of your case.
2. Know more about the suspect than they think you do.
3. Use the element of surprise when confronting the suspect—you pick the time and the place.
4. Conduct a non-custodial interview when appropriate.
5. Allow for input from others. If possible, conduct the interview in a place where other investigators can listen and observe.
6. Prepare a strategy.

B. Anticipate the Suspect's Denials.

1. Be prepared to counter each of the suspect's denials and explain why the suspect's version does not make sense.
2. If a successful pretext phone call has been made to the suspect before you interview, consider playing selected portions of the recording upon the suspect's denial.
3. Use a ruse to elicit incriminating responses.

C. Interviewing/Interrogating a Suspect in a Child Sexual Abuse Case.

1. Emphasize the child victim's love for the suspect.
2. Get suspect to admit the child is a good kid.
3. Explain that the child has no reason to fabricate the allegation and have the suspect agree.

4. If during your interview with the child victim you learned that the child has given the suspect birthday cards or other gifts or presents, remind the suspect of those gestures.
5. Explain to the suspect how emotionally difficult it was for the child to talk to you about the abuse.
6. Emphasize the suspect's love for the child victim.
 - a. Explain to the suspect that they are essentially calling the child a liar.
 - b. Remind the suspect of the great burden placed on children who have to testify in open court.
 - c. Reassure the suspect that you, like they, want only what is best for the child victim.
7. Refrain from showing disgust or anger during interview in an attempt to build rapport with the suspect.
8. Allow the suspect to rationalize.
 - a. Just because they give an excuse for the acts does not mean they did not happen.
 - b. In a situation where the suspect might be a substance abuser, or is new to the family and the role of child-care provider, tell the suspect that you understand how things can happen (e.g., explain to the suspect that you already know what has been going on.) Then ask:
 - i. "All I want to know is, did you mean to have sex with [name of child victim] or did it just kind of happen?"
 - c. Give suspect the option of minimizing their actions.
9. Always address the issue of force, threats and/or duress used in the abuse. (See PC §§ 261(b), 261(c); 288(b)(1); 269(a)(3); 269(a)(4).)
10. Consider asking the suspect questions based on aspects of what the child victim told you.
 - a. Ask the suspect how the child's clothes got off.

- b. Ask the suspect why they locked the door (or turned off the lights, unplugged the phone, turned the TV/radio volume off, or why they waited until no one else was home).
- c. Ask the suspect what they did when the child said they did not want to perform/surrender to the acts.
- d. Tell the suspect that you heard that the child victim cried and wanted to leave but could not. Ask them why not.
- e. Given the same set of circumstances and ask suspect how they would feel.

D. Interviewing a Suspect of Death, Physical Abuse or Neglect.

Interview all suspects/caregivers who had care or custody of the child prior to death or injury, especially those who discovered the child or observed the first onset of symptoms/injury.

Suggested topics include:

- 1. Demeanor: Note suspect's/caregiver's demeanor.
- 2. Medical History: Inquire about the child's birth and medical history for any chronic or congenital conditions.
- 3. Pediatrician: Identify the child's regular pediatrician, recent illnesses, and recent clinic visits. Get the address and phone number for the child's pediatrician.
- 4. Medical Release: Obtain a signed medical release for all recent medical records, including visits to the child's pediatrician and any current or prior hospital visits.
- 5. Developmental: Establish the child's developmental abilities prior to the injury.
 - a. Size.
 - b. Mobility.
 - c. Mental abilities.
 - d. Milestones (e.g., ability to roll, sit, stand, crawl, grasp, or turn objects.)

e. Is the child developmentally delayed or appropriate for age?

6. Previous Injuries: Ask about any previous:

- a. Injury.
- b. Illness.
- c. Accident.
- d. Play activity.
- e. Conditions.

That would explain the child's injury.

7. Timeline.

- a. Obtain a detailed timeline.
- b. Review the child's daily routine including, but not limited to:
 - i. Care or custody.
 - ii. Feeding.
 - iii. Bathing.
 - iv. Dressing.
 - v. Diaper changes.
 - vi. School/Daycare.
- c. Go back in time as long as possible or necessary.

8. Discipline.

- a. Establish if, and how, the child is disciplined.
- b. Determine who usually disciplines the child.

9. Symptoms.

Determine when the child was last seen healthy and the first onset of symptoms. Get a detailed description of:

- a. Symptoms.
 - b. Progression of symptoms.
 - c. Actions taken by suspect(s)/caregiver(s) in response to symptoms.
10. Incident.

Obtain a detailed account of any precipitating incident with a particular focus on:
 - a. Care and custody.
 - b. First onset of symptoms.
 - c. Who discovered the child/symptoms/injuries?
11. Resuscitation Attempts.
 - a. Determine the nature of any resuscitation attempts and who performed resuscitation.
 - b. Have involved persons demonstrate resuscitation attempts.
 - c. Videotape if possible.
12. Delay in Seeking Medical Attention: Obtain an explanation for any delays in seeking medical attention for the child.
13. Re-enact.
 - a. Request that the suspect(s)/caregiver(s) re-enact significant events.
 - b. Videotape if possible.
14. Re-Interview: Re-interview suspect(s)/caregiver(s) as necessary with a re-directed focus based on medical findings and discussion with medical experts.
15. Identify (full name and DOB) and determine whereabouts of all who live in home and whether they were present when incident occurred or not.

IV. INTERVIEW OF A PHYSICIAN

A treating physician may be an emergency room physician, the child's pediatrician, or radiologist. The questions to the doctor should be general and relating to the specific treatment of the child.

