PREFACE

Pioneers in the field of child physical abuse and neglect began in the field of medicine. They were subsequently joined by the disciplines of social work, nursing, law enforcement, psychology, psychiatry, and child development.

The history of this intervention movement is characterized by peaks and plateaus as the larger community assimilated new developments lead by the pioneering disciplines. Medicine began the movement with published observations by a pediatric radiologist, Dr. John Caffey, in the 1940’s. Dr. Henry Kempe, a pediatrician, galvanized the movement by establishing the concept of the “battered child syndrome” in 1962. He took his concerns to Congress and by 1965, most states had enacted child abuse reporting laws.

Issuance of the CalOES 2-900 Medical Report for Suspected Child Physical Abuse and Neglect Examinations and Protocol takes the field to a new level. In 2002, the California Legislature and Governor declared that adequate protection of victims of child physical abuse and neglect has been hampered by the lack of consistent and comprehensive medical examinations. The Legislature enacted and the Governor signed SB 580, Statutes of 2002 (Figueroa), into law to address this need by establishing a standardized medical report form and protocol.

Many deserve recognition for the vision captured in these documents. The Children’s Justice Act Task Force recommended the allocation of funds to accomplish this project; the Child Physical Abuse and Neglect Advisory Committee contributed wisdom, consultation, and guidance; and, the California Clinical Forensic Medical Training Center is commended for strong work, expertise, and dedication to the production of the form, instructions, and protocol. This collective effort moves the field forward on behalf of children.

The California Medical Protocol for Examination of Suspected Child Physical Abuse and Neglect Victims provides recommended methods for meeting the minimum legal standards established by Penal Code Section 11171 for performing medical examinations of physically abused and neglected children. This protocol contains the following information:

• Standard medical report form (CalOES 2-900) for documentation of findings from suspected child physical abuse and neglect examinations;
• Step-by-step procedures for conducting examinations opposite each page of the standard forms;
• Examination protocol for child physical abuse and neglect;
• Contextual information for performing examinations and implementing a multi-disciplinary team approach; and
• Relevant and expanded information on patient consent, mandatory reporting laws, financial compensation for examinations, crime victim compensation, and evidence collection and preservation.
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CHAPTER I
USE OF STANDARDIZED FORMS AND TRAINING

In 2002, the California Legislature enacted and the Governor signed SB 580 Statutes of 2002 (Figueroa) into law to amend the penal code pertaining to the performance of medical examinations for physically abused and neglected children. See Appendix A for a copy of this penal code section. The Legislature declared that:

• Adequate protection of victims of child physical abuse and neglect has been hampered by the lack of consistent and comprehensive medical examinations; and

• Enhancing examination procedures, documentation, and evidence collection relating to child abuse and neglect will improve the investigation of child abuse and neglect as well as other child protection efforts.

A. CHILD PHYSICAL ABUSE AND NEGLECT EXAMINATIONS
As a result, the Governor’s Office of Emergency Services issued effective January 1, 2004 the CalOES 2-900 Medical Report: Suspected Child Physical Abuse and Neglect Examination for recording the results of medical examinations.

<table>
<thead>
<tr>
<th>CalOES 2-900</th>
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<tr>
<td></td>
<td>• Suspected child physical abuse and neglect</td>
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<tr>
<td></td>
<td>• Examination of children and adolescents under age 18</td>
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B. CHILD SEXUAL ABUSE EXAMINATIONS
In 1984, the California Legislature enacted legislation to establish standardized procedures for the performance of child sexual abuse and sexual assault medical evidentiary examinations. California Penal Code Section 13823.5 requires the use of these standard forms for examinations of victims of child sexual abuse and adult and adolescent sexual assault.

Required Standard State Forms for Child Sexual Abuse and Sexual Assault Exams

<table>
<thead>
<tr>
<th>CalOES 923</th>
<th>Forensic Medical Report: Acute (&lt;72 hours) Adult/Adolescent Sexual Assault Examination</th>
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<tbody>
<tr>
<td>CalOES 925</td>
<td>Forensic Medical Report: Nonacute (&gt;72 hours) Child/Adolescent Sexual Abuse Examination</td>
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<tr>
<td>CalOES 930</td>
<td>Forensic Medical Report: Acute (&lt;72 hours) Child/Adolescent Sexual Abuse Examination</td>
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Recommended Standard State Form

<table>
<thead>
<tr>
<th>CalOES 950</th>
<th>Forensic Medical Report: Sexual Assault Suspect Examination</th>
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</table>
Key terms for Sexual Assault and Child Sexual Abuse Examinations
These terms are used to describe time frames. They are not intended to suggest that, after 72 hours, a complete examination should not be done. It is not uncommon to detect physical findings after 72 hours.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tr>
<td>Acute</td>
<td>Less than 72 hours have passed since the incident (&lt;72 hours)</td>
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<tr>
<td>Nonacute</td>
<td>More than 72 hours have passed since the incident (&gt;72 hours)</td>
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C. SUGGESTED USE OF THE STANDARD STATE FORMS: FOLLOW LOCAL POLICY

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<th>Form</th>
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<tr>
<td>CalOES 923</td>
<td>Forensic Medical Report: Acute (&lt;72 hours) Adult/Adolescent Sexual Assault Examination&lt;br&gt;• History of acute sexual assault (&lt;72 hours)&lt;br&gt;• Examination of adults (age 18 and over) and adolescents (ages 12-17)</td>
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<tr>
<td>CalOES 925</td>
<td>Forensic Medical Report: Nonacute (&gt;72 hours) Child/Adolescent Sexual Abuse Examination&lt;br&gt;• History of nonacute sexual abuse (&gt;72 hours)&lt;br&gt;• Examination of children and adolescents under age 18</td>
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<tr>
<td>CalOES 930</td>
<td>Forensic Medical Report: Acute (&lt;72 hours) Child/Adolescent Sexual Abuse Examination&lt;br&gt;• History of chronic sexual abuse (incest) and recent incident (&lt;72 hours)&lt;br&gt;• Examination of children and adolescents under age 18</td>
</tr>
<tr>
<td>CalOES 950</td>
<td>Forensic Medical Report: Sexual Assault Suspect Examination&lt;br&gt;• Examination of person(s) suspected of sexual assault or child sexual abuse</td>
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D. TRAINING
The California Clinical Forensic Medical Training Center (CCFMTC) was established by Penal Code Section 13823.93 and is grant funded to provide training for physicians and nurses on how to perform medical evidentiary examinations for victims of:

- Child physical abuse and neglect;
- Child sexual abuse;
- Sexual assault;
- Domestic violence; and
- Elder and dependent adult abuse and neglect.

Training is also provided to criminal justice and investigative social services personnel on the interpretation of medical findings for use in case investigations, prosecution, and for others involved in the evaluation of medical evidence. See Appendix B for information on how to contact the California Clinical Forensic Medical Training Center.

The California Clinical Forensic Medical Training Center developed the CalOES 2-900 form, instructions and examination protocol under an additional grant from the Governor’s Office of Criminal Justice Planning (now the California Office of Emergency Services).
CHAPTER II
MANDATORY REPORTING AND CONFIDENTIALITY OF REPORTS

A. MANDATORY REPORTING

The Child Abuse and Neglect Reporting Act is contained in Penal Code Section 11164-11174.4. The intent and purpose of the mandatory reporting law is to protect children from abuse and neglect. As used in this section, a child means a person under the age of 18.

1. Health practitioners are mandated reporters

There are 35 categories of professionals, paraprofessionals and employees of institutions, organizations, and commercial film and photographic print processing companies required to report suspected child abuse and neglect pursuant to Penal Code Section 11165.7. See Appendix C for a list of these categories.

Health practitioners are required to report known or suspected child abuse and neglect immediately by telephone and to submit a written report within 36 hours to a child protective agency.

• A health practitioner means a physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code (Penal Code Section 11165.7).

• Related categories include emergency medical technicians I or II, paramedics, or other persons certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code, a coroner, and a medical examiner.

• A child protective agency means a law enforcement agency, the county department of social services, or the county probation department.

• The obligation of mandated reporters to make a report to a child protective agency arises when they, in their professional capacity or within the scope of their employment, have knowledge of or observe a child who they know or reasonably suspect has been the victim of child abuse (Penal Code Section 11166).

• The term “reasonable suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate, on his or her training and
experience, to suspect child abuse and neglect. For the purpose of this article, the pregnancy of a minor does not, in and of itself, constitute a reason for a reasonable suspicion of child sexual abuse (Penal Code Section 11166).

- For purposes of this article, a positive toxicology screen at the time of the delivery of an infant is not in and of itself, a sufficient basis for reporting child abuse and neglect. However, any indication of maternal substance abuse shall lead to an assessment of the needs of the mother and child pursuant to Section 123605 of the Health and Safety Code. If other factors are present that indicate risk to a child, then a report shall be made. However, a report based on risk to a child which relates solely to the inability of the parent to provide the child with regular care due to the parent’s substance abuse shall be made only to a county welfare or probation department, and not to a law enforcement agency (Penal Code Section 11165.3).

- No supervisor or administrator may impede or inhibit these reporting duties and no person making such a report shall be subject to any sanction for making the report (Penal Code Section 11166).

2. Criminal penalties for failure to report child abuse or neglect
The failure of a mandated reporter to report known or suspected child abuse or neglect is punishable by a fine not to exceed $1,000, by imprisonment in the county jail for a period not to exceed six months, or both (Penal Code Section 11166).

3. Telephone and written report requirements (Penal Code Sections 11165-11168)
- Make an immediate telephone report to a child protective agency and include the following information:
  - Name of the person making the report;
  - Name of the child;
  - Present location of the child;
  - Nature and extent of the injury; and
  - Other information requested by the child protective agency.

- Submit a written report to a child protective agency within 36 hours, using the Suspected Child Abuse Report Form (DOJ SS 8572). See Appendix D for a copy of this form. See Appendix E for a list of Child Protective Services (CPS) agencies for every county in California to obtain information and training on the use of the form.

- When two or more persons, who are required to report, jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, the telephone report may be made by a member of the
team selected by mutual agreement and a single report may be made and
signed by the selected member of the reporting team. Any member who has
knowledge that the member designated to report has failed to do so shall
thereafter make the report (Penal Code Section 11166).

4. **Immunity from civil or criminal liability for complying with the child abuse
reporting law**

   • Health practitioners and others required to report known or suspected child
     abuse cannot be held civilly or criminally liable for any report required or
     authorized by the child abuse reporting law (Penal Code Section 11172).

   • Physicians and hospitals may be held liable for injuries sustained by a child for
     failure to diagnose and report child abuse to authorities resulting in the child
     being returned to the parents and receiving further injuries by them (Landeros v.
     Flood, (1926) 131 CAL. RPTER 69, 551 P.2d 389, 17 C.3d 399, 97 A.L.R. 3d
     324).

5. **Definitions of unfounded, substantiated, and inconclusive reports used by
child protective agencies (Penal Code Section 11165.12)**

   **Unfounded Report**
   Unfounded report means a report that is determined by the investigator who con-
   ducted the investigation to be false, to be inherently improbable, to involve an acci-
   dental injury, or not to constitute child abuse or neglect, as defined in Penal Code
   Section 11165.6.

   **Substantiated Report**
   Substantiated report means a report that is determined by the investigator who
   conducted the investigation, based upon some credible evidence, to constitute child
   abuse or neglect, as defined in Penal Code Section 11165.6.

   **Inconclusive Report**
   Inconclusive report means a report that is determined by the investigator who con-
   ducted the investigation not to be unfounded, but one in which the findings are
   inconclusive and there is insufficient evidence to determine whether child abuse or
   neglect, as defined in Section 11165.6, has occurred.

**B. CONFIDENTIALITY OF REPORTS**

1. **Confidentiality of suspected child abuse and neglect report forms**
   Written reports required by the child abuse reporting law are confidential and can
   only be released to agencies receiving or investigating mandated reports (law
   enforcement or child protective services); to the district attorney involved in a
criminal prosecution; counsel appointed pursuant to subdivision (c) of Section 317 of the Welfare and Institutions Code; county counsel; a county or state licensing agency when abuse or neglect in out-of-home care is reasonably suspected; coroners; medical examiners; and multi-disciplinary personnel teams as defined in Section 18951 of the Welfare and Institutions Code; Hospital SCAN Teams; and other specified institutional entities (Penal Code Section 11167.5). Any violation of confidentiality is punishable by up to six months in jail, by a fine of $500, or both (Penal Code Section 11167.5).

• Multi-disciplinary Team
Multi-disciplinary personnel, defined in Welfare and Institutions Code Section 18951, means any team of three or more persons who are trained in the prevention, identification, and treatment of child abuse and neglect cases and who are qualified to provide a broad range of services related to child abuse.

The team may include, but not be limited to:
- Psychiatrists, psychologists, or other trained counseling personnel;
- Police officers or other law enforcement agents;
- Medical personnel with sufficient training to provide health services;
- Social workers with experience or training in child abuse prevention; and
- Any public or private school teacher, administrative officer, supervisor of child welfare attendance, or certified pupil personnel employee.

• Hospital SCAN Team
A hospital SCAN (Suspected Child Abuse and Neglect) team means a team of three or more persons established by a hospital, or two or more hospitals in the same county, consisting of health care professionals and representatives of law enforcement and child protective services, the members of which are engaged in the identification of child abuse or neglect. The disclosure authorized by this section includes disclosure among all hospital SCAN teams (Penal Code Section 11167.5).

2. Release of medical reports of suspected child abuse and neglect
Medical report(s) are subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act (Penal Code 11164-11174.4 or privilege), the Medical Information Act (Civil Code Section 58 et seq.), the Physician-Patient Privilege (Evidence Code Section 990), and the Official Information Privilege (Evidence Code Section 1040). They can only be released to those involved in the investigation and prosecution of the case: a law enforcement officer, district attorney, city attorney, crime laboratory, child protective services social worker, a child abuse and neglect multi-disciplinary team member, county licensing agency, and coroner. Medical reports can only be released to the defense counsel through discovery of documents in the possession of a prosecuting agency or after the appropriate court process (i.e., judicial review and a court order).
CHAPTER III

CONSENT ISSUES

A. CHILDREN/MINORS

1. Suspected child abuse: non-consenting parents
   Parental consent is not required to examine, treat, or collect evidence for suspected child abuse. In the absence of parental consent or in the case of parental refusal, children must be taken into protective custody by a child protective agency (e.g., law enforcement agency or child protection services) to perform the examination. Follow local policy regarding placement of children in protective custody.

2. Photographs of injuries

   **Penal Code Section 11171.2**
   A physician, surgeon, or dentist or their agents and by their direction may take skeletal x-rays of the child without the consent of the child’s parent or guardian, but only for purposes of diagnosing the case as one of possible child abuse or neglect and determining the extent of the child abuse or neglect.

   **Penal Code Section 11171.5**
   If a peace officer, in the course of an investigation of child abuse or neglect, has reasonable cause to believe that the child has been the victim of physical abuse, the officer may apply to a magistrate for an order directing that the victim be x-rayed without parental consent. Any x-ray taken pursuant to this subdivision shall be administered by a physician, surgeon, or dentist or their agents.

   With respect to the cost of an x-ray taken by the county coroner or at the request of the county coroner in suspected child abuse or neglect cases, the county may charge the parent or legal guardian of the child-victim the costs incurred by the county for the x-ray.

   No person who administers an x-ray pursuant to this section shall be entitled to reimbursement from the county for an administrative cost that exceeds 5 percent of the cost of the x-ray.
B. MINORS DEFINED BY STATUTE AS 12 YEARS OF AGE OR OLDER

1. Consent to medical treatment
   • Minors may give consent to the provision of medical care related to the diagnosis or treatment of a sexual assault and the collection of evidence (Family Code Sections 6927 and 6928).
   • Minors may give consent to the provision of medical care related to the prevention or treatment of pregnancy (Family Code Section 6925).
   • Minors may give consent to the provision of medical care related to the diagnosis or treatment of sexually transmitted diseases (Family Code Section 6926).
   • Consent given by a minor is not subject to disaffirmance because of minority (Family Code Section 6921).

2. Consent to mental health treatment, residential shelter services, or drug and alcohol counseling services
   • Minors may consent to mental health treatment, counseling on an out-patient basis or residential shelter services if the minor, in the opinion of the attending professional person, is mature enough to participate intelligently in the outpatient services or residential shelter services; the minor would present danger of serious physical or mental health harm to self or to others without the mental health treatment or counseling or residential treatment services; or, is the alleged victim of incest or child abuse (Family Code Section 6924).
   • Minors may consent to medical care and counseling related to the diagnosis and treatment of a drug or alcohol related problem (Family Code Section 6929).
CHAPTER IV

REIMBURSEMENT FOR EXAMINATIONS

A. CHILD PHYSICAL ABUSE AND NEGLECT MEDICAL EXAMINATION REIMBURSEMENTS

In the majority of counties in California, charges for child physical abuse and neglect examinations are billed to Medi-Cal or to the patient’s private insurance. Standard diagnostic and procedural coding manuals are used to generate charges. For patients without insurance, or who are underinsured, reimbursement of charges may be obtained through California Victim Compensation and Government Claims Board. See Chapter V Crime Victim Compensation and Victim Assistance Programs.

Some counties have contracts with private hospitals for various medical services (e.g., indigent care) and include a provision for payment of these examinations if there is no public or private insurance reimbursement. Follow local policy.

A direction for the future to support the development of local medical experts in the evaluation of child physical abuse and neglect examinations is to develop a fee structure for rendering an expert opinion.

B. CHILD SEXUAL ABUSE AND SEXUAL ASSAULT MEDICAL EVIDENTIARY EXAMINATION REIMBURSEMENTS (PENAL CODE SECTION 13823.95)

No costs incurred by a qualified health care professional, hospital, or other emergency medical facility for the examination of a victim of a sexual assault or child sexual abuse, as described in the protocol developed pursuant to Penal Code Section 13823.5, when the examination is performed, pursuant to Sections 13823.5 and 13823.7, for the purposes of gathering evidence for possible prosecution, shall be charged directly or indirectly to the victim of the assault. These costs shall be treated as local costs and charged to the local governmental agency in whose jurisdiction the alleged offense was committed.

Charges for the forensic medical examination, not medical treatment, shall be submitted to the law enforcement agency requesting the examination. See California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims published by the Governor’s Office of Emergency Services (www.CalOES.ca.gov).
A. VICTIM COMPENSATION PROGRAM (VCP)

The Victim Compensation Program (VCP) can help victims of violent crime and their families deal with the emotional, physical, and financial aftermath of crime. Victims can apply for compensation by filing an application with the California Victim Compensation and Government Claims Board, which administers VCP.

