

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division POLICY & PROCEDURE	Original Date Issued: 03/01/2016	Reviewed: 06/24/2016 By: KP Last Revision:	Section: ADMINISTRATION	Policy No: 032	Pages: 1 of 1
<input checked="" type="checkbox"/> Delinquency and Court Services Division <input checked="" type="checkbox"/> Detention Center Children's Court Services Network Purchase of Service Agencies	Effective Date: 07/01/2016	Subject: Employee Arrest, Citation and/or Department of Children and Families Notification Requirement			

I. Policy

It is the policy of Delinquency and Court Services Division (DCSD) to retain staff that demonstrate skill, knowledge and conduct that are consistent with the overall mission of Milwaukee County. In doing so, it is essential that DCSD maintain knowledge in a timely and sufficient manner with regard to any conduct outside of the workplace that can directly impact the ability of said employee to provide safe and suitable services to the clients and stakeholders serviced by DCSD.

II. Scope

This policy applies to any employee that meet the following circumstances and/or criteria:

- A. An employee that has been arrested by a law enforcement agency,
- B. An employee that receives a citation from a law enforcement agency,
- C. An employee that has an open referral/case with the Division of Milwaukee Child Protection Services (DMCPS),
- D. An employee that has a youth and/or immediate family member within their household involved with DCSD.

III. Procedure

Any employee that falls within the scope identified above shall report this information to their direct supervisor or designee in writing via email within twenty-four (24) business hours of the occurrence.

- A. The supervisor will inform the DCSD Administrator of any occurrence.
- B. The Administrator shall examine the nature of the offense.
- C. The employee shall keep the Administrator informed throughout the court process, if applicable. Upon acquittal, conviction, and/or sentencing of employee, the Administrator shall review the case and determine if internal disciplinary action is necessary.
- D. Employees shall be notified of the results of the Administrator's examination in writing within 21 days of the decision.
- E. Failure to report an arrest and/or citation or any information required by item II. of this policy may result in disciplinary action.
- F. This policy will be considered for revision at minimum every 5 years or at the discretion of the Division Administrator.

Reviewed & Approved By: 
Mark Mertens, Division Administrator