A. Before the Interview Begins:

1. Confirm the doctor has reviewed patient records before the interview.
2. Brief the doctor regarding the interview process and outline of your questions.
3. Request that the doctor spell, define, and explain all medical terminology in layman's terms.
4. Make sure that the doctor cites:
 - a. The patient's name.
 - b. Date of treatment.
 - c. Type of injury involved.
5. Obtain a copy of the doctor's credentials and confirm what type of doctor they are. Include the following information:
 - a. Places and dates of:
 - i. Education
 - ii. Certification
 - iii. Training
 - iv. Experience
 - b. Date they were licensed to practice medicine in California.
 - c. Board certification or eligibility, including any board certification in specialized areas of practice.
 - d. Total number of injuries of this type that they have seen and treated.

6. If possible, all interviews should be audio and video recorded, and include the following information:
 - a. Day of the week.
 - b. Date.
 - c. Time.
 - d. Case name and number.
 - e. Investigator or detective's name and agency.
 - f. The doctor's name.
 - g. Location of interview.
 - h. The doctor's information, including:
 - i. Spelling of their full name.
 - ii. Title and position.
 - iii. Employer.
 - iv. Dates that patient was under doctor's care.
 - v. Doctor's direct role regarding treatment.
 - vi. Doctor's contact information.

B. When the Interview Begins.

1. Are you familiar with how medical records, including radiology films, are kept by [name of hospital]?
2. Did you review the medical records of [name and DOB of the victim] for [dates of treatment]?
3. In the course of your involvement with this patient, did you discuss the case with other professionals, such as radiologists?
4. Do these types of discussions regularly occur between experts in your field for the purposed of forming medical opinions?

C. Prior Medical History of Victim.

1. Obtain pre-existing medical conditions and their effect on this case, including:
 - a. Blood disorders,
 - b. Bone disorders (i.e., periosteal elevation,)
 - c. Heart disorders,
 - d. Lung disorders,
 - e. Brain disordersthat would contribute to this condition.
2. Describe any previous injuries this patient has sustained, including:
 - a. History or anything about previous injuries or medical history that would lead to suspicions about abuse or neglect.
 - b. History of injury.
 - c. Other doctors that have treated this patient.
 - d. Where this patient receives primary medical care.
 - e. Missing appointments.
 - f. Any prescription medication.
3. Are there any previous concerns about abuse or neglect?

D. Statements of Witnesses to Medical Staff.

1. How did patient arrive at hospital?
 - a. When?
 - b. How? (Ambulance, Lifeflight, private conveyance)
 - c. With whom?
 - d. Was the child transferred from outside hospital or doctor's office?

- i. If so, are records available?
 - e. What medical information was provided on arrival? (records, EMT statements.)
 2. What did the parents or guardians say?
 3. What did the friends or relatives say?
 4. What did the hospital social worker say? (Collect social worker's notes.)
 5. What was the attitude and demeanor of witnesses who made statements?
 6. What explanations for injuries were given to medical staff?
 7. Were witness suspicions voiced to medical staff?
 8. What questions did you ask? How were these questions asked?
 9. What, if anything, else did the witnesses say?
- E. Examination of Patient.
1. Personal examination of general, physical and emotional condition.
 - a. Patient's size (height and weight).
 - b. Physical development and/or mobility.
 - c. Mental ability.
 - d. Comparison with average child of same age.
 - e. Age.
 2. Review of medical records. Refer to records by type and date.
 3. Describe lab tests, x-rays, and scans.
 4. What are the results of these tests?
 5. Did the treating physician consult with other physicians? If so, include:
 - a. Name;
 - b. Location; and

c. Date.

F. Injury.

1. Obtain a detailed description of the injury, including, but not limited to:

a. Location.

b. Type.

c. Size.

d. Shape.

e. Color.

f. Depth.

g. Edges.

h. Multiple surfaces.

i. Areas not damaged and their significance.

j. Evidence of healing.

k. Previously related or unrelated scars, marks or injuries.

l. Any other injuries observed.

2. Obtain a separate, detailed description for each specific injury.

3. Cause of each injury.

a. In your opinion, what exactly caused the injury?

b. How much force (pressure, heat, torque) would be needed to cause this injury? If possible, obtain examples and comparisons.

c. Where was the force applied?

d. Object used to cause injury? (hand, fist, weapon, etc.)

i. Is this injury consistent with the regular use of such an instrument, or did this instrument in fact cause the injury?

- e. What is the feasibility of this injury being self-inflicted? Consider:
 - i. Consistencies.
 - ii. Inconsistencies.
 - iii. Force and application used.
 - iv. Object used.
- f. Can the physician rule out an accident, natural, or otherwise unexplained cause?
- g. When did this injury occur?
- h. Is the caregiver's explanation consistent with injury?
 - i. What is the doctor's opinion about feasibility of caregiver's explanation for the cause of injury?
 - ii. Consistencies.
 - iii. Inconsistencies.
 - iv. Force and application used.
 - v. Object used.

G. Diagnosis.

- 1. What is your diagnosis?
- 2. What is the basis of this diagnosis?
- 3. In your medical opinion, how was this injury sustained?
- 4. Was the patient's injury consistent with that of an abused or neglected child?
- 5. What is the basis for your conclusion on the cause of the injury?
 - a. Injury characteristics.
 - b. Diagnostic imaging (X-rays, CT, MRI, ultrasound).
 - c. Laboratory values.

6. How sure are you about this diagnosis?
 - a. Was the child normal and healthy before the injury occurred? Or did they have any:
 - i. Illnesses.
 - ii. Congenital conditions.
 - iii. Other injuries.
 - b. What other conditions/scenarios have you considered?
 - c. Have you reached a conclusion, or will more information be needed?
 - d. Was the patient's injury a direct result of, or caused by abuse or neglect?