1. Eligibility

   • A California resident or out-of-state resident injured in California who suffers physical injury and/or threat of physical injury, or death. Victims of sexual assault and child sexual abuse are presumed to have suffered physical injury;
   • A person who is physically injured or threatened with physical injury as a result of a crime or act of terrorism that occurred in the State of California;
   • A California resident or member of the military stationed in California who is a victim of a qualifying crime, wherever it occurs;
   • An eligible family member or other specified persons who were legally dependent on the victim;
   • A parent, sibling, spouse, or child of the victim;
   • The fiancé(e) of the victim at the time of the crime or another family member of the victim who witnessed the crime;
   • A grandparent or grandchild of the victim at the time of the crime, or a person living with the victim at the time of the crime, or who had previously lived with the victim for at least two years in a relationship similar to a parent, grandparent, spouse, sibling, child, or grandchild of the victim;
   • A minor who witnesses a crime of domestic violence or who resides in a home where domestic violence occurs;
   • Anyone who pays or assumes legal liability for a deceased victim’s medical, funeral, or burial expenses, or anyone who pays for the costs of crime scene clean-up for a homicide that occurred in a residence; and
   • A person who is the primary caretaker of a minor victim when treatment is rendered.

2. Expenses that are eligible for reimbursement

   • Medical and medical-related expenses for the victim, including dental expenses;
   • Outpatient mental health treatment or counseling;
   • Inpatient psychiatric hospitalization costs under dire or exceptional circumstances;
   • Funeral and burial expenses;
• Wage or income loss;
• Loss of financial support for legal dependents of a deceased or injured victim;
• Job retraining expenses;
• Relocation expenses up to $1000 per household;
• Home security installation or improvements up to $1000, if the crime occurred in the victim’s home;
• Crime scene clean-up to $1000, if the victim dies as a result of a crime in the residence; and
• Medically necessary renovation or retrofitting of a home or vehicle for a person permanently disabled as a result of the crime.

3. Reimbursable expenses
For crimes that occurred prior to January 1, 2001, the maximum amount that can be reimbursed is $46,000. For crimes that occurred after January 1, 2001, the maximum amount that can be reimbursed is $70,000. Expenses for psychological counseling are also reimbursable, but are generally limited to 40 sessions. Additional sessions may be authorized upon request.

4. Examples of eligible victims
• Child physical abuse victims
• Child sexual abuse victims
• Child endangerment or abandonment
• Domestic violence victims (e.g. spouses, cohabitants) including children in domestic violence households
• Stalking
• Elder and dependent adult abuse victims
• Sexual assault victims
• Survivors of homicide victims
• Assault and battery victims
• Robbery victims
• Hit and run victims
• Victims of acts of terrorism
• Victims of drivers under the influence of drugs and/or alcohol

5. Definition of a victim, injury, and derivative victims
• A victim is defined as a person who suffers injury or death as a direct result of a crime.

• An injury means either a physical injury or an emotional injury if the victim also suffered physical injury or threat of physical injury. Specified victims, including child victims of neglect and of most sex crimes, are presumed to have sustained physical injury.

• A derivative victim is defined as a person who has any of the following characteristics:
6. Requirements

- The crime must be reported to a law enforcement agency or to Child or Adult Protective Services. In some domestic violence cases, a restraining order may suffice.

- The victim must cooperate with law enforcement in the investigation and prosecution of any known suspect(s). If the victim is a child who has been confirmed as abused, the child may qualify with or without the child’s legal guardian’s cooperation with the authorities, or the identification or prosecution of any known suspects.

- The victim must not have knowingly and willingly participated in the commission of the crime or engaged in conduct that causes or leads to the crime. This provision does not apply to children.

- Victims (18 years or older at the time of the crime) must file an application with the State Victim Compensation Program within one year from the date of the crime. Victims (under 18 years of age at the time of the crime) must file the application before their 19th birthday. Late claims may be accepted if “good cause” is provided.

- Eligibility for program benefits will be limited if the victim/claimant was convicted of a felony committed on or after January 1, 1989, and has not been discharged from probation, parole, or released from a correctional institution at the time of the incident (Government Code Section 13956 (d)).

7. Responsibilities of hospitals

- Display posters in the emergency room
  Licensed hospitals in the state of California must prominently display posters in the Emergency Department notifying crime victims of the availability of victim compensation and the existence and location of the local county victim/witness assistance center (Government Code Section 13962).

- Provision of crime victim compensation claim forms
  County hospitals must provide Application for Crime Victim Compensation forms to sexual assault victims (Health and Safety Code Section 1492).
8. Application for compensation

Information on crime victim compensation can be obtained by contacting local county victim/witness assistance centers or the State Victim Compensation Program administered by the Victim Compensation and Government Claims Board (www.boc.ca.gov/victims.htm). Local county victim/witness assistance centers provide assistance to victims in the preparation and submission of these applications for compensation.

Claims can also be submitted directly to the State by completing an application form and mailing it to:

Victim Compensation Program
P.O. Box 3036
Sacramento, CA 95812

The application can be completed online at www.boc.ca.gov/victims.htm. Directions are provided on the website.

Victims may also be assisted by a private attorney in filing claims. California Government Code Section 13957.7(g) provides that the Board shall pay private attorney fees of 10 percent of the approved award up to a maximum of $500, and these fees are not deducted from the applicant’s award.

9. Limitations

The Victim Compensation Program (VCP) is the “payer of last resort.” Other sources of reimbursement such as health or disability insurance must be used first.

B. VICTIM ASSISTANCE PROGRAMS

County victim/witness assistance centers, child abuse treatment programs, domestic violence shelters, and special crime victim counseling centers exist in California to provide counseling and other forms of assistance to crime victims. Contact the county victim/witness assistance center for information on local resources. See Appendix F for a list of victim/witness assistance centers. Or, call the State Victim Compensation Program at 1-800-777-9229 or 1-800-735-2929 for the hearing impaired.
CHAPTER VI

KNOWLEDGE AND SKILLS NEEDED BY MEDICAL PERSONNEL IN THE PERFORMANCE OF EXAMINATIONS

A. KNOWLEDGE

Medical personnel performing medical examinations of physically abused and neglected children should be knowledgeable about:

- Health professionals’ responsibilities as “mandated reporters”;
- Roles of law enforcement, child protective services, county counsel, deputy district attorneys, crime laboratories, attorneys appointed for court dependent children, and CASA (Court Appointed Special Advocates);
- Importance of scene investigation by law enforcement, particularly in the forensic evaluation of burn injuries;
- Epidemiology and clinical presentations of common accidental injuries in children;
- Pathophysiology of traumatic injury to the cutaneous, skeletal, visceral, central nervous system, and ocular areas of children;
- Injuries to children that are highly specific for physical abuse;
- Medical conditions and accidental injuries that can mimic physical abuse injuries;
- Types of child neglect, clinical presentation, and differential diagnosis;
- Differential diagnosis of failure to thrive;
- Role of radiology in the evaluation of physically abused children;
- Role of laboratory tests in the evaluation of injuries that may represent abuse;
- Role of pediatric subspecialists in the evaluation of children alleged to have been abused; and
- Role of the juvenile or family, and superior court system.

B. SKILLS

Medical personnel must be able to:

- Take a complete history from a parent or guardian about the circumstances of the child’s injury, past medical conditions, and birth history;
- Perform a detailed and careful physical examination of an infant, child, or adolescent;
- Document cutaneous injuries clearly in writing and by proper use of photographic equipment;
- Make an assessment of the injury as to the likelihood of abuse based upon the history, physical examination, and laboratory and radiologic evaluation;
- Make an assessment of child neglect;
- Communicate clearly and in lay terms with non-medical personnel about the medical findings;
- Communicate in a non-adversarial manner with parents and/or guardian about the responsibilities of medical professionals to report suspected child abuse; and
- Testify in court as to one’s objective findings and assessment of injuries.
CHAPTER VII

EXAMINATION PROTOCOL: CHILD PHYSICAL ABUSE

A. STEP ONE: RECOGNIZE A PATIENT HISTORY THAT DOES NOT MATCH FINDINGS

1. Patient history patterns suggestive of possible child maltreatment
   • No explanatory history for significant trauma or trauma in a highly supervised age.
   • Inconsistent history given:
     ➢ History fails to explain the nature, severity, or pattern of the injury;
     ➢ History of the logistics or mechanics of the injury do not match the injury;
     ➢ History of minor or common trauma to explain severe or unusual injuries;
     ➢ History describes child actions that are inconsistent with developmental abilities;
     ➢ History blames or suggests a third party; and
     ➢ Injuries are indicative of an object (e.g. belt buckle not included in history).
   • History changes with retelling or provider probing.
   • History blames the child for injuring himself or herself.
   • History blames another child for causing the injury.
   • History suggests neglect and/or lack of supervision.

2. Patient history with discrepancies
   Care providers falsify histories to protect themselves and others from culpability associated with the true events. When health practitioners point out the inconsistency of the given or absent history, care providers may alter their story in an attempt to satisfy the practitioner. When detailed histories are taken from two historians, or at different times, discrepancies may appear as on-the-spot falsification of events occurs. Discrepancies that cannot be resolved are a strong indication of falsification and the culpability it implies.

B. STEP TWO: RECOGNIZE MEDICAL EVIDENCE OF POSSIBLE PHYSICAL ABUSE

Physical abuse is characterized by inflicting physical injury by slapping, hitting, punching, beating, kicking, throwing, biting, burning, or otherwise physically harming a child. The injury may be the result of a single episode or of repeated episodes. The physical trauma can range in severity from minor bruising, abrasions, lacerations, burns, eye injuries, and fractures to damage to the brain and internal organs (liver, spleen, abdomen, pancreas, and kidneys). Head and internal injuries are the leading causes of child
abuse-related deaths. This form of abuse also includes extreme forms of punishment such as torture or confinement of children in dark closets, boxes, or rooms for days, months, or even years at a time.

1. **Cutaneous patterns suggestive of possible child maltreatment**
   - Bruises or burns shaped like recognizable objects;
   - Repeated but unrecognizable patterned bruises or burns;
   - Bruises in children who are not pulling themselves up, and walking along furniture;
   - Buttock bruises in children wearing diapers;
   - Two or more facial bruises without clear explanation;
   - “High tide mark” burn distribution;
   - Symmetrical lesions;
   - Burns with no evidence of motion effect;
   - Evidence of untreated healing fractures; and
   - New fractures on old.

2. **Skeletal injuries suggestive of possible child maltreatment**
   - Rib fractures in young children, particularly when posterior;
   - Metaphyseal corner fractures;
   - Fractures in infants other than simple skull and clavicle fractures;
   - High energy fractures without serious accidents (e.g., long distance fall, MVA); and
   - Multiple fracture sites without serious accidents (e.g., long distance fall, MVA).

3. **Signs and symptoms of dentofacial trauma**
   - Avulsed teeth;
   - Lip lacerations;
   - Tongue injuries;
   - Frenulum injuries; and
   - Jaw and facial fractures.

4. **Syndromes of possible child maltreatment**
   - **Battered Child Syndrome**
     - Multiple distinct injuries, separated by time or cause; and
     - Inadequate explanation by disease, accident, or typical childhood injury.
   - **Shaken Baby Syndrome also called Abusive Head Trauma**
     - Intra-cranial injury;
     - Absence of verified severe trauma (e.g., MVA, long distance fall);
     - Additional findings of rib fracture, metaphyseal fractures, other injuries; and
     - Retinal hemorrhages.

Syndromes are patterns of associated findings, which suggest an etiology. Two syndromes have become well established in the abuse literature. The **Battered Child**
Syndrome can be defined as the presence of multiple separate injuries with inadequate explanation. The injuries must be distinct enough in age, location and mechanism, so that they were separately caused. Explanation by disease state, adequate history of accidental injury, and typical events of childhood, must be excluded. Once these conditions are met, inflicted injury is the most likely cause. The concept of multiple injuries in time and space is included in discussions of many of the specific abuse entities, and is a basic principle with high predictive value in child abuse. Once the whole story is known, this theme is seen again in the abuser’s tendency to use violence on multiple family members, and even family pets. For many abusers, violence or losing control is a habit identified in child abuse cases.

The other major syndrome of child abuse is the Shaken Baby Syndrome also called Abusive Head Trauma. Originally described as the co-occurrence of long bone fractures and sub-dural hematoma, it is now known that fractures of the ribs or metaphyses are present about half of the time, and retinal hemorrhages are present about eighty percent of the time. The finding of retinal hemorrhages has been particularly well studied, and almost always signifies child abuse. Due to controversies in understanding the basic mechanism of injury, many authors now simply refer to Abusive Head Trauma. Identifying abusive head trauma rests on another basic principle of child abuse. The presence of intra-cranial traumatic injury, without a history of severe trauma identifies probable abuse. This principle of severe injury with trivial history has been noted in fractures, and is also found in abdominal and other internal injuries.

5. Disclosure and findings associated with child sexual abuse
   • Child discloses sexual abuse;
   • Sexually obsessive, aggressive or coercive behavior;
   • Sexually transmitted diseases;
   • Acute anogenital injuries without clear accidental cause; and
   • Absence or interruption of the posterior hymen.
   For further discussion, consult the California Medical Protocol for Examination of Sexual Assault and Child Sexual Abuse Victims available at www.CalOES.ca.gov.

6. Other findings suggestive of possible child maltreatment
   • Child does not gain weight as expected;
   • Child’s development and behavior is disturbed;
   • Child has too many accidents;
   • Illnesses are more severe or prolonged than expected;
   • Illnesses defy diagnosis;
   • Medical treatments are not effective;
   • Illnesses are found to be due to poisoning or occult trauma; and
   • Accidental or non-accidental illicit drug ingestion.
C. STEP THREE: EVALUATE THE CHILD FOR POSSIBLE ABUSE

1. Obtain history from the patient (separately if possible) and caregivers
   • Extensively probe the history of explanatory events
     ➢ Do not accept absent history;
     ➢ Challenge inadequate histories;
     ➢ Note changes in history and when they occur; and
     ➢ Push for details consistent with the apparent mechanism of injury.
   • Conduct review of systems
     ➢ Evaluate medical history suggesting alternate diagnoses;
     ➢ Evaluate medical history of significant concurrent illness; and
     ➢ Obtain information on immunization and developmental status.

2. Perform comprehensive physical examination
   • Record height and weight, and plot against age-based norms. For children under age two, record head circumference and percentile.
   • Assess developmental abilities, particularly speech
   • Perform multisystem total body exam
   • Give special scrutiny to important abuse areas
     ➢ Scalp;
     ➢ Behind ears, in folds of pinna, and along top edge of pinna;
     ➢ Mouth, labial and lingual frenula, tonsillar pillars, posterior pharynx; and
     ➢ Palms of hands and soles of feet.
   • Perform genital exam
     ➢ Traction of labia majora; and
     ➢ Knee chest exam.

3. Request ancillary studies, if indicated
   • Radiology
     ➢ Skeletal survey on children less than two; and
     ➢ CT scan of the head for abused children with any neurologic signs.
   • Laboratory
     ➢ CBC, PT, PTT, bleeding time for abusive bruises; and
     ➢ Urinalysis, amylase and transaminases for occult abdominal injury.
   • Consultative examinations
     ➢ Indirect ophthalmoscopy for any suspicion of Shaken Baby Syndrome also known as Abusive Head Trauma.
4. **Obtain a history from the child and caregiver**

- **Obtain history from the child, if verbal; and separate from the caregiver, if possible.**
  If the child is verbal, the medical practitioner should take the history separate from the caregiver, if possible. The child may be able to tell the practitioner the true history, or may produce significant inconsistencies to protect the caregiver, which should be noted. Other reasons exist to speak with the child. Many children from abusive and neglectful homes are developmentally delayed. Careful listening to the child's speech, and general questioning about their life may lead to diagnoses of developmental delay, depression, or anxiety.

- **Obtain history from caregiver.**
  When an injured child presents with a responsible care provider, the practitioner must take the opportunity to request an explanation of the injuries. Bruises on young infants, and patterned bruises on older children should not be bypassed without comment or question. In most cases of abuse, diagnosis rests with the lack of adequate explanatory history. Careful, persistent questioning, pursuing areas of apparent inconsistency, may produce a true abuse disclosure, or serve to further demonstrate the inconsistency. On the other hand, failure to accept the initial, inconsistent history, may force the caretaker to reveal details of an unusual accident, which they were too embarrassed, upset, or confused to disclose when questioned. When the practitioner has a strong sense of how the injuries occurred, he or she may choose to reveal this in questioning. Before doing so, it is important to carefully note the caretaker's first response, as abusers may incorporate your suggestions into their defensive falsehoods. Documenting this changing history may become important in identifying child abuse. Similarly, the medical practitioner must take a history that probes for possible exonerating differential diagnoses. It is best that these questions be asked neutrally, and answers examined critically, so as to avoid providing an excuse for the guilty, or missing innocent explanations. The format of a traditional review of systems and family history is excellent in that it is familiar to practitioners, seeks all information pertinent to the care of the child, and reviews a wide range of information, the significance of which may only be grasped later.

5. **Perform a comprehensive medical examination**

Perform a comprehensive “head-to-toe” medical examination. Certain elements of the examination take on particular importance in the setting of possible child abuse. As the most common target for abusive injury, all surfaces of the skin deserve special scrutiny. The scalp is often difficult to see due to long or dense hair. Contusions, lacerations, scars or even tattoos may be hidden by hair. The external ears are often overlooked. Looking behind the ears may reveal fingernail marks.
or other injuries. Small subtle bruises may be found within the folds or along the top of the pinna, which are strong evidence of abusively striking or pulling the ears. Other less commonly seen surfaces of the skin, including the perineum and bottoms of the feet should be viewed, searching for injuries.

• **Areas of injury**
  Special attention should be paid to areas of injury. Providers should carefully look at injuries for pattern or shape, evidence of healing or delayed care seeking, and possible alternate explanation. Red marks should be pressed or stretched to see if they blanche, in order to distinguish vascular markings from bruises. Follow up examination may be required to completely evaluate skin findings. Fresh bruises often become more prominent. Injuries such as bruises and lacerations are expected to heal over a predictable period of time. Following them through healing may help to distinguish trauma from other findings such as nevi, vascular lesions, and “mongolian” spots. All injuries should be measured, described, drawn, and, where possible, photographed with a size standard in the photo. Use a 35mm or a digital camera. Follow local policy. See Chapter X Photography.

• **Head, eyes, and mouth**
  Other structures of the head should be examined more closely than in typical well child checks. Petechiae of the conjunctiva are seen both with direct trauma, and with strangulation or suffocation. Retinal hemorrhages are sometimes seen during direct ophthalmoscopy, and are significant both as signs of abuse, and probable neurologic injury. The mouth requires careful attention. Bruises, lacerations or impressions inside the lips may occur when a child is struck in the face. Tearing of the labial or lingual frenula may occur during blows to the mouth, or forced feeding. Lacerations of the posterior pharynx have also occurred during forced feeding, and may result in serious medical complication. The abdomen and head are the most common sites for severe and fatal injuries to children. The examiner must be certain that the belly is benign, and the child’s neurological status is clear.

