



FROSTBURG CITY POLICE DEPARTMENT

37 BROADWAY, FROSTBURG, MD 21532 • 301-689-3000 (P) 301-687-0642 (F)

Child Protective Services Notifications

I. Purpose:

The purpose of this policy is to provide directives about notifications and follow-ups pertaining to suspected Child Abuse and Neglect.

II. Definitions:

- A. **“Child Abuse”** means (i) the physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed by: a parent; a household member or family member; a person who has permanent or temporary care or custody of the child; a person who has responsibility for supervision of the child; or a person who, because of the person's position or occupation, exercises authority over the child; or (ii) sexual abuse of a child, whether physical injuries are sustained or not. “Child Abuse” does not include the physical injury of a child by accidental means. Md. Code Ann., Fam. Law § 5-704(b)(1).
- B. **“Child Protective Services” (“CPS”)** means the unit of the Maryland Department of Social Services responsible for the investigation of child abuse and neglect.
- C. **“Department”** means the Police Department of the City of Frostburg.
- D. **“Minor” or “Child”** means an individual under the age of 18.
- E. **“Neglect”** means the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate: (1) that the child's health or welfare is harmed or placed at substantial risk of harm; or (2) mental injury to the child or a substantial risk of mental injury. Md. Code Ann., Fam. Law § 5-704(s).
- F. **“Officer” means** a sworn Police Officer of the Department.

III. Policy:

- A. It is the policy of the Department that Officers will make notifications and arrange follow-ups on suspected Child Abuse and Neglect matters as described in the procedures below.



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IV. Procedure:

A. CPS Notifications. When an Officer has reason to believe that a Child has been subject to Child Abuse or Neglect, the Officer shall:

1. Notify CPS as soon as possible by phone; **and**
2. Send a written report to CPS no later than the end of the Officer's shift or assignment and under no circumstances later than 48 hours after the incident.
 - a. The Officer's report will be completed in the Police Reporting System ("PRS") and faxed to CPS or e-mailed to adultandchildservices.allegany@maryland.gov.

Comment 1: Investigations of child abuse are the joint responsibility of law enforcement officers and Child Protective Services. This section is intended to satisfy the notification requirements under Md. Code Ann., Fam. Law § 5-704, and other law and agreement. The Department maintains an operational Memorandum of Understanding with CPS.

Comment 2: Under Md. Code Ann., Fam. Law § 5-704(b)(1)(ii)(2), Officers are here also required to send a written report to the State's Attorney. The Allegany County State's Attorney's Office has access to the Police Reporting System ("PRS"), and the completion of the Officer's report in the PRS system satisfies this reporting requirement.

B. Assistance to CPS. When requested, Officers shall accompany a CPS representative to contact a person of interest to a case, whether referred by the Department or not, and whether a Minor or not. The Department supervisor shall coordinate Officer assignments.

C. Follow-Up Investigations. Officers will notify the Combined County Criminal Investigation Unit ("C3I") to review Child Abuse and criminal Child Neglect cases.

1. If C3I declines to conduct a follow-up investigation, the Department Officer assigned will follow-up in collaboration with CPS and the State's Attorney's Office ("SAO").
2. Upon completing an investigation into Child Abuse or Neglect, the Officer should consult with the SAO and review the case prior to its final disposition.