H. Treatment.

1. What medical treatment was provided, and was follow-up treatment recommended?
2. What, if any, prescriptions were given?
3. What, if any, therapy was given or recommended?
4. Follow-up Examinations.
 - a. Date of follow-up examination.
 - b. Why was a follow-up examination needed?
 - c. Was any medical treatment performed?
5. Any statements or explanations for injury from witnesses, parents, guardians, or caregivers?

I. Photographs.

1. Refresh the physician's memory with photographs of the injury if possible.
 - a. It is important to note the date the photograph was taken.

b. Ensure each photograph is numbered and refer to the numbers during the interview.

2. Determine if physician or medical staff took photographs.

3. If the physician or medical staff took their own photographs, be sure the photographer provides a copy and brings photos to court.

4. Are there any postmortem changes to the injury?

J. Prognosis.

1. What are the potential lasting adverse effects of this injury?

2. What are the short and long-term effects?

3. Rehabilitation?

4. Recovery chances?

V. REFERENCE FOR SPECIFIC TYPES OF INJURIES

A. Burns.

1. Type.

a. Scald burns.

b. Spill burns.

c. Immersion burns.

d. Thermal (contact) burns.

e. Chemical burns.

2. Degree.

a. Partial thickness superficial.

b. Partial thickness deep.

c. Full thickness.

3. History.

a. Does the history of what happened change and/or are there

discrepancies in the stories given by each caretaker?

- b. Are injury accounts incompatible with age and developmental skill?
- c. Does the injury appear older than the given explanation?
- d. How serious is the burn?
- e. If hot liquid produced the burn, was the child dipped or fully immersed?
- f. What does the line of immersion look like?
- g. Are there any splash burns present?
- h. Was the child in a state of flexion?
- i. What was the temperature of water or other liquid that would cause such a burn?
 - i. Running or standing water?
 - ii. Time of immersion necessary to cause the burn.
 - iii. Setting of the water heater.
- j. What, if any, type of object could cause such a burn?
- k. How much force could cause such a burn?
- l. Is it possible that this burn was accidental, given the child's age and developmental skills?

B. Failure to Thrive (F.T.T.).

- 1. Request all medical records from birth to first diagnosis of F.T.T.
- 2. Request nurses' bedside notes about patients feeding history while in hospital.
- 3. Compare this with feeding history of an average child of the same age.
- 4. Compare this with the patient's feeding history given by the defendant.
- 5. Ask doctor to plot and explain the growth chart of a child

6. Exclude non-organic F.T.T. including:
 - a. Allergies
 - b. Formula
 - c. Family history
 - d. Congenital defects.
7. Include follow-up photographs of child and present them to doctor.

C. Abusive Head Trauma.

Injuries consistent with Abusive Head Trauma include:

1. Exterior injuries (bruises, scrapes, and patterned injuries).
2. Skull fracture.
3. Subdural hematoma.
4. Cerebral contusion.
5. Swelling.
6. Head circumference.
7. Retinal hemorrhage(s).
8. Broken bones.
9. Seizures.
10. Neurological concerns.
11. Rib and other fractures (corner and bucket handle fractures at ends of long bones).
12. Whiplash or neck injuries.
13. Difficulty in responding to stimuli.
14. Parents have previously been advised of future complication and risk to child with specific regard to re-injury.

Medical evidence may include a review of X-rays, CT scans, MRI and EKG scans.

D. Skeletal Injuries.

1. Specific fractures.
 - a. Spiral fractures – caused by torsion, often to the long bones.
 - b. Rib fractures – especially in multiples.
 - c. Metaphysical fractures – caused by pulling, jerking, or shaking.
 - d. Fractures in unusual places – such as the sternum or scapula.
 - e. Repeated fractures to the same bone – a favorite target of the abuser.
2. When reviewing for potential abuse the following factors should be reviewed with the medical professional:
 - a. Location of Fracture.
 - b. Bruising.
 - c. Swelling.
 - d. Previous Treatment of injury.
 - e. Amount of force that may have been used.
 - f. If the force and application described by abuser are consistent/inconsistent with injury?
 - g. The significance of multiple fractures.
 - h. Age of fracture.
3. Concerns with infant fractures.
 - a. Pliability of bones.
 - b. Development of infant consistent with injury.

A common defense in skeletal injuries is the claim of osteogenesis imperfecta, or brittle bone disease. It exists, but it is an extremely rare genetic disorder. There is no such thing as “transient” brittle bone disease.

E. Drowning.

1. What happens with lack of oxygen – death of brain cells.
2. Time elements.
4. Temperature of water and its impact on the child.
5. What was the child's body temperature?
6. Determine when there was a heartbeat and breathing patterns.
7. Was CPR performed?

F. **Factitious Disorder by Proxy** (formerly known as Munchausen Syndrome by Proxy).

1. Types of FDBP abuse:
 - a. Poisoning.
 - b. Suffocation.
 - c. Tampering.
 - d. Scratching or adulteration.
 - e. False symptom reporting.
 - f. Withholding medication.
2. Manifestations of FDBP.
 - a. Respiratory – apnea, feigned or induced.
 - b. Gastrointestinal – vomiting, chronic diarrhea.
 - c. Neurological – seizures, false reports of induced.
 - d. Failure to thrive – starvation, induced vomiting, diarrhea.
 - e. Infections – tampering with lines, specimens.
 - f. Allergies – fictitious history.