• **Musculoskeletal system**
  The musculoskeletal system, as another commonly injured system, also receives greater scrutiny than in typical general physical exams. Observe the child for deformity. See if a limb is favored, or seems painful. The chest and extremities should be palpated, feeling for tenderness, mass, or crepitance. Any signs of possible trauma require examination in greater detail, and radiological assessment.
A skeletal survey is recommended when evaluating possibly abused children below age two. Unfortunately, as suggested previously, child abuse is an event that is likely to be repeated, with children held back from medical attention. Skeletal injuries may be clinically inapparent because they have begun to heal. Many fractures found in child abuse settings are clinically unexpected. Inexperienced facilities may obtain whole body views or “baby grams” when a skeletal survey is requested. This is inadequate. Properly posed and exposed views of the ribs, spine, head, upper extremities, lower extremities, hands and feet are required. Two views of the ankles, knees, shoulders and elbow, will help to detect metaphyseal fractures. When rib fractures are suspected, oblique views may help to detect them.

• **Genitals and anus**
  Putting the child on his or her knees, with the buttocks in the air, chest on the table, and back in a lordotic posture makes this examination much easier. Evaluation of the anus and genitai may require special techniques, which are easily learned by general medical examiners. Separation of the buttocks in this posture gives a clear view of the anus. Lifting and separating the buttocks exposes the female genitalia giving the best view for evaluating the hymen. Female genitalia may also be evaluated with the child on her back with the legs abducted and externally rotated. Grasping and drawing outward on the labia majora will open the vestibule and vaginal orifice for better inspection.

• **Laboratory testing**
  Laboratory testing is ordered based on the practitioner’s assessment of the child. A complete blood count will screen for anemia, which is commonly found in neglected children. The platelet count will also help to rule out causes of easy bleeding. A prothrombin and partial thromboplastin time, and possibly a Von Willebrand’s Panel will complete this screen in children with bruises. If there is suspicion of abdominal trauma, but the patient does not appear to require imging or surgery, urinalysis, amylase and liver transaminases will increase the likelihood of detecting milder internal injuries. Children who have neurologic injury, and those with rib or metaphyseal fractures, should have a dilated indirect ophthalmoscopy exam. Direct ophthalmoscopy, even with dilation, is inadequate to completely rule out retinal hemorrhages. Any child with signs of abuse, such as facial bruises, and even mild neurologic signs, such as vomiting without diarrhea, irritability or somnolence deserves a CT scan of the head. Milder forms of abusive head injury have been overlooked, and children returned with complications from the delay, in similar situations.
• **Screen for developmental, behavioral, and emotional problems**
The physical examination of an abused or neglected child must evaluate all body systems. A high percentage of abused and neglected children have been found to have medical problems. A good well child examination serves as the basis for a sound child maltreatment evaluation. Such an examination begins with a developmental assessment. The behavioral, mental, and physical development should be compared against age based norms. A Denver Developmental Screening Test (DDST) or similar developmental inventory will begin to screen for delays in language and motor development. An experienced practitioner will have an experience with similar aged children, and should comment on important departures in the child's behavior. Accurate height, weight, and head circumference must be obtained and plotted on appropriate growth charts. Small children may be further evaluated by having a body mass index, or weight for height checked. Single points in developmentally or growth delayed children are of limited value. When the initial assessment is concerning, follow up evaluation and more in depth assessment will be necessary.

6. **Report suspected child abuse and neglect and refer for consultation**
Once the medical practitioner has completed the evaluation, the decision must be made if there is reasonable suspicion of child maltreatment. Many practitioners feel that they must prove abuse prior to reporting. This is not true. The legal statute for mandated reporters in the state of California requires a report for a reasonable suspicion of abuse or neglect. If the practitioner has a genuine concern for child maltreatment, and has not eliminated it through their own evaluation, an immediate telephone report must be made to the county children’s protective services, or local law enforcement agency, and a written report filed within 36 hours. If a practitioner recognizes one of the medical findings detailed above, and fails to find a reasonable explanation, suspicion is reasonable regardless of the social circumstances and reporting should occur.

A report is not treated as proof of abuse. The appropriate agencies will investigate the family situation, often finding important information of which the practitioner is not aware. The investigation may request more medical information from the practitioner, or consult a medical child abuse expert. Sometimes cases are unsubstantiated, because the investigation finds other explanatory evidence, or cannot adequately establish that abuse has occurred.

Practitioners sometimes fail to report cases of child maltreatment. Usually, this is because they have failed to acknowledge the possibility, missed medical signs, or consciously chosen to set aside concerns of abuse. Child abuse experts at tertiary medical centers are usually willing to discuss cases by phone, or take direct referrals to help resolve these difficult cases. It is helpful to consider the legally required telephone and written report as a mandatory consultation.
Whether the practitioner makes a report of a suspicious situation, or refers the patient to a medical expert, addressing the reporting issue is central to providing adequate medical care for these children. Approximately 70% of children dying from abusive injuries have evidence of earlier abuse that could have been detected, possibly saving the child’s life. By acknowledging the possibility of abuse, recognizing medical evidence, thoroughly evaluating, and then reporting suspicions, medical practitioners can fulfill their obligation to the state and the children they serve.


This publication contains extensive chapters on the identification, assessment and case management of various forms of child abuse and neglect written by over 95 experts in the field. This project was partially funded by the Governor’s Office of Criminal Justice Planning (now the Governor’s Office of Emergency Services), State Maternal and Child Health, and Volcano Press, Inc. as a public/private partnership.
CHAPTER VIII

EXAMINATION PROTOCOL: CHILD NEGLECT

A. EVALUATION OF CHILD NEGLECT

1. Obtain a complete medical history in children presenting with any condition suspected of being the result of neglect
   • Obtain the birth history and weight at birth.
   • Ask whether the mother received prenatal care.
   • What immunizations has the child had?
   • Has the child received the appropriate health care over his/her lifetime?
   • Does the child have a primary care provider?
   • What is the baby's diet? Does the family have sufficient resources to meet everyone's nutritional needs? Do they receive food stamps? How often does the family skip a meal because of inadequate resources?
   • Obtain a history of developmental milestones.
   • Obtain information about schooling and school attendance. How often have children missed school during the previous six months? What school do they attend and what is their school performance?
   • Where does the family live? Who else lives in the household?
   • Obtain a social history, including economic resources, educational level of parents, substance abuse and incarceration. Who cares for the child when the parents are not available? Is extended family available?

2. Perform a complete physical examination
   • Weigh and measure the child, and plot measurements for gender and age on appropriate growth curves. When possible, review all prior growth parameters to determine whether growth impairment, if present, has been chronic or is of recent onset.
   • Assess nutrition and hygiene. Evidence of substandard nutrition can be noted on physical examination in the form of diminished subcutaneous tissue.
   • Assess bruises, scars, untreated injuries. Neglected children are at increased risk of physical abuse and for accidental injuries because of a general lack of supervision.
   • Screen for sexual abuse. Neglected and homeless children are at risk for sexual victimization.
   • Assess hygiene and absence of appropriate clothing (e.g., cleanliness, smelling of urine or stool, or lack of shoes and clothing).
• Assess healthcare history.
  ➢ Has there been lack of care for accidental injuries?
  ➢ If there is a chronic medical condition, has there been treatment?
  ➢ What are physical findings relevant to the condition?
• Review immunizations to ascertain whether the child is up to date. Depending upon the circumstances of the case, records may need to be obtained from schools, other hospitals and clinics, the local CHDP (Child Health, Disability, and Prevention Program), or the CWS/CMS system (a computerized database for managing information about children in the California child welfare system).
• Note clingy, aggressive, or overly-compliant behavior when experiencing painful procedures.

3. Screen for dental problems
   Unattended dental cavities are frequently present in neglected children. Signs and symptoms of dental neglect include untreated, rampant cavities; untreated pain, infection, bleeding, or trauma; and/or lack of continuity of care once informed that the above conditions exist.

4. Screen for developmental problems (e.g., motor skills, speech and language delay)
   This screening should include the following areas: developmental milestones and history, sensorymotor abilities, speech and language acquisition, fine and gross motor skills, socio-emotional functioning, and adaptative skills (e.g., eating patterns, sleeping, etc.).

5. Order laboratory testing, if indicated
   Laboratory tests should be ordered to diagnose and evaluate untreated and/or chronic medical conditions and to ascertain whether there are conditions which may be mistaken for neglect. In general, a hemoglobin is an appropriate study to obtain to determine if the child is anemic. Obtaining lead levels for children under six years of age is recommended.

6. Order imaging studies, if indicated
   Skeletal trauma series are indicated in children under the age of two years who have signs of severe neglect. The purpose of these studies is to detect the presence of occult fractures.

   Additional imaging studies are rarely needed in the assessment of the child who has been physically neglected unless there is some underlying medical condition that warrants such an evaluation. For instance, the child with recurrent urinary tract infections who has not been given the prophylactic antibiotics might need a renal scan to determine the extent of renal scarring that has developed.
7. **Assess whether the mother or caretaker will follow through to ensure that the medical problems will be addressed**

- Has the mother been reliable in the past on medical follow-up?
- Has anything new developed to prevent the mother from following up on recommended treatment (e.g., alcohol or drug problems, domestic violence, abusive, controlling boyfriend, or mental health problems)?
- What resources does the family need to ensure compliance (e.g., transportation)?
- Is the neglect representative of an isolated incident that occurred because of an unusual set of circumstances that has since been remedied? Or, are there risk factors which suggest that the child is at continued risk in their environment? Is the family in need of community resources that require the mobilization of social service agencies?
- Evaluate whether Children’s Protective Services should be involved. Most cases of neglect require an evaluation not only by medical personnel, but also by social services because there are many factors which contribute to a child being neglected. An extensive medical and psychosocial evaluation is key to assuring a good outcome.

**B. LEGAL DEFINITIONS: SEVERE AND GENERAL NEGLECT**

Neglect means the negligent treatment or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. The term includes both acts and omissions on the part of the responsible person. Severe and general neglect are defined below by Penal Code Section 11165.2.

1. **Severe neglect**
   Severe neglect means the negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed non-organic failure to thrive. Severe neglect also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as proscribed by Penal Code Section 11165.3, including the intentional failure to provide adequate food, clothing, shelter, or medical care.

2. **General neglect**
   General neglect means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred.

For the purposes of this chapter, a child receiving treatment by spiritual means as provided in Section 16509.1 of the Welfare and Institutions Code, or not receiving specified medical treatment for religious reasons, shall not for that reason alone be
considered a neglected child. An informed and appropriate medical decision made by the parent or guardian after consultation with a physician or physicians who have examined the minor does not constitute neglect.

C. CLINICAL PRESENTATION OF NEGLECT

1. **General Neglect**
   Children who are neglected may come to medical attention for a variety of reasons. Sometimes they are brought to the physician for an unrelated infectious illness, and evidence of neglect is apparent on physical examination. For instance, the child may appear dirty, smell of urine or stool, and be underweight. Other times, neglect may result in children sustaining a serious injury, such as being burned or drowned because of inadequate supervision. Children who receive inadequate food may present with growth impairment. Children with emotional neglect may experience behavioral or conduct problems in school. Some children die as a result of neglect, and these cases are usually evaluated by the medical examiner’s office.

2. **Physical Neglect**
   - **Refusal of Health Care**
     Failure to provide or allow needed care in accordance with recommendations of a competent health care professional for a physical injury, illness, medical condition, or impairment.
   - **Delay in Health Care**
     Failure to seek timely and appropriate medical care for a serious health problem which any reasonable person would have recognized as needing professional medical attention.
   - **Abandonment**
     Desertion of a child without arranging for reasonable care and supervision. This category includes cases in which children are not claimed within two days, and when children are left by parents/substitutes who give no (or false) information about their whereabouts.
   - **Drug Endangered Children (DEC)**
     Children removed from drug manufacturing homes or homes with extensive drug use are often subject to severe neglect and accidental drug ingestion through common food and drink products in the home and exposure to trays of drug powder or crystals and residue.
<table>
<thead>
<tr>
<th><strong>Expulsion</strong></th>
<th>Other blatant refusals of custody, such as permanent or indefinite expulsion of a child from the home without adequate arrangement for care by others, or refusal to accept custody of a returned runaway.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Custody Issues</strong></td>
<td>Custody-related forms of inattention to the child’s needs other than those covered by abandonment or expulsion. For example, repeated shuttling of a child from one household to another due to unwillingness to maintain custody, or chronically and repeatedly leaving a child with others for days/weeks at a time.</td>
</tr>
<tr>
<td><strong>Other Physical Neglect</strong></td>
<td>Conspicuous inattention to avoidable hazards in the home; inadequate nutrition, clothing, or hygiene; and, other forms of reckless disregard for the child’s safety and welfare, such as driving with the child while under the influence of drugs or alcohol, or leaving a young child unattended in a motor vehicle.</td>
</tr>
<tr>
<td><strong>3. Inadequate Supervision</strong></td>
<td>Child left unsupervised or inadequately supervised for extended periods of time or allowed to remain away from home overnight without the parent/substitute knowing (or attempting to determine) the child’s whereabouts.</td>
</tr>
<tr>
<td><strong>4. Emotional Neglect</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inadequate Nurturance/ Affection</strong></td>
<td>Marked inattention to the child’s needs for affection, emotional support, attention, or competence.</td>
</tr>
<tr>
<td><strong>Chronic/Extreme Abuse or Domestic Violence</strong></td>
<td>Chronic or extreme spouse abuse or other domestic violence.</td>
</tr>
<tr>
<td><strong>Permitted Drug/ Alcohol Abuse</strong></td>
<td>Encouraging or permitting drug or alcohol use by the child, or cases where parent/guardian was informed of the problem and did not attempt to intervene.</td>
</tr>
<tr>
<td><strong>Refusal of Psychological Care</strong></td>
<td>Refusal to allow needed and available treatment for a child’s emotional or behavioral impairment or problem in accord with competent professional recommendation.</td>
</tr>
</tbody>
</table>
Delay in Psychological Care

Failure to seek or provide needed treatment for a child's emotional or behavioral impairment or problem which any reasonable person would have recognized as needing professional psychological attention (e.g., severe depression, suicide attempt).

Other Emotional Neglect

Other inattention to the child’s developmental/emotional needs not classifiable under any of the above forms of emotional neglect (e.g., markedly overprotective restrictions which foster immaturity or emotional overdependence, chronically applying expectations clearly inappropriate in relation to the child’s age or level of development, etc.).

5. Educational Neglect

Permitted Chronic Truancy

Habitual truancy averaging at least five days a month is classifiable under this form of maltreatment, if the parent/guardian has been informed of the problem, and has not attempted to intervene.

Failure to Enroll/Other Truancy

Failure to register or enroll a child of mandatory school age, causing the school-aged child to remain at home for nonlegitimate reasons (e.g., to work, to care for siblings) an average of at least three days a month.

Inattention to Special Education Needs

Refusal to allow or failure to obtain recommended remedial educational services, or neglect in obtaining or following through with treatment for a child's diagnosed learning disorder, or other special educational needs without reasonable cause.

6. Additional commentary on definitions

Medical neglect

Medical neglect may occur for acute problems, such as burns or injuries that are sustained accidentally; acute illnesses, such as gastroenteritis; or, for routine health maintenance. Some parents do access health care when their children have chronic problems, but then fail to follow the recommendations of the physician. For instance, a child with asthma may be prescribed several medications none of which are administered. As a result, the child may require repeated hospitalizations including admission to an intensive care unit.
Parents may utilize nontraditional medicine to treat their child’s ailment. Examples of such practices include cao gio, or coining and moxibustion. Residual bruises from these practices may be mistaken for inflicted trauma. The use of non-traditional medicine is not condemned so long as it does not interfere with the child receiving appropriate medical care, and does not harm the child.

**Child abandonment**
Abandonment may involve frank abandonment, such as when a child is left in a trash dumpster, or, left alone, unprotected in a house or apartment without any adult supervision. Abandonment also occurs when a parent leaves the child in the care of others and then fails to return at an appointed time. Inadequate supervision is another form of abandonment as well as cases where both parents renege on their responsibilities as parents. Adolescents who are expelled from the home because of “misbehavior” are abandoned. These adolescents are frequently referred to as “throwaways.”

**Delay in accessing medical care**
- Parents may not have the financial means to pay for healthcare, and they delay seeking treatment in the hope that the illness will resolve on its own;
- Parents are unsophisticated and do not appreciate the seriousness of the illness;
- Parents are overtly negligent, and simply do not provide for their child’s health care needs;
- Parents are developmentally disabled or mentally ill and cannot properly care for their child; or,
- Parents whose child has been physically and/or sexually abused and they are trying to prevent this matter from coming to the attention of authorities.

**Lack of supervision**
Children who are left unsupervised may die as a result of such neglect. Common examples include children who die in house fires, from drowning, starvation, or inadequate medical care.

**Religious beliefs**
Some parents refuse medical care because of religious beliefs. Consult with Child Protective Services (CPS) and follow local protocol.
E. **PATHOPHYSIOLOGY**

There are many factors that contribute to neglect. Parental factors include maternal depression, parental substance abuse, maternal developmental delay or retardation, and lack of education. There are also features in the child that place additional stress on the parent-child relationship. Children with chronic disabilities may strain the resources of a family. Similarly, infants who have been born prematurely are at increased risk of being neglected or abused. Bonding between a mother and her premature infant may be interrupted because of the separation between the two during the early period after birth. Sometimes the “goodness of fit” between the infant and mother is lacking, and the pair do not act as a reciprocal dyad.

Certain family features are also associated with neglect. These include absent or negative interactions between family members. Poor parenting skills may also be noted. There is frequently social isolation and a single parent struggling with stressors such as unemployment, illness (including mental illness), prison, and eviction. On a more global scale, community and societal factors also contribute to the risk of neglect. The lack of child care in a community means that single parents may leave young children inadequately supervised in order to go to work. The lack of convenient public transportation may impact access to medical care. Poverty, violence, and substandard educational resources all contribute to neglect within certain populations. For instance, in neighborhoods perceived to be unsafe, children are frequently prohibited from playing outdoors and forming normal friendships because of safety concerns.

F. **DIFFERENTIAL DIAGNOSIS**

In any child who presents with a medical condition that may be related to neglect, healthcare providers must explore other explanations that could account for the findings. Children who appear to be malnourished may suffer from a number of medical problems that affect their ability to grow and gain weight. Children who present with injuries need to be evaluated for the circumstances surrounding the injury. Did the parent’s action contribute to the child being injured? Were these actions substandard, or would other parents have acted in a similar manner? For instance, if a child accidentally drowns in a bathtub, what reasons were given for leaving the child unattended?

