

**GENERAL ORDERS MANUAL
WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY**

I. PURPOSE

The purpose of this general order is to provide guidelines for the investigation of child abuse and child neglect complaints. The law covering these types of cases is called the Child Protection Law and is found in MCLA 722.621 - 722.638.

II. DEFINITIONS

CHILD - a person under 18 years of age.

CHILD ABUSE - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.

CHILD NEGLECT - harm or threatened harm to a child's health or welfare by a person responsible for the child's health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

III. PROVISIONS OF THE LAW

- A. Law enforcement officers, along with many other professionals who come in contact with children, are required to make an oral report immediately to the Michigan Department of Health & Human Services (MDHHS) Division of Child Protective Services when they have reasonable cause to suspect child abuse or child neglect. They are also required to file a written report immediately.
- B. Any person, including a child, who has reasonable cause to suspect child abuse or child neglect may report the matter to Child Protective Services or a law enforcement agency. The identity of a reporting person shall be confidential subject to disclosure only with the consent of that person or by judicial process.
- C. Child Protective Services is required to make an investigation within 24 hours of receiving a report of a child abuse or neglect. In conducting its investigation, Child Protective Services may seek the assistance of law enforcement officials.
- D. A person required to report an instance of suspected child abuse or neglect who fails to do so is civilly liable for the damages proximately caused by the failure to report (this includes police officers).
- E. A person required to report an instance of suspected child abuse or neglect who knowingly fails to do so is guilty of a misdemeanor (this includes police officers).

IV. PROCEDURES

- A. When a suspected child abuse or neglect is reported to our department, a thorough investigation shall be made. The CAD entry shall NOT contain the name of the person reporting the case in order to maintain confidentiality.
- B. If, after investigation, it is determined that child abuse or neglect exist, the officer shall immediately telephone the Child Protective Services (CPS) of MDHHS at the centralized intake number of (855) 444-3911. If asked for a code, enter 911 and your call will then be placed at the front of the queue. Depending on the criticality of the situation, the CPS investigator may respond immediately to the scene or simply provide the instructions as to what to do with the victim.
- C. Officers may also report the abuse or neglect through the Michigan Online Reporting System (MORS), MiLogin. Must register for an account to submit a report online at https://newmibridges.michigan.gov/s/isd-partnershiplanding?language=en_US
- D. If abuse or neglect is reported through MORS, notification should not be made by telephone to the centralized intake. This automatically occurs when the online report is done.

V. REPORTS

- A. Officers assigned to investigate child abuse or neglect shall complete a regular police report (RMS) and fill out a DHS 3200 (Report of Actual or Suspected Child Abuse or Neglect). A DHS-3200 is not required if MORS is utilized. The appropriate copies of this report along with a copy of the complete police investigation report shall be immediately sent by facsimile to: (616) 977-1158, (616) 977-1154, (616) 977-8900, or (616) 977-8050.
- B. If the police investigation report and DHS-3200 form may not be faxed to the above telephone numbers, documents should be mailed to:
Centralized Intake for Abuse & Neglect
5321 28th Street Court, SE
Grand Rapids, MI 49546

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Issued by



Scott Merlo
Director of Public Safety