



## DRUG ENDANGERED CHILDREN PROTOCOL / CHECK-LIST

Location	Responsible Agency	Procedure	Timeline	Reporting Form
Anywhere in Wisconsin	Whoever receives a report of a child(ren) at risk in a drug endangered environment	Contact ICW/ Child Protective Services and appropriate Law Enforcement Agency	ASAP	
Law Enforcement Agency	Drug Investigator/LE Officer/ICW/CPS	Hold a briefing to discuss an intervention. Exchange Information.	As time allows/or communicate information as soon as possible	
LE Agency	Drug/LE Officer	Determine if a court order is needed and follow through on obtaining the proper order(s). (Search warrant, etc) Consult with prosecutor if needed or required.	Prior to intervention.	
LE Agency	Drug Investigator/LE Officer	Background persons of interest in this investigation. Obtain as much information as possible.	ASAP and if possible before intervention takes place.	
ICW/CPS Offices	ICW/CPS Intake	Conduct a records check; are the individuals /family known to ICW/CPS? Are there appropriate relatives? Will there be a foster home available if placement is needed?	After information is received and before the intervention takes place.	
Suspected Drug Endangered Environment	LE Officers/ ICW/CPS	Locate the children, assess immediate medical needs. Request medical assistance for immediate medical needs of the children. Assess the drug endangered environment.	ASAP	
Suspected Drug Endangered Environment	LE Officers/ ICW/CPS	Ensure the safety of the children while at the location. Separate the children from the suspects, if possible, and keep them out of the view of the suspects.	Ongoing	



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Suspected Drug Endangered Environment	LE Officers/ ICW/CPS	Ensure photographs are taken. Photograph overview of the location/specific items or areas that endanger the children. ICW/CPS should focus on the abuse/neglect aspects.	As the investigation progresses	
Suspected Drug Endangered Environment	Drug Investigator or LE Officers/ ICW/CPS	Identify caretakers and parents. Identify children, witnesses, and suspects. Obtain full names, DOB's, addresses and telephone numbers.	As the on scene investigation progresses.	
Suspected Drug Endangered Environment	ICW/CPS/ LE may assist	Decide if a Temporary Physical Custody (TPC) is warranted.	As soon as appropriate.	
Suspected Drug Endangered Environment	ICW/CPS / Assistance from LE as needed	Determine if medical evaluation is needed. Have the <u>caretaker/parent sign medical releases for the children if possible.</u>	As the investigation progresses.	
Suspected Drug Endangered Environment	ICW/CPS	Prepare children for the medical evaluation and transport to that evaluation. (Need for decontamination is determined by law enforcement. Call the local Hospital and notify them that you are enroute.	As the investigation progresses	
Local Hospital Emergency Room	ICW/CPS Worker and a relative of the child, if available.	CPS worker to ensure medical protocol is followed (when applicable). Full exam for indications of abuse and/or neglect. Urine analysis or blood analysis with results being provided to the ICW/CPS. Ensure that the medical personnel are aware of the circumstances in which the child was found.	As soon as possible and within two (2) hours if at all possible.	



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Hospital or other secure location nearby.	LE Officer and ICW/CPS worker	Conduct an interview of the child. A forensic interview if possible. Include: Children's knowledge of the drug use, trafficking and manufacturing. Their living area in relation to the above items. Physical or Sexual abuse. Medical problems and school attendance. Child's height and reach should be measured in correlation to dangerous items in their living area.	As soon as possible as the investigation progresses.	
Children's location	ICW/CPS Worker	Identify placement options in accordance with State Statutes, ICWA and county policies if warranted (notice to parent/ Caretaker if TPC is executed).	As soon as appropriate.	
Children's location	ICW/CPS Worker	If required for evidentiary purposes (determined by LE and ICW/CPS), remove children's clothing and place in a brown paper bag and provide to LE/Drug Investigator. As soon as possible (evidence has been collected) bath and provide the child with clothing.	As soon as determined the items have evidentiary value.	
Suspected Drug Endangered Environment	Drug or LE Officers/ ICW/ CPS Worker	Complete on-site investigation. Diagram the site and measure rooms if applicable. Note what dangers and hazards the children are exposed to including number and locations of guns and other weapons. Identify if children had access to drugs or access to where drug activities occurred. Photograph and/or measure the children's belongings in proximity to the hazards.	Ongoing as the investigation progresses.	



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Suspected Drug Endangered Environment or Jail facility	Drug Investigator/LE Officer and ICW/CPS Worker	Interview parents/caretakers for drug and child endangerment issues.	As the investigation progresses.	
ICW/CPS Office	ICW/CPS Unit	Assign an on-going ICW/CPS worker.	As soon as appropriate	
ICW/CPS Office	ICW/CPS Worker	Make appropriate referrals (medical, mental health, AODA, etc) for the child and family members.	As appropriate	
LE Agency	Drug/LE Officers and ICW/CPS Workers	Attend follow-up or debriefing session with DEC professionals involved in the case.	When personnel available.	
ICW/CPS Office	ICW/CPS Worker	Complete child abuse and/or neglect assessment. Coordinate and share information with LE.	As the investigation progresses.	
ICW/CPS Office	ICW/CPS Worker	Decide how best to work with the family including initiating a CHIPS petition if warranted. With a future focus of reunification.	As the investigation progresses.	
ICW/CPS Office	ICW/CPS Worker	Ensure follow-up medical appointments for the children are made and results are forward to ICW/CPS.	As required.	
Court	ICW/CPS/LE Officer(s)	Participate and attend all court hearings relative to a CHIPS or criminal proceeding as requested or required.	As required.	