



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Cross Reporting with Child Protective Services	Effective Date: June 28, 2016	Policy Number: 7.25
Accreditation Reference: 2.2.3	Review Date: June 28, 2019	Supercedes: May 8, 2013
Attachments:	L. Shane Nelson, Sheriff	

I. PURPOSE

The purpose of the cross report is to share reports of alleged child abuse between The Deschutes County Sheriff's Office and The Department of Human Services, Child Protective Services.

II. POLICY

The Deschutes County Sheriff's Office and the Department of Human Services (DHS) are required by ORS 419B.015 to notify each other when a report of child abuse, as defined in ORS 419B.005, is received. This process is known as cross reporting and the notification is called a "cross report."

III. PROCEDURE

The following explains when and how a report of child abuse is processed by this agency:

- A. When a report of child abuse is received, the deputy must cross report to the local DHS office in the county where the report was made. The cross report must be made:
 1. *Immediately*: If a joint immediate response is required, an immediate verbal report shall be made to DHS.
 2. *Next Business Day*: All other reports of child abuse must be made no later than the end of the next business day after receiving the report. This report can be made verbally, electronically, or be hand-delivered.
- B. A cross report from The Deschutes County Sheriff's Office must include the information provided by the person making the child abuse report. The report shall include the name and contact information for the investigating deputy and shall include as much of the following information as possible:
 1. The name of and contact information for the confidential reporter;
 2. The names and addresses of the child;
 3. The names and addresses of the child's parent or caregiver;
 4. The child's age;
 5. The nature and extent of the abuse;
 6. Any evidence of previous abuse;
 7. The explanation given for the abuse;
 8. Where the abuse occurred; and

9. The identity and whereabouts of the alleged abuser.

Any other information provided by the person making the report that would be helpful in establishing the cause of the abuse and the identity and whereabouts of the alleged abuser.

- C. A Deschutes County Sheriff's Office Child Abuse Reporting Form is available on the computerized shared server. This form is available to assist members with providing DHS the necessary information within the required time frame. This form should be as complete as possible with the appropriate transmission method, date, and time noted. A copy of this form shall be scanned with the incident or case report.