Minnesota Department of Corrections

Policy:	**302.120**	**Title: Reporting Maltreatment of Minors**
Issue Date:	**3/3/15**	
Effective Date:	**3/17/15**	

AUTHORITY: Minn. Stat. §626.556

PURPOSE: To provide a procedure in reporting abuse or neglect of minors to law enforcement or social service agencies.

APPLICABILITY: Minnesota Department of Corrections (DOC); field services and minors visiting correctional facilities

POLICY: The department must immediately report any suspected neglect or abuse of minors to the appropriate authorities.

DEFINITIONS:
Abuse – includes sexual and physical abuse as defined in Minn. Stat. § 626.556, subd. 2 (d) and (g), respectively.

Neglect – as defined in Minn. Stat. § 626.556, subd. 2(f).

PROCEDURES:

A. Correctional facilities

1. Department professional staff, who have a statutory individual responsibility to report child abuse, must document in an incident report whenever he/she reports suspected child abuse to community authorities.

2. All other department employees must immediately notify the watch commander and write an incident report if a minor is suspected of being neglected or abused. The incident report must include the reasons for suspicion of abuse or neglect.

3. The watch commander reviews the employee's concern to determine whether reporting is appropriate. The watch commander calls the local county child-family services or local law enforcement and follows their instructions. The child-family services or local law enforcement may require a written report within 72 hours.

4. The watch commander must complete an incident report detailing the telephone call or contact with child-family services or the local law enforcement.

B. Field services agents and licensed professionals- agents suspecting abuse or neglect of a minor must notify the appropriate social service authority.

INTERNAL CONTROLS:

A. Incident reports documenting suspected child abuse and/or neglect, and the report to child-family or local law enforcement, are retained at the site/location of the incident.

REVIEW: Annually

REFERENCES: Minn. Stat. §§609.341; 609.342; 609.343; 609.344; 609.345; 609.321 through 609.324; 617.246; 253B.02; and 245.825

SUPERSESSION: Policy 301.120, "Reporting Maltreatment of Minors," 2/18/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

/s/
Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services