The differential diagnosis of physical neglect depends on the presenting complaint. Children who are inadequately clothed may present with hypothermia. The differential diagnosis would include overwhelming sepsis, drug-exposure (COOLS - carbon monoxide, opiates, oral hypoglycemics [insulin], liquor, sedative-hypotics), or
environmental exposure. Children with refractory medical conditions such as intractable asthma or unstable diabetes may be viewed as medically fragile, if the issue of non-compliance is not raised. Failure to obtain medical care in a timely manner may result in disease progression to a point where diagnosis and medical intervention are more difficult.

This chapter is a condensed version of the article entitled “Child Neglect” by Carol Berkowitz, M.D. from the book Child Abuse and Neglect: Guidelines for Identification, Assessment, and Case Management, published by Volcano Press, 2003 (www.volcanopress.com).

This publication contains extensive chapters on the identification, assessment and case management of various forms of child abuse and neglect written by over 95 experts in the field. This project was partially funded by the Governor’s Office of Criminal Justice Planning (now the Governor’s Office of Emergency Services), State Maternal and Child Health, and Volcano Press, Inc. as a public/private partnership.
CHAPTER IX

IMPORTANT CONSIDERATIONS IN THE COLLECTION AND PRESERVATION OF EVIDENCE

A. CRIME LABORATORIES

Crime laboratories analyze and interpret evidence collected during the medical evidentiary examination. There are 31 public crime laboratories in California: 19 city and county laboratories and 12 California Department of Justice laboratories. There are also a number of privately operated crime laboratories. Crime laboratories have slightly different requirements for the collection and disposition of some types of evidence.

B. ENSURING EVIDENCE INTEGRITY

1. Key components of proper evidence handling are:
   - Placing items in appropriate evidence containers;
   - Labeling the evidence containers;
   - Sealing the evidence containers;
   - Storing evidence in a secure area; and
   - Maintaining the chain of custody.

2. Use appropriate evidence containers to ensure that evidence cannot leak through the container, be lost, or deteriorate.

<table>
<thead>
<tr>
<th>Evidence Container</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slide mailers</td>
<td>To protect slides.</td>
</tr>
<tr>
<td>Bindles and other small</td>
<td>To protect items that can be easily lost such as crusted materials,</td>
</tr>
<tr>
<td>containers</td>
<td>soil, and small fibers. Bindles and other small protective containers are then placed into evidence collection envelopes or boxes described below.</td>
</tr>
<tr>
<td>Envelopes or boxes</td>
<td>To protect evidence such as swabs, reference hair samples, and foreign materials, and to hold the small containers listed above.</td>
</tr>
<tr>
<td>Evidence kit container</td>
<td>A larger envelope or box to hold the individual evidence collection envelopes, small boxes, and slide mailers. The outside of the evidence kit container must have a chain of custody form printed on it or securely attached.</td>
</tr>
<tr>
<td>Paper bags</td>
<td>To hold clothing.</td>
</tr>
</tbody>
</table>
The following chart, not meant to be all-inclusive, is a list of suggested containers for different types of evidence:

<table>
<thead>
<tr>
<th>Items</th>
<th>Suggested Containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Swabs (dried)</td>
<td>• Envelopes</td>
</tr>
<tr>
<td></td>
<td>• Boxes</td>
</tr>
<tr>
<td>• Slides (dried)</td>
<td>• Slide mailers</td>
</tr>
<tr>
<td>• Large foreign materials (e.g., hairs, grass)</td>
<td>• Envelopes</td>
</tr>
<tr>
<td>• Small or loose foreign materials (e.g., soil, paint, splinters, glass, fibers)</td>
<td>• Bindles placed into envelopes</td>
</tr>
<tr>
<td></td>
<td>• Tapelifts in clear plastic containers</td>
</tr>
<tr>
<td>• Matted hair bearing crusted material</td>
<td>• Bindles placed into envelopes</td>
</tr>
<tr>
<td>• Fingernail scrapings or cuttings</td>
<td>• Paper bindles placed into envelopes</td>
</tr>
<tr>
<td></td>
<td>• Sealable boxes</td>
</tr>
<tr>
<td>• Reference blood samples, liquid</td>
<td>• Lavender and/or yellow stoppered evacuated blood collection vials (according to local policy) placed in envelopes</td>
</tr>
<tr>
<td>• Saliva reference sample (dried)</td>
<td>• Envelopes</td>
</tr>
<tr>
<td>• Clothing</td>
<td>• Paper bags (not plastic)</td>
</tr>
<tr>
<td>• Toxicology samples</td>
<td>• Gray stoppered evacuated blood collection vials</td>
</tr>
<tr>
<td>Blood alcohol/toxicology</td>
<td>• Tightly sealed clean plastic or glass container for urine samples</td>
</tr>
<tr>
<td>Urine toxicology</td>
<td></td>
</tr>
</tbody>
</table>
3. **Label evidence containers**  
Clearly label evidence to enable the person collecting it to later identify it in court and to ensure that the chain of custody is maintained. Many emergency departments use addressograph machines or computerized label generators to expedite labeling of evidence. Label envelopes or boxes with the following information:

- Full name of patient;
- Date of collection;
- Description of the evidence including the location from which it was collected; and
- Signature or initials of the person who collected the evidence and placed it in the container.

4. **Seal evidence containers**  
Properly seal evidence containers to ensure that contents cannot escape and that nothing can be added or altered by:

- Securely taping the container (do not lick the adhesive seal); and
- Initialing and dating the seal by writing over the tape onto the evidence container. Stapling is not considered a secure seal.
- See Appendix G: Sealed Evidence Envelope for an example of proper sealing.

5. **Store evidence in a secure area**  
Evidence must be kept in a secure area when not directly in the possession of a person listed in the chain of custody.

6. **Maintain the chain of custody**  
The chain of custody documents the handling, transfer, and storage of evidence beginning with the collection of the evidence at the medical facility. It continues with each transfer of the evidence to law enforcement, the crime laboratory, and others. Complete documentation of the chain of custody information ensures there has been no loss or alteration of evidence prior to trial.

- **Document all transfers of evidence with the following information:**
  - Name of person transferring custody;
  - Name of person receiving custody;
  - Date of transfer; and
  - Some jurisdictions also require documentation of time of evidence transfer. Consult your local crime laboratory for their requirements.
• **Chain of custody information can be:**
  - Printed by hand on an evidence envelope or box;
  - Securely attached to an evidence envelope or box; or
  - Preprinted on special envelopes, boxes and/or forms.
  - See [Appendix H](#) for a sample of the Chain of Custody Form.

**C. COLLECTION OF CLOTHING**

1. Collect clothing worn by the patient upon arrival at the hospital, if indicated.

2. **Types of evidence on clothing**
   Clothing worn at the time of the assault may contain useful evidence:
   - Rips, tears or other damage sustained as a result of the assault;
   - Blood and other body fluids from the patient; and
   - Foreign materials such as fibers, grass, soil, and other debris.

3. **Collection procedures**
   - **Have patients remove their shoes first, then disrobe on two sheets of paper placed on top of one another on the floor.**
     The purpose of the bottom sheet is to protect the top sheet from dirt and debris on the floor. The purpose of the top sheet is to collect loose trace evidence which may fall from the clothing during disrobing. Using the disposable paper from examination tables is acceptable for this purpose.

   - **Shoes**
     The shoes may be collected and packaged separately, if requested by the investigating agency or if indicated by the assault history.

   - **Hairs, fibers, and debris**
     Collect loose hairs, fibers, and debris that fall from the clothing on the top sheet of paper placed on the floor for this purpose. **After the clothing has been collected,** fold the top sheet of paper (from the two sheets on the floor) into a large bindle to ensure that all foreign materials are contained inside. Label and seal to ensure that the contents cannot escape. Place into a large paper bag. The **bottom** sheet should be discarded.

   - **Folding garments**
     Fold each garment as it is removed to prevent body fluid stains or foreign materials from being lost or transferred from one garment to another. Avoid folding the clothing across possible body fluid stains.
• **Wet clothing**
  It is preferable to dry clothing before packaging. If drying is not possible, wet clothing can be folded sandwiched between sheets of paper. After placing the item in a paper bag, clearly label the bag as containing a wet item and notify the law enforcement officer. Consult your local crime laboratory for additional recommendations.

• **Containers for clothing**
  Package each item of clothing in an individual paper bag. **Do not use plastic bags.** Plastic retains moisture which can result in mold and deterioration of biological evidence.

4. **Securely seal and label each clothing bag with the following information:**
   • Full name of patient;
   • Date of collection;
   • Brief description of item; and
   • Signature or initials of the person who collected the evidence and placed it in the container.

5. **Place small bags of clothing and the large paper bindle (from the floor) into large bag(s)**
   Place all bags (except those containing wet evidence) and the bindle made from the top sheet of paper into a large paper bag which has a chain of custody form printed on it or firmly attached. Multiple large bags may be used, if necessary.

D. **PROCEDURES FOR BITE MARKS**

1. **Photographing bite marks**
   Individuals can be identified by the size and shape of their bite marks. Properly taken photographs of bite marks and bruises can assist in the identification of the person who inflicted the injury. See Chapter X on Photography.

2. **Collecting saliva from bite marks after photo documentation**
   This sample can be examined by the crime laboratory for the presence of saliva and can be genetically typed and compared to potential suspects. Follow these procedures:
   • Swab the general area of trauma with a swab moistened with distilled, deionized or sterile water.
   • **Note:** If the patient history indicates a bite and there are no visible findings, swab the indicated area.
• Collect a control swab from an unbitten atraumatic area adjacent to the suspected saliva stain.

• Label, air dry, and package the evidence and control swabs separately.

3. Casting bite marks
• If the bite has perforated, broken, or left indentations in the skin, a cast of the mark may be indicated. The impressions left in the skin from a bite mark fade very quickly. If casting is indicated, it must be performed expeditiously.
• A forensic dentist should be consulted in these cases. The procedure for consulting such experts varies among jurisdictions. Consult with the law enforcement agency having jurisdiction over the case.
• Bite marks may not be obvious immediately following an assault, but may become more apparent with time. A recommendation should be made to the law enforcement agency to arrange for follow-up inspection within one to two days and to have additional photographs taken.

E. BRUISING AND AGING OF INJURIES

Bruises evolve and change color in an unpredictable sequence. Determination of the age of bruising can only be done in the broadest of time frames. Use caution in the identification of bruises of different ages.
• Photograph bruises to document injuries and to assist in the identification of the object that inflicted the injury.
• Deep tissue injuries may not be seen or felt initially.
• Arrange or recommend to the law enforcement agency to have follow-up photographs taken in one to two days after the bruising develops more fully.

F. TOXICOLOGY

In addition to clinical implications, the presence of drugs in the patient's blood or urine may have legal significance.

1. Collect toxicology samples if the patient:
• Is unconscious;
• Exhibits abnormal vital signs;
• Reports ingestion of drugs or alcohol;
• Exhibits signs of memory loss, dizziness, confusion, drowsiness, impaired judgment;
• Shows signs of impaired motor skills;
• Describes loss of consciousness, memory impairment or memory loss;
• Reports nausea; and/or
• Exhibits other unexplained neurologic findings such as seizures.
2. **Use these containers for toxicology samples:**

<table>
<thead>
<tr>
<th>Blood samples</th>
<th>Gray stoppered evacuated blood collection vials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urine Samples</td>
<td>Tightly sealed clean plastic or glass container</td>
</tr>
</tbody>
</table>

**Note:** Refrigeration of toxicology samples is recommended.

3. **Collect toxicology samples as soon as possible**

Alcohol metabolizes rapidly. Many drugs are also quickly eliminated from the body.

**For alcohol analysis, collect a blood sample (5cc).**

- Some drugs may also be detected in this sample if it is collected within 24 hours of ingestion. If this is a consideration, collect additional blood for drug analysis.
- Be sure to cleanse the arm with a non-alcoholic solution.

**If ingestion of drugs is suspected within 96 hours of the examination, collect the first available urine specimen.**

- If the patient must urinate prior to the medical examination, the urine specimen for toxicology should be collected at that time.
- “Clean catch” or “mid-stream” sampling methods are unsuitable for urine toxicology specimens.
- Consult your local crime laboratory for recommended collection methods.
A. POLICIES AND CONSIDERATIONS
Photographs are recommended to supplement documentation of history and physical findings. They may be the only way to adequately document findings such as bite marks, bruises, or massive injuries.

- Photograph every potentially significant injury or finding.
- Photographs may be taken by trained medical forensic examination team members or be arranged with the local law enforcement agency.
- Patients may be concerned about privacy and modesty during photography. Sensitivity to these concerns should be exercised when deciding whether hospital personnel, a male or female law enforcement officer, or crime scene investigator takes the photographs.

B. PHOTOGRAPHIC PROCEDURES
Any good quality camera may be used as long as it can be focused for undistorted, close-up photographs and provides an accurate color rendition.

- Use a 35mm camera with a macro lens and appropriate flash attachment to adequately record small or subtle injuries.
- Digital imaging is gaining acceptance in some jurisdictions as long as certain safeguards are in place. Consult with the local District Attorney’s Office.
- Use adequate lighting whether the source is natural, flood, or flash.
- Take close-up photographs of bite marks and other wounds with the film plane as parallel to the subject area as possible. Minimize tilting of the camera to avoid distortion of the pictures.
- Include an accurate ruler or scale for size reference in the photograph. The scale should be in close proximity to and in the same plane as the injury or item being photographed. (A right-angle ruler, available commercially from police supply companies, is recommended. Consult your crime laboratory for vendors).
- Include a color bar in the photograph in the first image of the roll or series to ensure accurate color reproduction.
• Link the patient’s identity and the examination date to the photographs of injuries and/or findings. This can be accomplished by:

➢ Including a picture of the patient’s identification card on the roll; or

➢ Using a camera databack that can be programmed with the patient’s medical record number or another non-duplicative numbering system.

• Avoid obscuring the injury with the ruler, identification label, or color bar. At least one or two photographs should be taken without the scale and/or color bar to orient the injury and to demonstrate that important evidence was not covered up.

• Additional photographs taken with a tangential light source (flash) may be used to enhance textured or irregular surface findings (e.g., bite marks, focal swelling, etc.).

C. GENERAL FORENSIC PHOTOGRAPHIC TECHNIQUES

At least three photographs of findings are required. These principles may be modified or adapted if multiple findings are in the same area.

• First, a “regional” or “orientation” photograph(s) showing the body part and the finding. (This shows the finding in the total context of the body region involved, as well as the anatomical orientation of the finding);

• Second, a close-up shot showing the whole finding; and

• Third, a second close-up using the scale to document size and camera position relative to the finding.

D. FORENSIC PHOTOGRAPHY COURSES

The California Clinical Forensic Medical Training Center (CCFMTC) offers courses on forensic photography. See Appendix B for information on how to access CCFMTC courses.
CHAPTER XI

CONSULTATION THROUGH TELEMEDICINE AND TECHNOLOGY

Telemedicine and telecourses are evolving rapidly through technology. Various types and resources are listed below:

A. POTS (PLAIN OLD TELEPHONE SYSTEM) AND POMS (PLAIN OLD MAIL SYSTEM)

Telemedicine began with POTS and POMS. Case consultation began through telephone consultation and using the mail system to send photographs of injuries to experts at other locations for assistance in interpretation and case management. This is the current most common method for obtaining consultation.

B. TWO TYPES OF VIDEO CONSULTATION: REAL TIME AND STORE AND FORWARD

1. Real time consultation
The term “real time” refers to live, clinician to clinician consultation most often between a tertiary hospital and an outlying clinic in a rural area. The rural clinician may need back up in a particular specialty, for example, obstetrics or dermatology. A clinic is scheduled for certain times and days of the week and the tertiary hospital physician is scheduled to consult with the rural clinician at that time. Video cameras are permanently set up and the tertiary center clinician monitors the examination and observes the findings at the same time as the rural clinician.

2. Store and forward consultation
The term “store and forward” means to photograph or videotape the examination, to save or “store” the videotape or photograph, and to forward it to a specialist or expert at a tertiary center for consultation. Software exists to transmit photographic and videotaped images over telephone lines. Hardware requirements include a computer, monitor, and VCR at both sites. Confidentiality and the transmission of medical records have been addressed in the development of this software.

Store and Forward has been found to be most practical in the field of forensic medicine to evaluate child physical and sexual abuse cases. First, the timing of forensic exams is unpredictable and given the low volume in rural areas the “scheduled clinic” approach is more difficult to implement. Second, the time demands are high upon the few forensic medical experts in child abuse and sexual assault. A Store and Forward system makes it easier to view transmitted photographs and videotapes on a time schedule that works for the forensic expert. See Appendix B on how to contact the California Clinical Forensic Medical Training Center for further information.
3. **Interactive video consultation**
   Video consultation is generally focused on one or more case studies and is handled through point-to-point computer transmissions. This type of consultation is held around a computer monitor and four to six professionals (or more depending on the size of the monitor or screen) can be accommodated at each site. Point-to-point refers to a connection between a tertiary hospital and one or more outlying areas. A simultaneous telephone connection on a speaker phone is set up and visual images are transmitted on the computer monitor.

4. **Telecourses or distance learning through satellite transmissions**
   These terms are used to refer to courses transmitted simultaneously to different sites to a live audience. A tertiary center broadcasts the course to predetermined sites.

C. **CD ROM COURSES**

Reference materials and courses are now being developed on CD ROM. See **Appendix B** on how to contact the California Clinical Forensic Medical Training Center for further information.
CHAPTER XII

HOSPITAL SCAN TEAM MODELS

SCAN (Suspected Child Abuse and Neglect) Teams are multi-disciplinary teams involved in the identification and treatment of child victimization. The mission of these teams is to enhance the identification, reporting, and case management of child abuse and neglect cases through a multi-disciplinary approach.

A. HISTORY OF SCAN TEAMS

The first hospital-based child protection teams were established in the late 1950’s at Pittsburgh Children’s Hospital, the University of Colorado Medical Center, and Children’s Hospital in Los Angeles.

Tasks of SCAN Teams include, but are not limited to:
- Performing case review of all child abuse and neglect reports;
- Reviewing medical reports for evaluation, follow-up and referrals;
- Coordination of treatment planning;
- Maintaining a central log of cases and/or a data system;
- Preparing an annual summary report;
- Providing training and education to the various disciplines and professionals involved in cases;
- Providing expert testimony in court; and,
- Providing a focus for research.

B. PRIMARY CARE FACILITY TEAMS

1. Team membership
   A physician and medical social worker and/or nurse are designated as resource specialists in the area of child maltreatment.

2. Roles and responsibilities
   - Case consultation to other health care providers in their setting regarding the assessment of child maltreatment and the development of an adequate information base for diagnosis;
   - Guidance on making the required telephone and written reports;
   - Consultation on developing a treatment plan for follow-up with the family;
   - Serve as liaison with area hospitals, law enforcement agencies, child protective services, and other public agencies in all cases of child abuse and neglect seen at the facility;
   - Provision of training and education for the staff at the facility;
   - Developing reporting protocols and procedures; and,
   - Case follow-up.

