



# POLICY & PROCEDURS

## HOLMEN POLICE DEPARTMENT

SUBJECT: **CONFIDENTIALITY OF CHILD ABUSE CASES** NUMBER: 2.1

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 02/18/2017

### POLICY

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In order to ensure the confidentiality of the identity of reporters of abuse or possible abuse or neglect or possible neglect and to ensure compliance with Wisconsin State Statute 48.981, the dissemination of information in reports will be done as follows.

### PROCEDURE

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The author of any report which contains any information that is required by law to remain confidential shall upon completion of the report, make a copy of the original and on the copy shall "black out" the area or information which is required to remain confidential. The blacked out copy will be the source of information for any lawful request for copies of reports. The only persons that may be provided with copies of the original report will be law enforcement, district attorney and department of social services personnel who have substantiated a need for the information. *The subjects of the report (which include the parent, child, or perpetrator) shall only be provided with the "blacked out" copy.* Information regarding the reporter which is confidential by law and which must be "blacked out" along with victim(s), parent, perpetrator, includes the following:

1. the name
2. the age, gender or race
3. the address
4. the telephone number
5. the relationship and length of relationship between the reporter and: the child, the child's family or the perpetrator
6. the location (such as: place of employment, school city or area of the city)

Any other persons authorized under Wisconsin State Statute 48.981(7) who request copies of reports must be approved by the Chief or Lieutenant.

### DISCLAIMER

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This policy is for internal use only and doesn't enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care, with respect to third party claims. Violations of this policy may form the basis for departmental administrative action, but it is not intended for use in civil or criminal cases.

Chief of Police  
Shane Collins