3. Possible indicators of FDBP after pediatric death.
 - a. Any unexplained death or one inconsistent with the usual pattern for presumed accident or illness.
 - b. Inexplicable physical findings, signs, or biochemical values at death scene or autopsy.
 - c. History of unexplained sibling death(s), unexplained illnesses, injuries, and medical histories in family.
 - d. History of baffling, episodic illness.
 - e. Unexplained recurrence of illness after discharge from hospital.
 - f. Known child abuse history.

SECTION 10

ISSUING A CRIMINAL COMPLAINT

I. FELONIES

- A. Investigating Officers Who Wish to Obtain a Felony Complaint Should Meet and Discuss the Case With the Appropriate Issuing Deputy District Attorney.
- B. Investigators should bring **or make available electronically** the following materials.
 - 1. **Two sets** of all reports (**one redacted and one unredacted**) including supplemental reports.
 - a. The following information of all victims should be redacted in copies of reports to be filed with the court pursuant to PC §§ 964, 841.5, & 293:
 - i. Name
 - ii. Address
 - iii. Telephone Numbers
 - iv. Driver's License Number
 - v. California Identification Card Number
 - vi. Social Security Number
 - vii. Date of Birth
 - viii. Place of Employment
 - ix. Employee Identification Numbers
 - x. Mother's Maiden Name
 - xi. Demand Deposit Account Numbers
 - xii. Credit Card Numbers

- b. The following information of all witnesses should be redacted in copies of reports to be filed with the court pursuant to PC §§ 964, 841.5, & 293:
 - i. Address
 - ii. Telephone Numbers
 - iii. Driver's License Number
 - iv. California Identification Card Number
 - v. Social Security Number
 - vi. Date of Birth
 - vii. Place of Employment
 - viii. Employee Identification Number
 - ix. Mother's Maiden Name
 - x. Demand Deposit Account Numbers
 - xi. Credit Card Numbers
- 2. Photographs.
- 3. **Recordings (audio and video.)**
- 4. Medical records.
- 5. DFCS or Juvenile Dependency Court records.
- 6. Defendant's rap sheet (local, state, and FBI).
- 7. Completed warrant due diligence form.
- 8. Completed DOJ form SS 8583 and distribute copies.
- C. **PARENTAL KIDNAPPING:** Parental Kidnapping and visitation cases are filed by the District Attorney's Child Abduction Unit.
- D. **SEXUAL ASSAULT: ALL Sexual assault cases are filed by the District Attorney's Sexual Assault Unit in San Jose.**

II. MISDEMEANORS

- A. Out-of-custody misdemeanor complaints should be left with the secretary for the District Attorney's Family Violence Unit (FVU) or Ponied to the FVU.
- B. In-custody misdemeanor cases should be given directly to the FVU.

III. RESPONSIBILITIES OF THE DISTRICT ATTORNEY'S OFFICE

- A. Police reports will be filed with the defendant's discovery packet. The deputy district attorney reviewing the case will determine whether any reports (e.g., confidential juvenile case file material) should initially be held back.
- B. The District Attorney's Office will be responsible for providing discovery to the defense attorney.

IV. SUPPLEMENTAL REPORTS

The investigating officer shall provide copies of or make available electronically all supplemental reports (including lab reports and autopsy reports) to the unit in the District Attorney's Office handling the case. It shall be the responsibility of District Attorney's Office to discover these reports to the defense.

V. JUVENILE CASE FILE MATERIAL

- A. W&I § 827 authorizes the District Attorney's Office and police department to view and copy relevant portions of juvenile case files (e.g., Juvenile Dependency Court and DFCS files).
- B. It is a misdemeanor to disseminate juvenile case file material to any unauthorized agency or attorney (including the defendant's attorney) without a court order.
- C. Law enforcement should make every effort to prevent the unauthorized dissemination of juvenile case file material. Furthermore, without a court order, juvenile case file material should never be released to an unauthorized entity as an attachment to other investigative reports.

SECTION 11

VICTIM ASSISTANCE

VICTIM SERVICES UNIT (VSU)
A PROGRAM OF THE SANTA CLARA COUNTY DISTRICT ATTORNEY'S OFFICE
70 WEST HEDDING, WEST WING SUITE 116, SAN JOSE, CA 95110 (408) 295-2656
VICTIMSERVICES@DAO.SCCGOV.ORG

I. VICTIM SERVICES AND LAW ENFORCEMENT

A. Law Enforcement Duty.

Local law enforcement has the duty, as stated in Government Code § 13962, to inform victims of crime of the existence of local victim centers. This responsibility can be completed through use of the Victim Resource Card.

B. Government Code §§ 13954(d) and (e.)

Government Code §§13954(d) and (e) directs law enforcement agencies to provide a copy of the crime report, which may include supplemental reports and/or victim and witness statements, to the Victim Assistance Program (in Santa Clara County this is the Victim Services Unit of the District Attorney's Office) for the purpose of completing an application for the California Victim Compensation Program.

Each agency shall coordinate with VSU to develop policy and procedures to provide requested reports. VSU Victim Advocates will not give a copy of the crime report to any person or entity other than the California Victim Compensation Program to be used for verification of information in obtaining victim compensation.

C. Eligibility for the California Victim Compensation Program.

Eligibility for the California Victim Compensation Program is determined by the occurrence of a crime and not by whether a criminal complaint is filed.

D. VSU Victim Advocates.

VSU Victim Advocates are considered part of the prosecution team and are subject to all applicable Brady laws and restrictions.

