

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division Policy & Procedure	Date Issued: 2/01/2014	Reviewed: 8/12/2013 By: MG Last Revision:	Section: ADMINISTRATION	Policy No: 011	Pages: 1 of 1
<input checked="" type="checkbox"/> Delinquency and Court Services Division <input checked="" type="checkbox"/> Children's Court Services Network <input checked="" type="checkbox"/> Purchase of Service Agencies	Effective Date: 03/01/2014	Subject: <h2 style="text-align: center;">Mandatory Reporting</h2>			

I. POLICY

According to Wisconsin Statute [48.981\(2\)](#), if Human Service Workers/Supervisors have reasonable cause to suspect (*either through observation, child's self report or other parties' report*) that a child seen by the person in the course of professional duties has been abused or neglected, has been threatened with abuse or neglect and that abuse or neglect of the child will occur, shall report that immediately to the Bureau of Milwaukee Child Welfare (*see Attachment 1 – Mandatory Reporting of Child Abuse & Neglect and Attachment 2 – Wis. Statute 48.981(2)(a)(2m)(2r) Children's Code*).

II. PROCEDURE

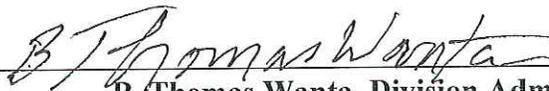
A. The Human Services Worker should inform youth and families at the first time meeting with them that they are mandatory reporters.

B. The Human Service Worker **must report suspected, reported or observed neglect and/or physical, sexual and emotional abuse by calling 220-SAFE (7233), as well as the police when necessary, and be prepared to make a full report – this may take up to 15-20 minutes for the BMCW to gather all required information.**

C. The Human Service Worker must report suspected, reported or observed abuse that occurs in any setting (i.e., home, foster care, group care, residential, school or community) even if that facility/agency indicates they have reported the incident or are investigating it.

D. The Human Service Worker must complete and submit a Critical Incident Report form, as well as a Case Note and include their direct supervisor in the process.

Reviewed & Approved By: _____



B. Thomas Wanta, Division Administrator