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C. SECONDARY LEVEL FACILITY TEAMS

1. Team membership
These teams have a core group of professionals such as physicians, mid-level practitioners, nurses, social workers, child development and mental health specialists, and psychiatrists. Team members have specialized training and expertise in the recognition of child maltreatment, assessment and evaluation, the mechanics of reporting and public agency response, and community resources for treatment and follow-up. Other specialists may be called upon as needed for consultation, such as radiologists, ophthalmologists, and dentists. At this level, a representative from the local child protective services and/or law enforcement agency is usually a member.

2. Roles and responsibilities
• Availability of 24-hour consultation to hospital staff in order to provide immediate assistance on cases. The consultation service approach does not require the SCAN Team to take over the case from the treatment team, but rather, consultation is provided by telephone or in person. Referrals typically come from the Emergency Department, newborn nurseries, inpatient pediatric ward, burn unit, and primary care clinics, such as pediatrics, family medicine, and prenatal care.
• Consultation may also be provided to the psychiatric unit and dental clinics. In many hospitals, consultation with a member of the SCAN Team is required. Any faculty or staff, regardless of discipline, is required to seek consultation with the Team whenever there is concern about maltreatment.
• Guidance for interviewing the child and parents.
• Case management with law enforcement and Child Protective Services (CPS).
• Consultation on clinical studies needed to assist in making the diagnosis.
• Forensic medical evidence collection, related consent issues, dealing with the family, and making the reports.
• Case reviews at regularly scheduled multi-disciplinary meetings.
• Provision of expert testimony in Juvenile and Superior Court.

Some teams meet weekly and review every case referred, regardless of whether a report was made. Other teams review only complex cases in which the diagnosis is more difficult. These case reviews are usually more effective when the treating physician, nurse, social worker, and other relevant staff attend and present their cases, rather than having a “paper review” of the case. Cases where reporting was recommended and completed are reviewed for follow-up. Cases that do not result in reporting are also reviewed to determine other case management alternatives. Multi-disciplinary case reviews are particularly helpful in very complex cases.
and difficult to sort out cases such as those involving medically fragile/chronically ill children with issues of medical noncompliance, failure-to-thrive, abusive head trauma, sexual abuse, medically fragile/chronically ill children where there is noncompliance, and Munchausen by Proxy.

The need to consider complex medical, developmental, social, and psychological data may require a separate meeting on a given case. Recommendations made by the SCAN Team are documented.

3. **Case follow-up**
   Follow-up reporting on case disposition is important to inform the SCAN Team about the response of the child protection system to the case, to know whether the Team’s recommendations were acted upon by the public agencies and whether the recommended intervention, services, and treatment plan were put into place. Follow-up also involves the SCAN Team to ensure that all procedures are followed and reports are completed. Without follow-up, the Team is ineffective and risks being perceived as unrealistic and impractical by child protection and other community agencies.

4. **Centralized log of all referred cases**
   A patient identification code, the child’s age, gender, referral source, and type of suspected maltreatment are basic elements of the database. The database allows for identification of major trends such as an increase/decrease in the number of reports of specific types of abuse and an increase in the overall referrals from the Emergency Department, law enforcement, and CPS. Depending upon the scope of data collected and recorded, other trends may be identified and lead to further clinical investigation (e.g., an increase in the number of babies delivered exposed to methamphetamines or cocaine, more cases from a particular part of the institution’s geographic service area, etc). Documenting trends can assist in garnering support for additional community resources or changes in service delivery.

   An annual summary report is useful to document the volume of cases referred, trends, and other activities required of, or undertaken by the SCAN Team. Teaching, research, and quality assurance activities are included in this report. Progress on grants obtained and updates on hospital programs addressing child abuse prevention and treatment issues are also included.

5. **Training and education for mandated reporters**
   A master calendar of annual training programs for medical and hospital staff to provide regular updates on child abuse topics is particularly helpful in teaching hospital institutions where there is continual influx of new faculty and staff or for use
in Grand Rounds educational presentations. SCAN Teams provide valuable training to child protection social workers, law enforcement, and criminal and dependency court personnel on medical evidentiary exam findings, and updates from the scientific literature. These training programs are opportunities for communication to increase understanding and appreciation of each discipline’s role and methodology for assessment/investigation.

6. **Consultation to community agencies**
   Child Protective Services (CPS), law enforcement, prosecutors, and the courts seek consultation and expert opinion. CPS may seek consultation from the Team on a case of a child who has never been seen at the hospital. SCAN Teams afford access to physicians and other health care providers with expertise in diagnosing child abuse and neglect.

7. **Prevention activities**
   Child abuse prevention activities include: sponsoring awareness-raising campaigns in the hospital and community during Child Abuse Prevention Month; sponsoring annual conferences; developing and distributing materials at patient visits and in public areas of the hospital and community on various topics; providing parenting classes and support groups; providing educational materials to parents of newborns; and conducting child safety campaigns.

Many hospital administrations recognize the role SCAN Teams play in reducing and managing risk. Another value-added element is economy of labor – expert consultation results in improved documentation of cases, which in turn, reduces the volume and time spent on communications with investigating agencies and court appearances. If the situation does not warrant a mandated report, the team may contribute other strategies to use to address the family’s problems, or suggest treatment resources.

D. **TERTIARY FACILITY TEAMS**

1. **Coordinated approach to patient care**
   Some communities are developing highly trained specialized examiner programs using physicians, mid-level practitioners (nurse practitioners and physician assistants), and nurses within their scope of practice. Each model has a physician medical director. Referrals are received from throughout the region or county. There are various acronyms for these teams: SCAN (Suspected Child Abuse and Neglect), CARE (Child Abuse Response Examiners) and CAST (Child Abuse Services Team).
2. **Key features of tertiary teams**
   - Medical leadership in the community, region, and statewide;
   - Regional resource center;
   - Coordinated team approach;
   - Prompt forensic medical examinations for acute cases and consultation;
   - Highly trained medical personnel;
   - Defined areas of expertise in either child physical or sexual abuse, or both;
   - Pre-authorization for reimbursement based upon negotiated contracts;
   - Dedicated exam space and equipment;
   - Immediate patient support and advocacy;
   - Coordinated medical and law enforcement interviews;
   - Specialized training for all team members;
   - Peer review;
   - Continuous quality improvement;
   - Collaboration and cooperation with community resources;
   - Utilization of best practice standards;
   - Inclusion of public agencies in team membership (e.g., law enforcement, child protective services, Multi-Disciplinary Interview Center, and public health nurses);
   - Provision of expert testimony throughout the region, state, and nationally;
   - Participation in public policy committees and initiatives at the state and national levels;
   - Telemedicine consultation and resource center;
   - Mental health diagnostic and treatment services;
   - Coordination for regional CQI, photo and case review meetings for other examiners to expand expertise;
   - Research and publication in peer reviewed journals; and,
   - Major conferences, symposia, and training programs.

3. **Continuing quality improvement (CQI) and photo review**
   Formal CQI review is an essential standard of practice for medical evidentiary examination teams. Some community hospitals have developed CQI for the medical team operations and participate in regular CQI with the local law enforcement agencies and Children’s Protective Services. CQI sometimes includes brief evaluation forms from the crime laboratory regarding the quality of evidence collection, preservation, and handling for the examination team on a per case basis. See Appendix B on how to contact the California Clinical Forensic Medical Training Center for further information.
E. HOSPITAL SCAN TEAMS: HISTORY OF SPAWNING NEW PROGRAMS

1. Development of Child Protection Centers

The early SCAN Teams opened up lines of communication between medical facilities and investigative agencies; increased awareness about child abuse and neglect; provided community education; developed cooperative agency partnerships; provided professional training for law enforcement officers, prosecutors, and investigative social workers on how to interpret medical evidentiary exam findings; and, in many instances, established foundational leadership in the community to address the problem of child abuse and neglect.

Beginning in the 1980’s, Child Protection Centers emerged out of SCAN Teams, and built upon the foundation established by the SCAN Team model. The hospital-based centers began to operate on a much larger multi-disciplinary scale. These programs first developed in response to the need for specialized child sexual abuse medical evidentiary examinations and the higher level of collaboration required with investigative agencies. From this foundation, other services began to be developed and offered such as foster care health programs providing clearance and comprehensive medical exams with screening for medical, developmental, dental, and mental health problems; comprehensive mental health programs including individual, group, and family therapy; research; and more formalized regional and statewide conferences and training programs.

These programs are often extensively involved in addressing larger child protection system policy issues; initiating system change to improve intervention services; developing interagency protocols for case management; and engaging in legislative and public policy advocacy at the State and Federal level.

2. Multi-Disciplinary Interview Centers (MDICs) or Multi-Disciplinary Interview Teams (MDIT)

MDICs and MDITs arose from local multi-disciplinary teams and coordinating councils and, in many instances, the original SCAN Team. These programs ensure coordinated case investigations and involve commitments from agencies to participate in a multi-disciplinary, multi-agency approach to interview children utilizing child interview specialists.

These programs are often called Multi-Disciplinary Interview Centers (MDICs) or Multi-Disciplinary Interview Teams (MDITs). In some cases, the MDIC/MDIT is located at the hospital. In most instances, the MDIC/MDIT is located at a public agency such as the District Attorney’s Office or Child Protective Services, and makes referrals to the hospital’s child abuse specialists for forensic medical exams.

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CHAPTER XIII

CHILD DEATH REVIEW TEAMS

A. PURPOSES OF CHILD DEATH REVIEW TEAMS

Child Death Review Teams (CDRTs) are multi-agency, multi-disciplinary state and/or local teams that systematically review child deaths within a specific geographic area. They play a critical role in helping to identify child abuse and neglect fatalities and other preventable child deaths. Local CDRTs are often involved in the case management of child death investigations. State teams primarily serve the local teams or gather data for systems management and policy interventions. Many benefits have accrued from the work of CDRTs, including more accurate identification of child deaths due to child maltreatment, more effective determination of the underlying cause of suspicious deaths, identification of gaps and breakdowns in agencies and systems designed to protect children, and implementation of various prevention interventions.

1. Penal Code Section 11166.7 establishes County Child Death Review Teams

Each county may establish an interagency child death team to assist local agencies in identifying and reviewing suspicious child deaths and facilitating communication among persons who perform autopsies and the various persons and agencies involved in child abuse or neglect cases. Interagency child death teams have been used successfully to ensure that incidents of child abuse or neglect are recognized and other siblings and nonoffending family members receive the appropriate services in cases where a child has expired.

Each county may develop a protocol that may be used as a guideline by persons performing autopsies on children to assist coroners and other persons who perform autopsies in the identification of child abuse or neglect, in the determination of whether child abuse or neglect contributed to death, or whether child abuse or neglect had occurred prior to but was not the actual cause of death, and in the proper written reporting procedures for child abuse or neglect, including the designation of the cause and mode of death.

In developing an interagency child death team and an autopsy protocol, each county, working in consultation with local members of the California State Coroner’s Association and county child abuse prevention coordinating councils, may solicit suggestions and final comments from persons, including but not limited to, the following:

- Experts in the field of forensic pathology;
- Pediatricians with expertise in child abuse;
- Coroners and medical examiners;
• Criminologists;
• District Attorneys;
• Child Protective Services staff;
• Law enforcement personnel;
• Representatives of local agencies involved with child abuse or neglect reporting;
• County health department staff who deal with children’s health issues; and
• Local associations of professionals listed above.

2. Roles and responsibilities of Child Death Review Teams

Child Death Review Teams may perform any or all of the following tasks:
• Review and assess whether child deaths are homicides associated with abuse or neglect;
• Review and assess the causes of all child deaths with the intent of identifying circumstances surrounding preventable deaths;
• Improve the criminal investigation and prosecution of child abuse homicides;
• Improve dependency investigations and the protection of surviving siblings;
• Serve as a quality assurance team for death investigations;
• Design and implement cooperative protocols for investigation of child deaths;
• Improve linkages, communication and coordination among law enforcement, social services, local health agencies, the District Attorney’s Office, the coroner and others;
• Provide a forum for agencies to resolve conflicts;
• Collect uniform and accurate statistics on child deaths; and,
• Identify public health issues and make recommendations to county and state policymakers and legislators.

3. Team Membership

Core members:
• County Medical Examiner or Coroner;
• Law Enforcement Agencies;
• Child Protective Services;
• District Attorney’s Office; and
• Pediatrician (preferably with experience in child abuse evaluations).

Additional members:
• Child advocate;
• School representative;
• Fire Department or Emergency Medical Services;
• Mental Health representative;
• Liaison with the California Highway Patrol (CHP) (if available);
• Epidemiologist or data analyst (e.g., Office of Vital Statistics;
• Probation Officer; and
• Injury Control Specialist.

4. Selection criteria
CDRTs systematically select child deaths for review using predetermined criteria. Usually cases are drawn either from the deaths reported to the coroner or from vital statistics death certificates. Many counties (e.g., small and mid-sized counties) review all child deaths, whereas larger counties may have more selective review criteria (e.g., only coroner cases). Age criteria usually range from selecting only children under 7 to selecting all children under 20. The most common age criterion is children under 18 years of age.

Examples of review criteria used by various teams:
• All children under age 18;
• Coroner’s cases of all children’s deaths;
• “Unexpected”, “unexplained”, or “suspicious” deaths;
• Deaths under a certain age;
• Deaths of children known to Child Protective Services; and
• Deaths from certain causes.

Recommended minimum criteria:
• All coroner child death cases; and
• All children under 18 years of age.

5. Recommended “best practice” procedures
• Systematic intake and review of cases drawn by protocol from the coroner and/or vital statistics records;
• Teams function as a peer review, respecting confidentiality and sharing information across agency lines;
• Authentic peer review with no agency controlling or censuring the information, discussion, or activity of another;
• Multi-disciplinary team membership of investigative agencies with administrative support to collect, analyze, publish, and distribute the data locally for the Board of Supervisors, directors of public agencies, and in newspaper(s) for the public; and
• Capability for promoting and implementing basic or advanced procedures, policies, and prevention programs through team member agencies (e.g., County Health Department or Child Abuse Prevention Council) or other community resources.
B. ROLE OF THE STATE CHILD DEATH REVIEW COUNCIL

The California State Child Death Review Council (CSCDRC), established under the auspices of the Department of Justice (DOJ), was organized to establish leadership at the state level with representatives from key state agencies and associations. This statewide council was established pursuant to Penal Code Section 11166.9. According to the legislative mandate, it shall be the duty of the CSCDRC to oversee the statewide coordination and integration of state and local efforts to address fatal child abuse and neglect, and to create a body of information to prevent child death. Goals of the State Council include:

- Create and maintain an integrated, automated statewide data system for all counties and relevant state agencies;
- Promote the use of standardized forms and data collection protocols;
- Foster communication between state and local teams, other states, federal agencies and national associations, including dissemination of data and a statewide directory;
- Address local, state, and federal policy legislation issues and guidelines;
- Seek additional resources and funding for county team efforts;
- Support the development of domestic violence death review teams;
- Promote increased awareness of the relationship between domestic violence and child abuse;
- Promote development of a model for small counties (e.g., multi-county teams or cluster groups for counties with populations under 20,000);
- Raise visibility of child deaths and child death review teams through public education programs and the annual state report;
- Promote education and training for child death review team members;
- Develop an evaluation process to assess team effectiveness;
- Encourage continued research efforts at the state and federal level regarding child deaths and related issues; and
- Provide training and technical assistance to local teams.


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CHAPTER XIV
MENTAL HEALTH AND DEVELOPMENT ISSUES AND REFERRALS

A. PSYCHOLOGICAL AND BEHAVIORAL OUTCOMES ASSOCIATED WITH CHILD PHYSICAL ABUSE

1. Psychological and Social Problems Associated with Physically Abused Children
   • Post-traumatic Stress Disorder (PTSD);
   • Generalized anxiety;
   • Depression;
   • Withdrawal;
   • Feeling different from others and socially isolated;
   • Poor interpersonal social skills; and
   • Poor school performance and/or underachieving

2. Behavioral problems associated with physically abused children
   • Difficult or aggressive behavior;
   • Oppositional and/or defiant behavior;
   • School problems; and
   • Bullying and fighting behavior

3. Recommended mental health treatment modalities
   • Individual therapy;
   • Group therapy;
   • Parent-Child Interaction Therapy (PCIT); and
   • Home visiting programs

B. PSYCHOLOGICAL AND BEHAVIORAL OUTCOMES ASSOCIATED WITH CHILD NEGLECT

1. Psychological, developmental, and behavioral outcomes associated with child neglect
   • Poor impulse control and creativity;
   • Poor academic performance;
   • Poor interpersonal social skills;
   • Poor language comprehension;
   • Speech delays;
   • Lower IQ scores;
   • Not “ready to learn” in school;
   • Withdrawn and reticent to participate in activities;
   • Depression;
• Anxiety; and
• Vulnerability for developing alcohol and drug abuse problems and for developing significant mental health problems

2. Recommended treatment modalities
• Home visiting programs;
• Individual therapy; and
• Group therapy

C. MENTAL HEALTH TREATMENT

1. Indicators for mental health treatment for abused and neglected children
• History of neglect, physical and sexual abuse;
• Death of a sibling or a parent;
• Child or parent history of alcohol and/or drug abuse;
• Depression, sadness, withdrawal and avoidance of others, fearful;
• Angry, agitated;
• Signs of stress (e.g., unable to go to sleep, wakes during the night, eating problems, quick temper, easily frustrated);
• Acting out behavior (e.g., aggressive with peers, caregivers, teachers);
• History of torture;
• Mistreatment of animals;
• Firesetting;
• School problems (e.g., poor grades, poor concentration, little participation in activities);
• Change or deterioration of behavior;
• Suicidal ideation;
• Risk of placement disruption due to behavioral difficulties;
• Difficulties with self-care not due to developmental disability;
• Hallucinations or delusions; and
• History of receiving psychotropic medication.
2. Purpose and types of mental health treatment
   The purpose of mental health treatment is to alleviate psychological and behavior symptoms and to facilitate the development and maintenance of healthy functioning across an individual’s life domains (e.g. home, work, or school). The primary treatment modalities are:
   - Individual therapy (e.g., various psychodynamic therapeutic models, sand tray, cognitive-behavioral therapy, and play therapy);
   - Dyadic therapy (e.g., Parent-Child Interaction Therapy);
   - Group therapy; and
   - Family therapy.

Home-based and family-centered service approaches may also be helpful in supporting children and families. Home visiting programs, family resource centers, family conferencing, and wraparound social service support models are being developed in many communities to enhance existing systems of care.

3. Indicators for a psychological evaluation
   Sometimes the clinical or psychosocial assessment indicates a need for a psychological evaluation to obtain more detailed information regarding the child’s psychological functioning or when the diagnosis is unclear. For a treatment plan to be successful, it is important to know, for example, whether the child is suffering from Post Traumatic Stress Disorder (PTSD) or has Attention Deficit Hyperactivity Disorder (ADHD) because the symptoms can be similar but the treatment plans are different.