II. SERVICES PROVIDED BY THE VICTIM SERVICES UNIT (PC § 13835)

A. Emergency Assistance:

1. Food.
2. Shelter.
3. Relocation.
4. Crisis Intervention.
5. Funeral/Burial costs.
6. In-home Crime Scene Cleanup.
7. Other services.

B. Community Resource and Referral:

1. Counseling.
2. Medical/Dental referrals.
3. Legal aid.
4. Emergency needs.
5. Other services.
6. Follow-up contact with community agencies to determine victim status.

C. Law Enforcement:

1. Assistance with crime-related compensation.
 - a. Assist victim in applying for compensation from the California Victim Compensation Program.
 - b. Upon request of the victim, assist victim with request for court ordered restitution.
2. Property Return: Assist victim with return of property held as evidence.
3. Orientation to the criminal justice system.

- a. Explain the criminal justice system, the victim's role and responsibilities, and provide information about victims' rights, such as Marsy's Law.
 - b. Escort children to court before hearing to help assuage fears and concerns and provide support throughout the trial process.
 - c. Assist in preparation of Victim Impact Statement prior to sentencing.
4. Case status updates: Inform victims about the status of the case and act as a liaison to the District Attorney's Office.

III. CALIFORNIA WITNESS RELOCATION ASSISTANCE PROGRAM (CALWRAP)

Contact the District Attorney's Office Bureau of Investigations – (408) 792-2888.

SECTION 12

TRAINING

- I. EACH LAW ENFORCEMENT AGENCY SHALL PROVIDE TRAINING FOR MEMBERS OF THE AGENCY PURSUANT TO PC §§ 13516 AND 13517
 - A. Training Should Inform Officers of:
 1. Child abuse laws;
 2. The department's child abuse policy and procedures;
 3. The signs and dynamics of child abuse;
 4. Police officer investigative techniques;
 5. The District Attorney's child abuse policies;
 6. The dynamics of parental kidnapping.
 - B. Additional Training Should Include:
 1. Written bulletins.
 2. Video recordings.
 3. Verbal instruction.
 4. Updates during patrol briefings.
 5. **This Protocol, as well as the County's SART and CAC Protocols.**
 6. **Detectives: SATISFACTORY COMPLETION OF CALIFORNIA'S CHILD FORENSIC INTERVIEW TRAINING (CFIT) OR EQUIVALENT NCA-RECOGNIZED 32+-HOUR TRAINING IN AN NICHD-DERIVED (NATIONAL INSTITUTE OF CHILD HEALTH AND HUMAN DEVELOPMENT) FORENSIC INTERVIEW PROTOCOL; Participation in Structured Peer Review a minimum of 2 times/year as a matter of quality assurance; Continuing education in the field of child maltreatment or forensic interviewing consisting of a minimum of 8 contact hours every 2 years.**
 - C. The Chief of Police, or Designee, Shall Ensure the Review of the Department's Training Policies Annually and Make any Revisions Deemed Necessary.

SECTION 13

DIRECTORIES

GOVERNMENT AGENCIES

AGENCY	PHONE
<hr/>	
California Department of Social Services	
Community Care Licensing (Child Care Office)	
San Jose Regional Office	[Daycare Facilities] (408) 324-2148
2580 N. First Street, Suite 300	
San Jose, CA 95113	[Residential Facilities] (408) 324-2112
Children's Advocacy Center (medical evidentiary exams and non-evidentiary medical exams)	(669) 299-8810
455 O'Connor Dr., Ste. 150	
San Jose, CA 95128	
Children's Advocacy Center (MDI)	
455 O'Connor Dr., Ste. 150	
San Jose, CA 95128	(669) 299-8830
County Communications	(408) 299-2501
Department of Family and Children's Services (DFCS)	(408) 975-5230
DFCS Child Abuse and Neglect Center:	
Toll Free Number	(833) SCC-KIDS
	(833) 722-5437
Law Enforcement Number	(408) 975-5250
DFCS FAX	(408) 975-5851
Department of Justice (DOJ) – Child Abuse Central Index	(916) 210-4241
District Attorney	
Death and Severe Child Injury Response Teams	(408) 590-8370
Laboratory of Criminalistics	(408) 808-5900
Investigators	(408) 792-2888
Child Abduction Unit	(408) 792-2921
FAX	(408) 297-9910
Medical Examiner-Coroner	(408) 793-1900
Santa Clara County Sheriff's Office	
Administrative Booking	(408) 299-3545
Child Sexual Assault Forensic Exam (SAFE) Examination	
	(669) 299-8810

Death and Severe Child Injury Response Teams

(408) 590-8370

Victim Services Unit (DA's Office)

70 W. Hedding Street, Room #116
San Jose, CA 95110

(408) 295-2656

LAW ENFORCEMENT AGENCIES

AGENCY	PHONE
Campbell Police Department 70 N. 1st Street Campbell, CA 95008	(408) 866-2121 FAX (408) 379-7561
Gilroy Police Department 7301 Hanna Street Gilroy, CA 95020	(408) 846-0350 FAX (408) 846-0339
Los Altos Police Department #1 N. San Antonio Road Los Altos, CA 94022	(650) 947-2770 24 HR. DISPATCH (650) 947-2779 FAX (650) 947-2704
Los Gatos Police Department 110 E. Main Street Los Gatos, CA 95030	(408) 354-5257 24 HR. DISPATCH (408) 354-8600 FAX (408) 354-0578
Medical Examiner-Coroner 850 Thornton Way San Jose, CA 95128	(408) 793-1900 FAX (408) 793-1934
Milpitas Police Department 1275 N. Milpitas Blvd. Milpitas, CA 95035	(408) 586-2400 24 HR. DISPATCH (408) 263-1212 FAX (408) 586-2488
Morgan Hill Police Department 16200 Vineyard Blvd. Morgan Hill, CA 95037	(408) 776-7300 24 HR. DISPATCH (408) 779-2101 FAX (408) 776-7328
Mountain View Police Department 1000 Villa Street Mountain View, CA 94041	(650) 903-6344 24 HR. DISPATCH (650) 903-6922 FAX (650) 962-0180
Palo Alto Police Department 275 Forest Avenue Palo Alto, CA 94301	(650) 329-2406 24 HR. DISPATCH (650) 329-2413 FAX (650) 329-2565
San Jose Police Department Family Violence Center 1671 The Alameda, Suite #100 San Jose, CA 95126	(408) 277-3700 FAX (408) 287-7181
San Jose Police Department Sexual Assault Unit 201 W. Mission Street San Jose, CA 95110	(408) 277-4102 FAX (408) 971-8031

San Jose State University Police Department

One Washington Square
San Jose, CA 95192-0012

(408) 924-2222
FAX (408) 277-3512

Santa Clara Police Department

601 El Camino Real
Santa Clara, CA 95050

(408) 615-4700
DETECTIVE DIV. (408) 615-4800
FAX (408) 615-7864

Santa Clara County DA Investigators

Death and Severe Child Injury Response Teams
70 W. Hedding Street
San Jose, CA 95110

(408) 792-2888
(408) 590-8370
FAX (408) 286-2522

Santa Clara County Sheriff's Office

55 W. Younger Street
San Jose, CA 95110

(408) 808-4500
FAX (408) 808-4545

Santa Clara County Probation Department

2314 N. 1st Street
San Jose, CA 95131

(408) 435-2000
FAX (408) 456-0527

Stanford Department of Public Safety

711 Serra Street
Stanford, CA 94305-7240

(650) 723-9633
FAX (650) 725-8485

State Parole

909 Coleman Avenue
San Jose, CA 95110

(408) 277-1821
or (408) 277-1825
FAX (408) 277-1030

Sunnyvale Department of Public Safety

Investigations Bureau
700 All America Way
Sunnyvale, CA 94086

(408) 730-7120
FAX (408) 737-4942

California Highway Patrol

2020 Junction Avenue
San Jose, CA 95131

(408) 467-5400

TRUANCY CONTACT LIST

DISTRICT	NAME	E-MAIL	PHONE
Alum Rock	Jesus Araujo	jesus.araujo@arUSD.org	(408) 928-6961
Berryessa	Joseph McCreary Asst. Superintendent	jmccreary@busd.net	(408) 923-1830
Cambrian	Darlene Norman	normand@cambriansd.com	(408) 377-2103 Ext. 1121
Campbell Union	Geertje Bamford	gbamford@cuesd.org	(408) 341-7000 Ext. 6628
Campbell HS	Abra Evanoff	aevanoff@cuhSD.org	(408) 371-0960
Cupertino	Linda Rios	rios_linda@cusdk8.org	(408) 252-3000
Downtown College Prep	Joyce Noble	jnoble@dcp.org	(408) 271-8120 Ext. 138
East Side	Blasa Ozuna	ozunab@esuhsd.org	(408) 347-5201
Evergreen	Carole MacLean	cmaclean@eesd.org	(408) 270-6840
Franklin-McKinley	Jennifer Klassen	jennifer.klassen@fmsd.org	(408) 283-6092
Fremont	Stacey Bamford	sbamford@fremont.k12.ca.us	(510) 659-2514
Gilroy	Jennifer Del Bono	Jennifer.delbono@gillroyunified.org	(408) 847-2700
Gilroy Prep	Sharon Waller	swaller@navigatorschools.org	(408) 337-5445
Lakeside Joint	Shameram Karim	skarim@lakesidelosgatos.org	(408) 354-2372
Loma Prieta Joint	Eileen Bevans-Franks	e.bevans@loma.k12.ca.us	(408) 353-1101
Los Altos	Erin Green	egreen@lasdschools.org	(650) 947-1187
Los Gatos	Alex Chapman	achapman@lgsuhsd.org	(408) 354-2730 Ext. 360

Los Gatos-Saratoga Joint Union High	Paula Wessels	pwessels@lgsuhd.org	(408) 354-2520 Ext. 239
Luther Burbank	Jesus Angulo	angulo@lbsd.k12.ca.us	(408) 295-2450
Milpitas	Henry Robinson	robinsonhl@earthlink.net	(408) 593-4913
Moreland	Sue Winklebleck	swinklebleck@moreland.org	(408) 874-2951
Morgan Hill	Linda Row	rowl@mhusd.org	(408) 201-6030 Ext. 51068
Mt. Pleasant	Laurie Akin	lakin@mpesd.org	(408) 223-3745
Mountain View	Nubia Avina	navina@mvwsd.org	(650) 526-3500
Mountain View-Los Altos Union	Teri Faught	teri.faught@mvla.net	(650) 940-4606
Oak Grove	Raji Musinipally	rmusinipally@ogsd.net	(408) 227-8300 Ext. 100263
Orchard Elementary	Megan Jalali	mjalali@orchardsd.org	(408) 944-0388 Ext. 102
Palo Alto	Lisette Moore-Guerra	lmoore-guerra@pausd.org	(650) 329-3700
San Jose Unified	Robert Beltran	rbeltran@sjusd.org	(408) 535-6516 Ext. 13217
Santa Clara County Office of Education	Norma Bayless	Norma_bayless@sccoe.org	(408) 573-3214
Santa Clara Unified	Ben Gonzales	bgonzales@scusd.net	(408) 423-2000 Ext. 2115
Saratoga Union	Roberta Zarea	rzarea@saratogausd.org	(408) 867-3424 Ext. 206
Sunnyvale Elementary	Tasha Dean	Tasha.dean@sesd.net	(408) 522-8200 Ext. 1012
Union	Linda Haines	hainesl@unionsd.org	(408) 558-4236
Rocketship	Sara Escamilla	sescamilla@rsed.org	(408) 866-2607

SECTION 14

DEFINITIONS, LAWS AND STATUTES

The following are some of the laws relating to child abuse. An understanding of these code sections is essential to effectively and efficiently handle child abuse situations.