   Psychologists are the only mental health professionals accredited to perform psychological testing and evaluation, and they employ a battery of tests that evaluate:
   - Cognitive functioning
     Processing information, learning strengths and weaknesses, memory, verbal and nonverbal abilities, and academic abilities.
   - Affective functioning
     Emotions, fantasies, and feelings.
   - Adaptive functioning
     How an individual functions in the world in areas such as communication, daily living skills and socialization.
• **Pathological functioning**
  Ways in which the individual’s internal conflicts and drives distort or overwhelm the ability to deal effectively with the demands of external reality.

• **Personality**
  Clinical symptoms, personality traits and patterns, and interpersonal functioning.

• **Developmental functioning**
  Cognitive, communication, social, adaptive, and/or motor development.

4. **Psychological testing**
   Psychological testing can address these questions about an individual:
   
   • What are the client’s intellectual strengths and limitations?
   • Is there evidence of neurological immaturity or impairment?
   • What is the nature of past knowledge and achievements, interests, and aptitudes?
   • How adequate is reality testing?
   • What is the quality of interpersonal relationships?
   • What are the adaptive strengths (application of assets and liabilities to new problems, flexibility of approach, persistence, frustration tolerance, and reaction to novelty)?
   • To what degree are impulses maintained under control (under-controlled or over-controlled)?
   • How does the person defend psychologically (protect the self from feelings, ideas, and experiences that create anxiety through avoidance, repression, fighting or aggression, etc.) against unacceptable internal needs and demands or external experiences? How rigid are the client’s defenses?
   • What are the areas of conflict?
   • Does the child have a psychiatric disorder?
   • What is the child’s developmental functioning?
   • What treatment strategies and services would be most effective in improving functioning?
   • What support services would be helpful to the parents or caregivers?
5. Indicators for a psychiatric evaluation

Psychiatric evaluations are sometimes needed to evaluate complex issues that may need to be resolved with hospitalization or medication support for relief of symptoms. Psychiatric evaluations are helpful with parents and children in cases involving:

- Previous psychiatric history;
- Psychotic symptoms such as hallucinations (e.g., hearing voices), delusional thinking (odd or magical beliefs) or bizarre ideation;
- Suicidal ideation or attempts or self-destructive behaviors;
- Significant anxiety (fears/worrying) and depression (sadness/withdrawal/anger/passivity);
- Episodes of dissociation, (i.e. “spacing out”);
- Inattention, forgetfulness, distractibility, or difficulty concentrating;
- Aggressive outbursts (whether toward others or animals) or firesetting;
- Hyperactivity or excessive energy;
- Changes in sleeping or eating patterns;
- Pain or any medical symptom that does not have medical basis;
- Regressed behaviors (e.g., bedwetting in a previously “dry” child);
- Inappropriate sexualized behaviors; and/or,
- Obsessive thoughts or compulsive behaviors.

D. CHILD DEVELOPMENT EVALUATIONS

1. Indicators for making a referral for a developmental evaluation

Early diagnosis gives the child with developmental disorders an important head start in school or identifies reasons behind school problems. It is especially critical that a treatment plan be determined and implemented before or during the child’s early school years. Guidelines for referral for a developmental evaluation include:

- Delays in reaching early developmental milestones (such as sitting, crawling, babbling or using words, and learning new social or play skills);
- Language delay, cognitive delay, fine and gross motor skill delay;
- Hyperactivity or behavior problems;
- Regression (loss) of skills;
• School or learning problems;
• Atypical behaviors (e.g., inability to interact or play with other children, inattention, daily living skill and self-care deficits);
• History of prenatal drug exposure, low birth weight or prematurity;
• Inability to understand or follow directions, or inability to explain ideas or speak clearly; and/or
• Children with histories of child abuse and neglect.

2. Formal Developmental Evaluation

A formal child developmental evaluation requires a multi-disciplinary team which includes a clinical psychologist with specialized training in child development and developmental disorders, a Developmental-Behavioral Pediatrician, and a social worker with training in child development. Assessment requires knowledge of typical and atypical development, cultural and social aspects of behavior, psychometric concepts, multiple diagnostic measures and techniques, ethical/legal issues and an understanding of the child welfare and other intervention service systems.


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APPENDICES
APPENDIX A
California Penal Code Section 11171

This legislation was introduced by Senator Figueroa and signed into state statute August 2002.

11171. (a) (1) The Legislature hereby finds and declares that adequate protection of victims of child physical abuse or neglect has been hampered by the lack of consistent and comprehensive medical examinations.
   (2) Enhancing examination procedures, documentation, and evidence collection relating to child abuse or neglect will improve the investigation and prosecution of child abuse or neglect as well as other child protection efforts.
   (b) The agency or agencies designated by the Director of Finance pursuant to Section 13820 shall, in cooperation with the State Department of Social Services, the Department of Justice, the California Association of Crime Lab Directors, the California State District Attorneys Association, the California State Sheriffs Association, the California Peace Officers Association, the California Medical Association, the California Police Chiefs’ Association, child advocates, the California Clinical Forensic Medical Training Center, child protective services, and other appropriate experts, establish medical forensic forms, instructions, and examination protocol for victims of child physical abuse or neglect using as a model the form and guidelines developed pursuant to Section 19823.5.
   (c) The form shall include, but not be limited to, a place for notation concerning each of the following:
      (1) Any notification of injuries or any report of suspected child physical abuse or neglect to law enforcement authorities or children’s protective services, in accordance with existing reporting procedures.
      (2) Addressing relevant consent issues, if indicated.
      (3) The taking of a patient history of child physical abuse or neglect that includes other relevant medical history.
      (4) The performance of a physical examination for evidence of child physical abuse or neglect.
      (5) The collection or documentation of any physical evidence of child physical abuse or neglect, including any recommended photographic procedures.
      (6) The collection of other medical or forensic specimens, including drug ingestion or toxication, as indicated.
      (7) Procedures for the preservation and disposition of evidence.
      (8) Complete documentation of medical forensic exam findings with recommendations for diagnostic studies, including blood tests and X-rays.
      (9) An assessment as to whether there are findings that indicate physical abuse or neglect.
   (c) The forms shall become part of the patient’s medical record pursuant to guidelines established by the advisory committee of the agency or agencies designated by the Director of Finance pursuant to Section 13820 and subject to the confidentiality laws pertaining to the release of a medical forensic examination records.
   (D) The forms shall be made accessible for use on the Internet.
The CCFMTC offers skill-based training for performing quality medical/evidentiary examinations for victims of child physical abuse, child sexual abuse, sexual assault, domestic violence, and elder and dependent adult abuse and neglect. Training modalities include multi-day, skill-based training and one-to-eight hour lectures. Telecourses, case consultation, Internet, and CD-ROM self-instruction courses are under development.

The California Penal Code includes eight specific objectives for the CCFMTC:

- Develop and implement a standardized training program for medical personnel that has been reviewed and approved by a multi-disciplinary peer review committee.

- Develop a telecommunications system network between the Training Center and other areas of the state, including rural and midsize counties. This service shall provide case consultations to medical personnel, law enforcement, and the courts and provide continuing medical education.

- Provide basic, advanced, and specialized training programs.
• Develop guidelines for the reporting and management of child physical abuse and neglect, domestic violence, and elder abuse and neglect.

• Develop guidelines for evaluating the results of training for the medical personnel performing examinations.

• Provide standardized training for law enforcement officers, district attorneys, public defenders, investigative social workers, and judges on medical evidentiary examination procedures and the interpretation of findings.

• Promote an interdisciplinary approach in the assessment and management of child abuse and neglect, sexual assault, elder abuse, domestic violence, and abuse or assault against persons with disabilities.

• Provide training in the dynamics of victimization, including, but not limited to, rape trauma syndrome, battered woman syndrome, the effects of child abuse and neglect, and the various aspects of elder abuse.
APPENDIX C

MANDATORY REPORTERS DEFINED BY PENAL CODE SECTION 11165.7

As used in this article, “mandated reporter” is defined as any of the following:

- A teacher.
- An instructional aide.
- A teacher’s aide or teacher’s assistant employed by an public or private school.
- A classified employee of any public school.
- An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- An administrator of a public or private day camp.
- An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- A headstart teacher.
- A licensing worker or licensing evaluator employed by a licensing agency as defined in Section 11165.11.
- A public assistance worker.
- An employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- A social worker, probation officer, or parole officer.
- An employee of a school district police or security department.
- Any person who is an administrator or presenter of, or counselor in, a child abuse prevention program in any public or private school.
- A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, who is not otherwise described in this section.
- A fire fighter, except for volunteer fire fighters.
- A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
• Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
• A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
• A marriage, family, and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
• An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
• A state or county public health employee who treats a minor for venereal disease or any other condition.
• A coroner.
• A medical examiner, or any other person who performs autopsies.
• A commercial film and photographic print processor, as specified in subdivision (e) of Section 11166. As used in this article, “commercial film and photographic print processor” means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
• A child visitation monitor. As used in this article, “child visitation monitor” means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
• An animal control officer or humane society officer. For the purposes of this article, the following terms have the following meanings:
  • “Animal control officer” means any person employed by a city, county, or city and county for the purposes of enforcing animal control laws or regulations.
  • “Humane society officer” means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
• A clergy member, as specified in subdivision (c) of Section 11166. As used in this article, “clergy member” means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
• Any custodian of records of a clergy member, as specified in this section and subdivision (c) of Section 11166.
• Any employee of any police department, county sheriff’s department, county probation department, or county welfare department.
• An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of Court.
• Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse.
• Training in the duties imposed by this article shall include training in child abuse identification and training in child abuse reporting. As part of that training, school districts shall provide to all employees being trained a written copy of the reporting requirements and a written disclosure of the employees’ confidentiality rights.
• School districts that do not train their employees specified in subdivision (a) in the duties of mandated reporters under the child abuse reporting laws shall report to the State Department of Education the reasons why this training is not provided.
• The absence of training shall not excuse a mandated reporter from the duties imposed by this article.
APPENDIX D

SUSPECTED CHILD ABUSE REPORT FORM
Department of Justice (DOJ) SS 8572

Department of Justice (DOJ) Form SS 8572 can be downloaded from this website:

http://caag.state.ca.us/childabuse/forms.htm
**SUSPECTED CHILD ABUSE REPORT**

To Be Completed by **Mandated Child Abuse Reporters**

Pursuant to Penal Code Section 11166

PLEASE PRINT OR TYPE

<table>
<thead>
<tr>
<th>CASE NAME:</th>
<th>CASE NUMBER:</th>
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### A. REPORTING PARTY

<table>
<thead>
<tr>
<th>NAME OF MANDATED REPORTER</th>
<th>TITLE</th>
<th>MANDATED REPORTER CATEGORY</th>
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<tbody>
<tr>
<td>Reporter's Business/Agency Name and Address</td>
<td>Street</td>
<td>City</td>
</tr>
<tr>
<td>Reporter's Telephone (Daytime)</td>
<td>Signature</td>
<td>Today's Date</td>
</tr>
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### B. REPORT NOTIFICATION

- Law Enforcement
- County Probation Agency
- County Welfare / CPS (Child Protective Services)
- Address: Street, City, Zip | Date/Time of Phone Call |
| Official Contacted - Title | Telephone |

### C. VICTIM

One report per victim

<table>
<thead>
<tr>
<th>Name (Last, First, Middle)</th>
<th>Birthdate or Approx. Age</th>
<th>Sex</th>
<th>Ethnicity</th>
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<tr>
<td>Address: Street, City, Zip</td>
<td>Telephone</td>
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<tr>
<td>Present Location of Victim</td>
<td>School</td>
<td>Class</td>
<td>Grade</td>
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<tr>
<td>Physically Disabled?</td>
<td>Developmentally Disabled?</td>
<td>Other Disability (Specify)</td>
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<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>In Foster Care?</td>
<td>If Victim Was in Out-Of-Home Care at Time of Incident, Check Type of Care:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Day Care</td>
<td>Child Care Center</td>
<td>Foster Family Home</td>
<td>Foster Family Friend</td>
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<tr>
<td>Physical</td>
<td>Mental</td>
<td>Sexual</td>
<td>Neglect</td>
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<tr>
<td>Other</td>
<td>(Specify)</td>
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<td></td>
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<tr>
<td>Relationship to Suspect</td>
<td>Photos Taken?</td>
<td>Did the Incident Result in This</td>
<td></td>
</tr>
<tr>
<td>Victim's Death?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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### D. INVOLVED PARTIES

1. Name (Last, First, Middle) | Birthdate or Approx. Age | Sex | Ethnicity |
2. Name (Last, First, Middle) | Birthdate or Approx. Age | Sex | Ethnicity |
3. Name (Last, First, Middle) | Birthdate or Approx. Age | Sex | Ethnicity |
4. Name (Last, First, Middle) | Birthdate or Approx. Age | Sex | Ethnicity |

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<th>Address: Street, City, Zip</th>
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<th>Business Phone</th>
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<td>Business Phone</td>
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### D. SUSPECT

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<tr>
<th>Suspect's Name (Last, First, Middle)</th>
<th>Birthdate or Approx. Age</th>
<th>Sex</th>
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<td>Telephone</td>
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### E. INCIDENT INFORMATION

If necessary, attach extra sheet(s) or other form(s) and check this box if multiple victims, indicate number:

- Date / Time of Incident
- Place of Incident
- Narrative Description (what victim(s) said, what the mandated reporter observed, what person accompanying the victim(s) said, similar or past incidents involving the victim(s) or suspect)

**DEFINITIONS AND INSTRUCTIONS ON REVERSE**

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

White Copy-Police or Sheriff's Department; Blue Copy-County Welfare or Probation Department; Green Copy-District Attorney's Office; Yellow Copy-Reporting Party
APPENDIX E

CALIFORNIA CHILD PROTECTIVE SERVICES AGENCIES


**ALAMEDA COUNTY**
Alameda County Welfare Dept.  
8000 Edgewater Drive  
Oakland, CA 94621  
Main: (510) 259-1800

**ALPINE COUNTY**
Alpine County Dept. of Social Services  
P.O. Box 277  
Markleeville, CA 96120  
Main: (530) 694-2235  
Hotline: (888) 755-809

**AMADOR COUNTY**
Amador County Dept. of Social Services  
1003 Broadway  
Jackson, CA 95642  
Days: (209) 223-6550  
Evenings: (209) 223-1075

**BUTTE COUNTY**
Butte County Dept. of Social Services  
#1 County Center Drive  
Oroville, CA 95249  
Main: (530) 538-0280  
Oroville: (530) 538-7617  
Others: (800) 400-0902

**CALAVERAS COUNTY**
Calaveras County Dept. of Social Welfare  
Government Center  
San Andreas, CA 95249  
Days: (209) 754-6452  
After Hours: (209) 754-6500

**COLUSA COUNTY**
Colusa County Dept. of Social Welfare  
P.O. Box 370  
Colusa, CA 95932  
Main: (530) 458-0280

**CONTRA COSTA COUNTY**
Contra Costa County Employment & Human Services.  
2530 Arnold Drive, Suite 300  
Martinez, CA 94553-4359  
Central: (925) 646-1680  
West: (510) 374-3324  
East: (925) 427-8811
DEL NORTE COUNTY
Del Norte County Welfare Dept.
880 Northcrest Drive
Crescent City, CA 95531

Main: (707) 464-3191

EL DORADO COUNTY
El Dorado County Dept. of Social Services
3057 Briw Road #A
Placerville, CA 95667

S. Tahoe: (530) 544-7236
Placerville: (530) 642-7100

FRESNO COUNTY
Fresno County Dept. of Adult Protective Services
P.O. Box 1912
Fresno, CA 93750-0001

Main: (559) 255-8320

GLENN COUNTY
Glenn County Dept. of Social Services
420 East Laurel Street
Willows, CA 95988

Main: (530) 934-6520

HUMBOLDT COUNTY
Humboldt County Dept. of Social Services
929 Koster Street
Eureka, CA 95501

Main: (707) 445-6180

IMPERIAL COUNTY
Imperial County CWS Agency
2995 South 4th Street, Suite 105
El Centro, CA 92243

Main: (760) 337-7750

INYO COUNTY
Inyo County Welfare Dept.
Drawer A, Extension 2338
Independence, CA 93526

Main: (760) 872-1727

KERN COUNTY
Kern County Dept. of Human Services
P.O. Box 511
Bakersfield, CA 93302

Main: (661) 631-6011
KINGS COUNTY
Kings County Human Services Agency  Main: (559) 582-8776
1200 South Drive
Hanford, CA  93230

LAKE COUNTY
Lake County Social Services  Main: (707) 262-0235
P.O. Box 2-9000
Lower Lake, CA  95457

LASSEN COUNTY
Lassen County Welfare Dept.  Days: (530) 251-8277
P.O. Box 1359  After Hours: (530) 257-6121
Susanville, CA  96130

LOS ANGELES COUNTY
Los Angeles County Community & Senior Services  In-State: (800) 540-4000
3175 West 6th Street 2-90020  Out-of-State: (213) 639-4500
Los Angeles, CA  2-90020

MADERA COUNTY
Madera County Dept. of Public Welfare  Main: (559) 675-7829
P.O. Box 569  (800) 801-3999
Madera, CA  93639

MARIN COUNTY
Marin County Dept. of Health and Human Services  Main: (415) 499-7153
10 N. San Pedro Road, #1004  TDD: (415) 479-1601
San Rafael, CA  94913

MARIPOSA COUNTY
Mariposa County Dept. of Social Welfare  Main: (209) 966-3030
P.O. Box 7
Mariposa, CA  95338

MENDOCINO COUNTY
Mendocino County Dept. of Social Services  Main: (707) 463-5600
P.O. Box 839
Ukiah, CA  95482
**MERCED COUNTY**
Merced County Dept. of Human Services
Agency
P.O. Box 112
Merced, CA 95341

**MODOC COUNTY**
Modoc County Dept. of Social Services
120 North Main Street
Alturas, CA 96101

**MONO COUNTY**
Mono County Dept. of Social Welfare
P.O. Box 93517
Bridgeport, CA 93517

**MONTEREY COUNTY**
Monterey County Dept. of Social Services
1000 South Main, Suite 202
Salinas, CA 93901

**NAPA COUNTY**
Napa County Human Services
2261 Elm St.
Napa, CA 94559

**NEVADA COUNTY**
Nevada County Department of Public Social Services
P.O. Box 1210
Nevada City, CA 95959

**ORANGE COUNTY**
Orange County Social Services Agency
P.O. Box 22006
Santa Ana, CA 92702-2006

**PLACER COUNTY**
Placer County Welfare Department
11519 B Avenue
Auburn, CA 95603

Days: (209) 385-3104
After Hours: (209) 385-9915

Days: (530) 233-6501
After Hours: (530) 233-4416

Main: (760) 932-7755
Statewide: (800) 340-5411

Main: (831) 755-4661

Main: (707) 253-4261

Main: (530) 265-9380

Main: (714) 940-1000
(800) 207-4464

Main: (530) 886-5310
(800) 488-4308

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PLUMAS COUNTY
Plumas County Dept. of Social Services Main: (530) 283-6350
P.O. Box 360
Quincy, CA 95971