I. APPLICABLE LAWS

The following code sections are listed in alphabetical order.

A. Penal Code Sections.

Abandonment in Certain Circumstances, Decriminalization	271.5
Adult Stranger 21 Years or Older Who Contacts or Communicates With a Child 12 Years or Younger for Purpose of Luring	272(b)(1)
Aggravated Sexual Assault of Child	269
Annoy/Molest a Child, Misdemeanor/Felony	647.6
Assault with Intent to Commit	220
Child Abuse/Neglect	273a
Child Exploitation	311
Child Abduction, Definition	277
Child Abduction, Punishment	278
Child Abduction, Inapplicability ("Good Cause Exception")	278.7
Child Abduction, Law Enforcement Protective Custody	279.6
Closed Circuit 2-Way TV	1347
Continuous Sexual Abuse	288.5
Cruel or Inhuman Corporal Punishment	273(d)
DA & Court Shall Act to Prevent Psychological Harm to a Child	288(d)
Exclusion of Public	868.7
Forms	11168
Good Samaritan Law	152.3
Great Bodily Injury/Child Under 5	12022.7(d)
Incest	285
Lewd Act on Child	288
Lewd Act on Child with Force, Violence, Duress, etc.	288(b)(1)
Lewd Act on a Child Under 10 – Sexual Intercourse or Sodomy	288.7
Murder	187
No Psychological Exam to Determine Credibility	1112
Oral Copulation	288a
Postpone Preliminary Exam, Child Under 10 Years	861.5
Penetration by Foreign Object	289
Permits Oral/Written Information on Abuse to go to Law Enforcement Investigator	11167(b)

Permits Police Officer to Apply to Magistrate For Order Directing X-Rays	11171.5
Without Parent Consent	
Presence of Support Person(s)	868.5
Protect Minor Witness from Intimidation, Recesses, Remove Robes	868.8
Restructure Courtroom, Limit Testimony to School Hours	
Protection for Mandated Reporters	11172(b)
Rape	261
Reporting Law	11165
Sodomy	286
Special Room for Minors	868.6
Videotaping of Preliminary Hearing	1346

B. Welfare and Institution Code Sections.

Confidential Records; Disclosure	830
Counsel for Parent, Consent for Minor	317
County Counsel or District Attorney	318.5
Court Control Juvenile Court Proceedings; Testify in Chambers	350
Custody by Law Enforcement	305
Custody by Social Services Worker	306
Dependency Status	300
Duty of Social Worker	328
Inspection of Petitions and Reports	827
Petition, Notice	311
Pre-Petition Custody	313

C. Health and Safety Code Section.

Terms of Legal Infant Surrender	1255.7
---------------------------------	--------

ADDENDA

Medical Examination Referral

10 Step Interviewing Process

Children's Advocacy Center Case Criteria

Appendix 4

Examination Referral and Timing

IMPORTANT DEFINITIONS

Suspected victim of sexual abuse

A suspected victim of sexual abuse may be identified by the following criteria:

1. Disclosure of abuse
2. Witness of abuse by an adult or child
3. Exposure to high-risk offender (i.e. adult in possession of child pornography, sibling/household contact of a child victim)

TABLE 2: TIMING OF MEDICAL EXAMINATIONS¹

	Timing of Exam	Medical Indications
Indications for emergency evaluation	Exam scheduled without delay	<ul style="list-style-type: none"> • Medical, psychological or safety concerns such as acute pain or bleeding, suicidal ideation, or suspected human trafficking • Alleged assault that may have occurred within the previous 72 hours (or other state-mandated time interval) necessitating collection of trace evidence for later forensic analysis • Need for emergency contraception • Need for post-exposure prophylaxis (PEP) for STIs including Human Immunodeficiency Virus (HIV)
Indications for urgent evaluation	Exam scheduled as soon as possible with qualified provider	<ul style="list-style-type: none"> • Suspected or reported sexual contact occurring within the previous 2 weeks, without emergency medical, psychological or safety needs identified
Indications for non-urgent evaluation	Exam scheduled at convenience of family and provider but ideally within 1-2 weeks	<ul style="list-style-type: none"> • Disclosure of abuse by child, sexualized behaviors, sexual abuse suspected by MDT, or family concern for sexual abuse, but contact occurred more than 2 weeks prior without emergency medical, psychological or safety needs identified

¹ Adams JA, Kellogg ND, Farst KJ, Harper NS, Palusci VJ, Frasier LD, Levitt CJ, Shapiro RA, Moles RL, Starling SP, Updated Guidelines for the Medical Assessment and Care of Children Who May Have Been Sexually Abused, *Journal of Pediatric and Adolescent Gynecology* (2015), doi: 10.1016/j.jpag.2015.01.007.