RIVERSIDE COUNTY
Riverside County Dept. of Public Social Main: (800) 442-4918
Services
1020 Iowa Avenue
Riverside, CA 92507

SACRAMENTO COUNTY
Sacramento County Dept. of Social Services Main: (916) 875-5437
4875 Broadway
Sacramento, CA 95817

SAN BENITO COUNTY
San Benito County Human Services Agency Days: (831) 636-4190
1111 San Felipe Rd. After Hours: (831) 636-4330
Hollister, CA 95023

SAN BERNARDINO COUNTY
San Bernardino Co. Social Services Main: (800) 827-8724
494 North E Street After Hours: (909) 422-3266
San Bernardino, CA 92401

SAN DIEGO COUNTY
San Diego County Department of Social Main: (858) 560-2191
Services
1261 Third Avenue
Chula Vista, CA 91911

SAN FRANCISCO COUNTY
San Francisco City and County Dept. of Human Services Main: (415) 558-2650
P.O. Box 7988 (800) 856-5553
San Francisco, CA 94120-9939

SAN JOAQUIN COUNTY
San Joaquin County Human Services Agency Main: (209) 468-1333
P.O. Box 201056 (209) 468-1330
Stockton, CA 95201
SAN LUIS OBISPO COUNTY
San Luis Obispo County Dept. of Social Services
P.O. Box 8119
San Luis Obispo, CA 93403-8819

SAN MATEO COUNTY
San Mateo County Department of Health
225 West 37th Avenue
San Mateo, CA 94403

SANTA BARBARA COUNTY
Santa Barbara County Dept. of Social Services
234 Camino Del Remedio
Santa Barbara, CA 93110-1369

SANTA CLARA COUNTY
Santa Clara County Department of Social Services
591 North King Road
Santa Clara, CA 95133

SANTA CRUZ COUNTY
Santa Cruz County Human Resources Agency
P.O. Box 1320
Santa Cruz, CA 95061

SHASTA COUNTY
Shasta County Department of Social Services
P.O. Box 496005
Redding, CA 96049-6005

SIERRA COUNTY
Sierra County Department of Health and Human Services
P.O. Box 1019
Loyalton, CA 96118

Main: (805) 781-5437
(805) 834-5437

Main: (650) 595-7922
(800) 632-4615
(650) 595-7518

Days: (800) 367-0166
Lompoc: (805) 737-7078
After Hours: (805) 683-2724

North: (408) 299-2071
South: (408) 683-0601

Main: (831) 454-4222
Watsonville: (831) 763-8850

Main: (530) 225-5144

24 Hours: (530) 289-3720
Bus. Hours: (530) 993-6720
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<td>SISKIYOU COUNTY</td>
<td>Siskiyou County Human Services 818 South Main</td>
<td>(530) 842-7009</td>
<td>(530) 841-4200</td>
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<td>Yreka, CA 96097</td>
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<td>SOLANO COUNTY</td>
<td>Solano County Social Services 275 Beck Ave.</td>
<td>(800) 544-8696</td>
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<td>Fairfield, CA 94533</td>
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<tr>
<td>SONOMA COUNTY</td>
<td>Sonoma County Social Services Department P.O. Box 1539</td>
<td>(707) 565-4304</td>
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<td>Santa Rosa, CA 95402</td>
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<td>STANISLAUS COUNTY</td>
<td>Stanislaus County Community Service Agency P.O. Box 42</td>
<td>(800) 558-3665</td>
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<td>Modesto, CA 95353</td>
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<tr>
<td>SUTTER COUNTY</td>
<td>Sutter County Welfare Department P.O. Box 1599</td>
<td>(530) 822-7155</td>
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<td>Yuba City, CA 95992</td>
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<td>TEHAMA COUNTY</td>
<td>Tehama County Department of Social Welfare P.O. Box 1515</td>
<td>(800) 323-7711</td>
<td>(530) 527-9416</td>
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<td>Red Bluff, CA 96080</td>
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<td>TRINITY COUNTY</td>
<td>Trinity County Welfare Department P.O. Box 1470</td>
<td>(530) 623-1314</td>
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<td>Weaverville, CA 96093</td>
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<tr>
<td>TULARE COUNTY</td>
<td>Tulare County Department of Public Social Services P.O. Box 671</td>
<td>(559) 730-2677</td>
<td>(800) 331-1585</td>
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<td></td>
<td>Visalia, CA 93279</td>
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TUOLUMNE COUNTY
Tuolumne Department of Social Services
20075 Cedar Road North
Sonora, CA 95370

Days: (209) 533-5717
After Hours: (209) 533-4357

VENTURA COUNTY
Ventura County Department of Social Services
4651 Telephone Road, Suite 201
Ventura, CA 93001

Main: (805) 654-3200

YOLO COUNTY
Yolo County Department Employment & Social Services
25 North Cottonwood Avenue
Woodland, CA 95695

Main: (530) 669-2345
After Hours: (530) 666-8920
(888) 400-0022

YUBA COUNTY
Yuba County Health and Welfare Department
6000 Lindhurst Avenue
Marysville, CA 95901

Main: (530) 749-6288
APPENDIX F

CALIFORNIA VICTIM/WITNESS ASSISTANCE CENTERS
For current contact information go to the Victim Compensation and Government Claims Board web site at <http://www.boc.ca.gov/vwlist.htm>.

**ALAMEDA COUNTY**
Victim/Witness Assistance Center
Tel: (510) 272-6180
Alameda County District Attorney’s Office
Fax: (510) 208-9565
1401 Lakeside Drive, Suite 802
Oakland, CA 94612

**ALPINE COUNTY**
Victim/Witness Assistance Center
Tel: (530) 694-2971
Alpine County District Attorney’s Office
Fax: (530) 694-2980
270 Laramie Street
P.O. Box 248
Markleeville, CA 96120

**AMADOR COUNTY**
Victim/Witness Assistance Center
Tel: (209) 223-6474
Amador County District Attorney’s Office
Fax: (209) 223-1953
45 Summit Street
Jackson, CA 95642

**BUTTE COUNTY**
Victim/Witness Assistance Center
Tel: (530) 538-7340
Butte County Probation Department
Fax: (530) 534-8301
42 County Center Drive
Oroville, CA 95965

**CALAVERAS COUNTY**
Victim/Witness Assistance Center
Tel: (209) 754-6565
Calaveras County District Attorney’s Office
Fax: (209) 754-6732
891 Mountain Ranch Road
San Andreas, CA 95249

**COLUSA COUNTY**
Victim/Witness Assistance Center
Tel: (530) 458-0659
Colusa County Probation Department
Fax: (530) 458-3009
532 Oak Street
Colusa, CA 95932
CONTRA COSTA COUNTY
Victim/Witness Assistance Center
Contra Costa County Probation Department
100 Glacier Drive, Suite A
Martinez, CA 94553
San Pablo Victim/Witness Assistance Center
West County Office
2555 El Portal Drive
San Pablo, CA 94806

DEL NORTE COUNTY
Victim/Witness Assistance Center
Del Norte County District Attorney’s Office
450 H Street, Room 182
Crescent City, CA 95531

EL DORADO COUNTY
Victim/Witness Assistance Center
El Dorado County District Attorney’s Office
South Lake Tahoe Office
1360 Johnson Boulevard, Suite 105
South Lake Tahoe, CA 96150
Placerville Office
520 Main Street
Placerville, CA 95667

FRESNO COUNTY
Victim/Witness Assistance Center
Fresno County Probation Department
2220 Tulare Street, Suite 1126
Fresno, CA 93721

GLENN COUNTY
Victim/Witness Assistance Center
HRA Community Action Division
420 East Laurel Street
Willows, CA 95988
HUMBOLDT COUNTY
Victim/Witness Assistance Center
Humboldt County District Attorney’s Office
712 Fourth Street
Eureka, CA 95501
Tel: (707) 445-7417
Fax: (707) 445-7490

IMPERIAL COUNTY
Victim/Witness Assistance Center
Imperial County Probation Department
217 South Tenth, Building A
El Centro, CA 92243
Tel: (760) 336-3930
Fax: (760) 353-3292

INYO COUNTY
Victim/Witness Assistance Center
301 West Line Street, Suite C
Bishop, CA 93514
Tel: (760) 873-6669
Fax: (760) 873-8359

LAKE COUNTY
Victim/Witness Assistance Center
Lake County District Attorney’s Office
420 Second Street
Lakeport, CA 95453
Tel: (707) 262-4282
Fax: (707) 262-5851

INYO COUNTY
Inyo County District Attorney’s Office
P.O. Drawer D
Independence, CA 93526
Tel: (760) 878-0282
Fax: (760) 878-2383

KERN COUNTY
Victim/Witness Assistance Center
Kern County Probation Department
1415 Truxtun Avenue, 6th Floor, Room 603
Bakersfield, CA 93301
Tel: (661) 868-4535
Fax: (661) 868-4586

KINGS COUNTY
Victim/Witness Assistance Center
Kings County Probation Department
Kings County Government Center
1400 West Lacey Boulevard
Hanford, CA 93230
Tel: (559) 582-3211 ext. 2640
Fax: (559) 584-7038

KINGS COUNTY
Inyo County District Attorney’s Office
P.O. Drawer D
Independence, CA 93526
Tel: (760) 878-0282
Fax: (760) 878-2383

LAKE COUNTY
Victim/Witness Assistance Center
Lake County District Attorney’s Office
420 Second Street
Lakeport, CA 95453
Tel: (707) 262-4282
Fax: (707) 262-5851

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LASSEN COUNTY
Victim/Witness Assistance Center          Tel: (530) 251-8283
Lassen County District Attorney’s Office  Fax: (530) 257-2-9009
Courthouse                                
220 South Lassen Street, Suite 8          
Susanville, CA  96130

LOS ANGELES COUNTY
Victim/Witness Assistance Center          Tel: (626) 927-2525
Los Angeles County District Attorney’s Office  Fax: (626) 569-9541
3204 Rosemead Boulevard, Suite E 
El Monte, CA  91731

Central Victim/Witness Office              Toll free: (800) 773-7540
210 West Temple, No. 12-514               Tel: (213) 774-7499
Los Angeles, CA  2-90012                  Fax: (213) 625-8104

El Monte Victim/Witness Office             Toll Free: (800) 492-5944
3220 North Rosemead Boulevard             Tel: (626) 572-6366
El Monte, CA  91731                       Fax: (626) 280-0817

El Monte Victim/Witness                   Tel: (626) 350-4583
11234 East Valley Boulevard               Fax: (626) 442-6543
El Monte, CA  91731

Sexual Crimes/Child Abuse Unit            Tel: (213) 974-3801
Hall of Records                            Fax: (213) 625-2810
320 West Temple Street, Room 740          
Los Angeles, CA  2-90012

Carson Sheriff                            Tel: (310) 830-8376
21356 South Avalon Boulevard              Fax: (310) 847-8368
Carson, CA  90745

Compton Courthouse                        Tel: (310) 603-7579, or
200 West Compton Boulevard, Room 700      (310) 603-7574, or
Compton, CA  90220                        (310) 603-7127
                                            Fax: (310) 603-0493
Statutory Rape Program
Hall of Records
320 West Temple Street, No. 740
Los Angeles, CA 2-90012
Tel: (213) 974-3908
Fax: (213) 625-2810

Inglewood Courthouse
One Regent Street, Room 405
Inglewood, CA 90301
Tel: (310) 419-6764, or (310) 419-5175
Fax: (310) 674-7839

Long Beach Courthouse
415 West Ocean Boulevard, Room 305
Long Beach, CA 90802
Tel: (562) 491-6347, or (562) 491-6310
Fax: (562) 436-9849

Santa Monica Courthouse
1725 Main Street, Room 228
Santa Monica, CA 90401
Tel: (310) 260-3678
Fax: (310) 458-6518

Torrance Courthouse
825 Maple Avenue
Torrance, CA 90503
Tel: (310) 222-3599
Fax: (310) 783-1684

Antelope Valley Courthouse
1110 West Avenue J
Lancaster, CA 93534
Tel: (661) 945-6464
Fax: (661) 945-6179

Hollywood LAPD
1358 North Wilcox Avenue
Los Angeles, CA 2-90028
Tel: (323) 871-1184
Fax: (213) 485-8891

Industry Sheriff
150 North Hudson Avenue
City of Industry, CA 91744
Tel: (626) 934-3004
Fax: (626) 333-1895

Pasadena Courthouse
300 East Walnut Street, Room 107
Pasadena, CA 91101
Tel: (626) 356-5714, or (626) 356-5715
Fax: (626) 796-3176

Pomona Courthouse
400 Civic Center Drive, Room 201
Pomona, CA 91766
Tel: (909) 620-3381, or (909) 620-3382
Fax: (909) 629-6876
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<th>Location</th>
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<tr>
<td>San Fernando Area</td>
<td>2-900 – 3rd Street, Room G14</td>
<td>(818) 898-2406</td>
<td>(818) 898-2743</td>
</tr>
<tr>
<td>Temple City Sheriff</td>
<td>8838 East Las Tunas Drive</td>
<td>(626) 292-3333</td>
<td>(626) 287-7353</td>
</tr>
<tr>
<td>Van Nuys Courthouse</td>
<td>6230 Sylmar Avenue, 5th Floor</td>
<td>(818) 374-3075</td>
<td>(818) 782-5349</td>
</tr>
<tr>
<td>Central LAPD</td>
<td>251 East Sixth Street</td>
<td>(213) 627-1619</td>
<td>(213) 847-2956</td>
</tr>
<tr>
<td>East Los Angeles Courthouse</td>
<td>214 South Fetterly Avenue, Room 201</td>
<td>(323) 780-2045</td>
<td>(323) 269-4869</td>
</tr>
<tr>
<td>Huntington Park Area Office</td>
<td>2958 East Florence Avenue</td>
<td>(323) 586-6337</td>
<td>(323) 584-9055</td>
</tr>
<tr>
<td>Lakewood Sheriff</td>
<td>5130 North Clark Avenue</td>
<td>(562) 920-5156</td>
<td>(562) 867-4712</td>
</tr>
<tr>
<td>Norwalk Courthouse</td>
<td>12720 Norwalk Boulevard, Room 201</td>
<td>(562) 807-7230</td>
<td>(562) 929-7626</td>
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<tr>
<td>Rampart LAPD</td>
<td>303 South Union</td>
<td>(213) 483-6731</td>
<td>(213) 207-2108</td>
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<tr>
<td>Southeast LAPD</td>
<td>145 West 108th Street</td>
<td>(323) 754-8064</td>
<td>(323) 485-8340</td>
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</tbody>
</table>
Southwest LAPD
1546 Martin Luther King Boulevard
Los Angeles, CA 2-90062
Tel: (323) 296-8645
Fax: (323) 473-6757

Eastlake Juvenile Office
1601 Eastlake Avenue, Room 132
Los Angeles, CA 2-90033
Tel: (323) 226-8918
Fax: (323) 223 6248

Family Violence Division
Criminal Courts Building
210 W. Temple Street, Room 603
Los Angeles, CA 2-90012
Tel: (213) 974-7410, or
(213) 974-3879
Fax: (213) 217-4992

Stalking & Threat Management Team
Hall of Records
320 W. Temple Street, Room 780-41
Los Angeles, CA 2-90012
Tel: (213) 893-0896
Fax: (213) 626-2758

Whittier Branch Office
7339 S. Painter Ave., Room 200
Whittier, CA 90602
Tel: (562) 907-3189
Fax: (562) 696-9631

Child Abuse Crisis Center
Harbor-UCLA Medical Center
1000 W. Carson St.
Box 460 Trailer N-26
Torrance, CA 90509
Tel: (310) 222-1208
Fax: (310) 320-7849

East L.A. Sheriff
5019 E. Third Street
Los Angeles, CA 2-90022
Tel: (323) 981-5024
Fax: (323) 267-0637
LOS ANGELES CITY (Subgrant to Los Angeles County Victim/Witness)

Victim/Witness Assistant Center  Los Angeles City Attorney’s Office
312 South Hill Street, Third Floor  312 South Hill Street, Third Floor
Los Angeles, CA 2-90013  Los Angeles, CA 2-90013

Tel: (213) 485-6976  Fax: (213) 847-8667

Victim Assistance Program  Korean Outreach Project
312 South Hill Street, Second Floor
Los Angeles, CA 2-90013

Tel: (213) 485-9889  Fax: (213) 847-8667

North Hollywood Station LAPD
Victim Assistance Program  Victim Assistance Program
11640 Burbank Boulevard  312 South Hill Street, Second Floor
North Hollywood, CA 91601  Los Angeles, CA 2-90013

Tel: (818) 623-4056  Fax: (818) 623-4121

Victim Assistance Program  Victim Assistance Program
San Pedro City Hall  Van Nuys City Hall
638 S. Beacon St., Room 326  14410 Sylvan Street, Room 117
San Pedro, CA 90731  Van Nuys, CA 91401

Tel: (310) 732-4611  Fax: (310) 732-4618
Tel: (818) 756-8488  Fax: (818) 756-9444

Wilshire Area Station LAPD
Victim Assistance Program  Victim Assistance Program
4861 Venice Boulevard  1663 Butler Avenue
Los Angeles, CA 2-90019  West Los Angeles, CA 2-90025

Tel: (213) 847-1991  Fax: (213) 847-0668
Tel: (310) 575-8441  Fax: (310) 575-6710
Newton Area Station LAPD  Victim Assistance Program  Tel: (323) 846-5374
3400 South Central Avenue  Fax: (323) 846-6586
Los Angeles, CA 2-90011

77th Street Area Station LAPD  Victim Assistance Program  Tel: (213) 485-8848
7600 South Broadway  Fax: (213) 847-0667
Los Angeles, CA 2-90003

Hollenbeck Area Station LAPD  Victim Assistance Program  Tel: (323) 526-3190
2111 East First Street  Fax: (323) 485-8401
Los Angeles, CA 2-90033

MADERA COUNTY
Victim/Witness Assistance Center  Tel: (559) 661-1000
Madera County Community Action  Fax: (559) 661-8389
Committee, Inc.
1200 West Maple Street, Suite C
Madera, CA 93637

MARIN COUNTY
Victim/Witness Assistance Center  Tel: (415) 499-6450
Marin County District Attorney’s Office  Fax: (415) 499-3719
3501 Civic Center Drive, Room 130
San Rafael, CA 94903

MARIPOSA COUNTY
Victim/Witness Assistance Center  Tel: (209) 742-7441
Mariposa County District Attorney’s Office  Fax: (209) 742-5780
P.O. Box 730
Mariposa, California 95338