	Timing of Exam	Medical Indications
Indications for follow-up evaluation	As determined by qualified provider	<ul style="list-style-type: none">Findings on the initial examination are unclear or questionable necessitating reevaluationDocumentation of healing/resolution of acute findingsConfirmation of initial examination findings, when initial examination was performed by an examiner who had conducted fewer than 100 such evaluationsFurther testing or treatment for STIs

THE 5 P’S

Other indications for medical evaluation even if outside of the DNA collection window

1. Pain/bleeding with/after contact
2. Potential for STI’s due to nature of contact
 - A. Many STI’s do not cause symptoms
3. Perpetrator exposed
 - A. Sibling/household contacts of the alleged offender
4. Pornography (child) use by caregiver/household contact
5. Patient/parent concern
 - A. Patients often have distorted thoughts of body due to perpetrator manipulation
 - B. Initial partial disclosures are common



University of Southern California Law

From the Selected Works of Thomas D. Lyon

2021

9. Lyon, T.D. (2021) Ten Step Investigative Interview (3.0)

Thomas D. Lyon, *University of Southern California Law School*



Available at: <https://works.bepress.com/thomaslyon/184/>

Ten Step Investigative Interview

Thomas D. Lyon, J.D., Ph.D. tlyon@law.usc.edu © 2021 (Version 3)

(Adaptation of the NICHD Investigative Interview Protocol)

A. INSTRUCTIONS

1. DON'T KNOW instruction

If I ask you a question and you don't know the answer, then just say, "I don't know."

So if I ask you "What is MY DOG'S name?" what do you say?

OK, because you don't know.

But what if I ask you "Do YOU have a dog?"

OK, because you do know.

2. DON'T UNDERSTAND instruction

If I ask you a question and you don't know what I MEAN or what I'm SAYING, you can say, "I don't know what you mean." I will ask it a DIFFERENT way.

So if I ask you "Where is your PATELLA?" what do you say?

That's because "patella" is a hard word. So I would say, "Where is your KNEE?"

3. YOU'RE WRONG instruction

Sometimes I make mistakes or say the wrong thing. When I do, you can tell me that I am wrong.

So if I say, "You are THIRTY years old," what do you say?

OK, so how old are you?

4. IGNORANT INTERVIEWER instruction

I don't know what's happened to you.

I won't be able to tell you the answers to my questions.

5. PROMISE TO TELL THE TRUTH

It's really important that you tell me the truth.

Do you PROMISE that you WILL tell me the truth?

B. NARRATIVE PRACTICE & RAPPORT-BUILDING

6. PRACTICE NARRATIVES

Follow-up answers with NEXT and MORE invitations: "you said [X]; what happened NEXT" and you said [X]; tell me MORE about [X]"

a. LIKE TO DO/DON'T LIKE TO DO

First, I'd like you to tell me about things you LIKE to do.

Pick an action-oriented activity the child mentioned and follow up with "You said you like to [activity]. Tell me EVERYTHING that happened the last time you [activity]."

e.g., "You said you like to play soccer. Tell me everything that happened the last you played soccer."

Now tell me about the things you DON'T LIKE to do.

Follow up with "You said you don't like to [activity]. Tell me EVERYTHING that happened the last time you [activity]."

b. LAST BIRTHDAY

Now tell me about your last birthday. Tell me EVERYTHING that happened.

Ten Step Investigative Interview (con't.)

C. ALLEGATION PHASE

7. ALLEGATION

(If child discloses abuse, go directly to ALLEGATION FOLLOW UP. Determine IN ADVANCE which allegation questions you will ask.)

- a. **Tell me why I came to talk to you.**
Or, Tell me why you came to talk to me.
It's really important for me to know why I came to talk to you/you came to talk to me.
- b. **I heard you saw**
e.g., "I heard you saw a policeman last week. Tell me what you talked about."
- c. **Someone's worried**
e.g., "I heard the policeman is worried that something may have happened to you? Tell me what he is worried about."
- d. **Someone bothered you**
e.g., "I heard that someone might have bothered you. Tell me everything about that."
- e. **Something wasn't right**
e.g., "I heard that someone may have done something to you that wasn't right.
Tell me everything about that."

8. ALLEGATION FOLLOW UP

You said that [repeat allegation verbatim]. Tell me everything that happened.

e.g., "You said that Uncle Bill hurt your pee-pee. Tell me everything that happened."

9. Follow up with invitations: NEXT, MORE, HAPPENED

NEXT: "You said [X]; what happened NEXT"

MORE: "You said [X]; tell me MORE about [X]"

HAPPENED: e.g. "What was the FIRST thing that HAPPENED?" "Tell me everything that HAPPENED in the [room mentioned by child]."

EXHAUST INVITATIONS before moving to Wh-

Avoid yes/no and forced-choice questions.

10. MULTIPLE INCIDENTS

Tell me everything that HAPPENED the LAST time...

Tell me everything that HAPPENED the FIRST time...

Tell me everything that HAPPENED the time you REMEMBER the MOST...

Tell me everything that HAPPENED the WORST time...

Tell me everything that HAPPENED a DIFFERENT time...

Did (repeat allegation) happen ONE time or MORE than one time?

Only ask this question if you are unclear if the child is talking about multiple incidents

ADDENDUM

Children's Advocacy Center Case Criteria:

CAC Case Acceptance Criteria

- All felony cases in which a minor (under age 18) is identified as a suspected victim of felony child sexual abuse, sexual assault, and sexual abuse cases.
- Other cases involving allegations of misdemeanor sexual abuse (e.g., Penal Code section 647.6, suspicious circumstances, etc.) or misdemeanor sexual assault, human trafficking/Commercial Sexual Exploitation of Children/At-Risk of Commercial Sexual Exploitation of Children, felony or misdemeanor Physical Abuse or Witness to Violence *are strongly encouraged for referral* to the CAC.