MENDOCINO COUNTY
Victim/Witness Assistance Center  Tel: (707) 463-4218
Mendocino County District Attorney’s Office  Fax: (707) 468-3371
Courthouse, Room 10
100 North State Street
P.O. Box 144
Ukiah, CA 95482
MERCED COUNTY
Victim/Witness Assistance Center
Merced County District Attorney’s Office
658 W. 20th St.
Merced, CA 95340
Tel: (209) 725-3515
Fax: (209) 725-3669

MODOC COUNTY
Victim/Witness Assistance Center
Modoc County District Attorney’s Office
204 South Court Street
Alturas, CA 96101
Tel: (530) 233-3311
Fax: (530) 233-5024

MONO COUNTY
Victim/Witness Assistance Center
452 Old Mammoth Road, Third Floor
P.O. Box 2053
Mammoth Lakes, CA 93546
Bridgeport Victim/Witness Office
P.O. Box 617
Bridgeport, CA 93517
Tel: (760) 932-5550
Fax: (760) 924-1711

MONTEREY COUNTY
Victim/Witness Assistance Center
Monterey County District Attorney’s Office
240 Church Street #101
P.O. Box 1311
Salinas, CA 93901
Tel: (831) 755-5272
Fax: (831) 796-6448

NAPA COUNTY
Victim/Witness Assistance Center
Napa County Volunteer Center, Inc.
1820 Jefferson Street
Napa, CA 94559
Tel: (707) 252-6222
Fax: (707) 226-5179

NEVADA COUNTY
Victim/Witness Assistance Center
Nevada County Probation Department
109 ½ North Pine Street
Nevada City, CA 95959
Tel: (530) 265-1246, or (530) 265-1331
Fax: (530) 265-6304
**ORANGE COUNTY**
Victim/Witness Assistance Administrative Center  
Community Service Programs, Inc.  
1821 East Dyer, Suite 200  
Santa Ana, CA 92705-5700

Superior Court  
Tel: (714) 834-4350  
Fax: (714) 834-2688

Central Justice Center  
700 Civic Center Drive West  
P.O. Box 1994  
Santa Ana, CA 92702

North Justice Center  
1275 North Berkeley Avenue  
Fullerton, CA 92635

Harbor Justice Center-Laguna Niguel  
30143 Crown Valley Parkway  
Laguna Niguel, CA 92677

West Justice Center  
8141 13th Street  
Westminster, CA 92683

Harbor Justice Center-Newport Beach  
4601 Jamboree Boulevard, Suite 103  
Newport Beach, CA 92660

Lamoreaux Justice Center  
301 The City Drive  
Orange, CA 92668

**PLACER COUNTY**
Victim/Witness Assistance Program  
Placer County District Attorney’s Office  
11562 B Avenue  
Auburn, CA 95603

Tel: (530) 889-7021  
Fax: (530) 886-2294
PLUMAS COUNTY
Victim/Witness Assistance Center Tel: (530) 283-6285
Plumas County Sheriff’s Department Fax: (530) 283-6226
75 Court Street, Suite A
Quincy, CA 95971

RIVERSIDE COUNTY
Victim/Witness Assistance Center Tel: (909) 955-5450
Riverside County District Attorney’s Office Fax: (909) 955-5640
4075 Main Street, First Floor
Riverside, CA 92501

Banning Victim/Witness Office Tel: (909) 849-6218
Western Riverside County Fax: (909) 922-7135
135 North Alessandro, Room 205
Banning, CA 92220

Blythe Victim/Witness Office Tel: (935) 921-7878
Eastern Riverside County Fax: (935) 921-7849
225 North Broadway
Blythe, CA 92225

Southwest Justice Center Tel: (909) 304-5500
30755-D Auld Road Fax: (909) 304-5503
Murrieta, CA 92563

Indio Victim/Witness Office Tel: (760) 863-8408
Eastern Riverside County Fax: (760) 863-7640, or
82-675 Highway 111, Fourth Floor (760) 863-8987
Indio, CA 92201

Riverside Juvenile Office Tel: (909) 358-4152
Western Riverside County Fax: (909) 358-4497
9991 County Farm Road
Riverside, CA 92503

Corona Police Department Tel: (909) 739-4872
515 So. Corona Mall Fax: (909) 279-3599
Corona, CA 92882
SACRAMENTO COUNTY
Victim/Witness Assistance Center  Tel: (916) 874-5701
Sacramento County District Attorney’s Office  Fax: (916) 874-5271
901 G Street
P.O. Box 749
Sacramento, CA 95814

SAN BENITO COUNTY
Victim/Witness Assistance Center  Tel: (831) 637-8244
San Benito County District Attorney’s Office  Fax: (831) 636-4126
419 Fourth Street
Hollister, CA 95023-3801

SAN BERNARDINO COUNTY
Victim/Witness Assistance Center  Tel: (909) 387-6540, or
San Bernardino County District Attorney’s Fax: (909) 387-6384
Office  Fax: (909) 387-6313
316 North Mountain View Avenue, 3rd Floor
San Bernardino, CA 92415

San Bernardino Juvenile Division  Tel: (909) 387-8665
2-900 East Gilbert Street  Fax: (909) 387-6980
San Bernardino, CA 92415

San Bernardino Police Department  Tel: (909) 388-42-900
710 North D Street  Fax: (909) 388-4843
San Bernardino, CA 92401

Colton Police Department  Tel: (909) 370-5164
650 North La Cadena Drive  Fax: (909) 370-5158
Colton, CA 92324

Fontana Victim/Witness Center  Tel: (909) 356-6406
17830 Arrow Boulevard  Fax: (909) 356-6779
Fontana, CA 92335
Ontario Police Department
200 North Cherry Avenue
Ontario, CA 91764

Rancho Cucamonga Victim/Witness Office
8303 North Haven Avenue, 4th Floor
Rancho Cucamonga, California 91730

Victorville Victim/Witness Office
14455 Civic Drive
Victorville, California 92392

Barstow Victim/Witness Office
235 East Mountain View
Barstow, CA 92311

Joshua Tree Victim/Witness Center
6527 White Feather Road
Joshua Tree, CA 92252

SAN DIEGO COUNTY
Victim/Witness Assistance Center
San Diego County District Attorney’s Office
330 West Broadway, Suite 800
P.O. Box 121011
San Diego, CA 92101

Chula Vista Victim/Witness Office
500 Third Avenue
Chula Vista, CA 92010

El Cajon Victim/Witness Office
250 East Main Street, 5th Floor
El Cajon, CA 92020

Vista Victim/Witness Office
325 South Melrose, Suite 5000
Vista, CA 92083
Juvenile Victim/Witness Office
2851 Meadowlark Drive
San Diego, CA 92123

San Diego Police Department
1401 Broadway
San Diego, California 92101

SAN FRANCISCO COUNTY AND CITY
Victim/Witness Assistance Center
San Francisco County District Attorney’s Office
850 Bryant Street, Room 320
San Francisco, CA 94103

SAN JOAQUIN COUNTY
Victim/Witness Assistance Center
San Joaquin County District Attorney’s Office
222 East Weber Avenue, Room 245
Stockton, CA 95202

SAN LUIS OBISPO COUNTY
Victim/Witness Assistance Center
San Luis Obispo County District Attorney’s Office
County Government Center, Room 121
San Luis Obispo, CA 93408

SAN MATEO COUNTY
Victim/Witness Assistance Center
San Mateo County District Attorney’s Office
1024 Mission Road
South San Francisco, CA 94080
**SISKIYOU COUNTY**
Victim/Witness Assistance Center
Siskiyou County District Attorney’s Office
311 4th Street
P.O. Box 986
Yreka, CA 96097

Tulelake Office
298 Street
P.O. Box 790
Tulelake, CA 96134

Tel: (530) 842-8229
Fax: (530) 842-8222

**SOLANO COUNTY**
Victim/Witness Assistance Center
Solano County District Attorney’s Office
Hall of Justice
600 Union Avenue
Fairfield, CA 94533

Solano Victim/Witness Office
Solano County Justice Building
321 Tuolumne Street
Vallejo, California 94590

Tel: (707) 421-6844
Fax: (707) 421-7986

**SONOMA COUNTY**
Vacant, Project Coordinator
Victim/Witness Assistance Center
Sonoma County District Attorney’s Office
P.O. Box 6023
Santa Rosa, CA 95406

Tel: (707) 565-8250
Fax: (707) 565-8262

**STANISLAUS COUNTY**
Victim/Witness Assistance Center
Stanislaus County District Attorney’s Office
800 11th Street, Room 200
P.O. Box 442
Modesto, CA 95354

Tel: (209) 525-5541
Fax: (209) 525-5551
SUTTER COUNTY
Victim/Witness Assistance Center  Tel: (530) 822-7345
Sutter County District Attorney’s Office  Fax: (530) 822-7464
204 C Street
P.O. Box 1555
Yuba City, CA 95991

TEHAMA COUNTY
Victim/Witness Assistance Center  Tel: (530) 527-4296
Tehama County District Attorney’s Office  Fax: (530) 527-4735
444 Oak Street
P.O. Box 519
Red Bluff, CA 96080

TRINITY COUNTY
Victim/Witness Assistance Center  Tel: (530) 623-1204
Trinity County Probation Department  Fax: (530) 623-1237
333 Tom Bell Road
P.O. Box 158
Weaverville, CA 96093

TULARE COUNTY
Victim/Witness Assistance Center  Tel: (559) 733-6754
Tulare County District Attorney’s Office  Fax: (559) 730-2931
221 South Mooney Boulevard #264
Visalia, CA 93291

TUOLUMNE COUNTY
Victim/Witness Assistance Center  Tel: (209) 588-5440
Tuolumne County District Attorney’s Office  Fax: (209) 588-5455
423 North Washington Street
Sonora, CA 95370

VENTURA COUNTY
Victim/Witness Assistance Center  Tel: (805) 654-3622
Ventura County District Attorney’s Office  Fax: (805) 662-6523
800 South Victoria Avenue, Room 311
Ventura, CA 93009
YOLO COUNTY
Victim/Witness Assistance Center
Yolo County District Attorney's Office
301 Second Street
Woodland, CA 95695
Tel: (530) 666-8187
Fax: (530) 666-8185

YUBA COUNTY
Victim/Witness Assistance Center
Yuba County Probation Department
4240 Dan Avenue
Marysville, CA 95901
Tel: (530) 741-6275
Fax: (530) 749-7913
APPENDIX G

EXAMPLE OF SEALED EVIDENCE ENVELOPE

Note: Sign and date over the seal.
APPENDIX H

CHAIN OF CUSTODY FORM

CALIFORNIA COUNTY
Laboratory of Forensic Sciences

EVIDENCE COLLECTION KIT

FOR HOSPITAL PERSONNEL
(Please print)

<table>
<thead>
<tr>
<th>Name of Patient:</th>
<th>Date of Birth:</th>
<th>☐ Female</th>
<th>☐ Male</th>
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<table>
<thead>
<tr>
<th>Name of Examiner:</th>
</tr>
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<table>
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<tr>
<th>Name of Hospital:</th>
<th>Date of Exam:</th>
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<table>
<thead>
<tr>
<th>Law Enforcement Agency:</th>
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</table>

<table>
<thead>
<tr>
<th>Agency Case No.:</th>
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| AFFIX BIOHAZARD LABEL HERE AFTER SPECIMEN COLLECTION |

---

CHAIN OF CUSTODY

<table>
<thead>
<tr>
<th>FROM: (Print Name and Sign)</th>
<th>TO: (Print Name and Sign)</th>
<th>DATE</th>
<th>TIME</th>
</tr>
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<tbody>
<tr>
<td></td>
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98
APPENDIX I

HOW TO MAKE A BINDLE

1. Fold the paper in half.

2. Fold the half-sized paper into thirds.

3. Fold over the right flap.

4. 

5. Fold over the left flap.

6. 

7. Fold in half. Seal the open end of the bindle, not the folded end. Initial the tape prior to sealing.
APPENDIX J

CalOES 2-900 FORM AND INSTRUCTIONS

The CalOES 2-900 form can be downloaded from these websites:

California Office of Emergency Services -- www.CalOES.ca.gov
Look for Criminal Justice Programs Division. Click on the appropriate
document in Publications and Brochures to view document list.

California Clinical Forensic Medical Training Center
www.ccfmtc.org.
MEDICAL REPORT:
SUSPECTED CHILD PHYSICAL ABUSE AND NEGLECT EXAMINATION

CaIOES 2-900

For more information or assistance in completing the CaIOES 2-900, please contact California Clinical Forensic Medical Training Center at: (916) 930-3080 or www.ccfmtc.org

Forms available at: www.CaIOES.ca.gov and www.ccfmtc.org
### A. GENERAL INFORMATION

<table>
<thead>
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<th>Information</th>
<th>Details</th>
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<tbody>
<tr>
<td>1. Name of Medical Facility Where Exam Performed</td>
<td>Facility Address</td>
</tr>
<tr>
<td>2. Date of Exam</td>
<td>Time of Exam</td>
</tr>
<tr>
<td>3. Patient’s Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>4. Street Address</td>
<td>City</td>
</tr>
<tr>
<td>5. Age</td>
<td>Date of Birth</td>
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<td>6. Interpreter Used:</td>
<td>No</td>
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<tr>
<td>Name of Interpreter:</td>
<td>Telephone:</td>
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<td>Affiliation of interpreter:</td>
<td>Facility Interpreting Services</td>
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<td>Contracted Agency, specify:</td>
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<tr>
<td>Family</td>
<td>Friend</td>
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### B. MANDATORY REPORTING FOR SUSPECTED CHILD ABUSE AND NEGLECT

Mandatory Child Abuse/Neglect Report made to both Law Enforcement and CPS Agencies (Pursuant to Penal Code §11166):

<table>
<thead>
<tr>
<th>Report Agency</th>
<th>Telephone Report</th>
<th>Written Report Submitted</th>
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<tbody>
<tr>
<td>Law Enforcement</td>
<td>Name of Agency</td>
<td>Telephone</td>
</tr>
<tr>
<td>Child Protective Services</td>
<td>Name of Agency</td>
<td>Telephone</td>
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### C. RESPONDING PERSONNEL TO MEDICAL FACILITY

<table>
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<tr>
<th>Name</th>
<th>ID Number</th>
<th>Agency</th>
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<tbody>
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<td>Child Protective Services</td>
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<td>and/or</td>
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<tr>
<td>Law Enforcement Officer</td>
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### D. PATIENT CONSENT AND AUTHORIZATION FOR EXAMINATION

(See instructions)

### E. DISTRIBUTION OF CalOES 2-900

(Check all that apply)

- Law Enforcement Agency (original)
- Hand Delivered
- Mailed
- Fax
- Child Protective Services (copy)
- Hand Delivered
- Mailed
- Fax
- Crime Laboratory (copy included with evidence)
- Medical Facility Records (copy)
F. PATIENT HISTORY

1. Name of Person(s) Providing History

2. Child Accompanied to Facility By

Patient Identification: Date:

3. History of Present Illness

If dictating, provide brief 2-3 sentence handwritten summary. Print or write legibly. Include date, time or timeframe, place of incident, and initial reporting party. Distinguish statements made by child in quotation marks from those statements made by other historians.

G. PAST MEDICAL HISTORY

<table>
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<th>Condition</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
<th>Describe</th>
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<tbody>
<tr>
<td>Birth History (if applicable)</td>
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<tr>
<td>Physical Abuse History</td>
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<td>Sexual Abuse History</td>
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<td>Neglect History</td>
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<td>Emotional Abuse History</td>
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<tr>
<td>Domestic Violence Exposure</td>
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<td>Alcohol/Drug Exposure</td>
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<td>Prenatal</td>
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<td>Drug</td>
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<td>Hospitalization(s)</td>
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<td>Surgery</td>
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<td>Significant Illness/Injury</td>
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<td>Any pertinent medical</td>
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<td>condition(s) that may affect the interpretation of findings?</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WNL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Specify types of drugs if known, and collect urine toxicology up to 96 hours after ingestion:

H. REVIEW OF SYSTEMS

I. NAME OF PERSON TAKING HISTORY

(Patient Name)  Signature  Telephone  Date
### J. GENERAL PHYSICAL EXAMINATION

1. **Temperature**
2. **Pulse**
3. **Respiration**
4. **Blood Pressure**

2. **Height**
   - (cm or in)
   - (%) Weight
   - (kg or lb)
   - (%) Children under 2: (HC)

3. **General physical appearance, demeanor, and level of physical discomfort/pain.** Provide brief handwritten summary even if dictating. ☐ See dictation for additional information. ☐ N/A

4. **Record results of physical examination.**
   - **WNL**
   - **ABN**
   - **Not Examined**
   - **See Body Diagram**
   - **Describe Abnormal Findings.** ☐ N/A ☐ See dictation for additional information

| | Skin | Head | Eyes | Ears | Nose | Mouth/Pharynx | Teeth | Neck | Lungs | Chest | Heart | Abdomen | Back | Buttocks | Extremities | Neurological | Genitalia |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

5. If genital injuries are sustained, use copies of page(s) 6 and 7 (if applicable) from CalOES 930 Forensic Medical Report: Acute (<72 hours) Child/Adolescent Sexual Abuse Examination Form or CalOES 925 Forensic Medical Report: NonAcute (>72 hours) Child/Adolescent Sexual Abuse Examination to document findings and attach to this form.
6. Conduct physical examination and record findings using the diagrams.
6. Conduct physical examination and record findings using the diagrams.
7. Examine the face, head, ears, hair, scalp, neck, and mouth for

Patient Identification: __________________________

Date: __________________________
### K. EVIDENCE COLLECTED AND SUBMITTED TO CRIME LAB

<table>
<thead>
<tr>
<th>1. Clothing Collected</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing Placed in Evidence Kit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clothing Placed in Paper Bag</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### L. TOXICOLOGY SAMPLES

<table>
<thead>
<tr>
<th>Blood Alcohol / Toxicology</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urine Toxicology</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### M. REFERENCE SAMPLES

<table>
<thead>
<tr>
<th>Blood (lavender top tube)</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood card (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buccal swabs (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saliva swabs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### N. DIAGNOSTIC STUDIES

<table>
<thead>
<tr>
<th>1. Laboratory:</th>
<th>WNL</th>
<th>ABN</th>
<th>N/A</th>
<th>Pending</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Platelets</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INR, PT, PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SGOT, SGPT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urinalysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toxicology Screen</td>
<td></td>
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</tr>
<tr>
<td>Toxicology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Q. DISTRIBUTION OF EVIDENCE

<table>
<thead>
<tr>
<th>Released To</th>
<th>Clothing (items not placed in evidence kit)</th>
<th>Evidence Kit</th>
<th>Reference samples</th>
<th>Toxicology samples</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

### R. PERSONNEL INVOLVED

**Examination Performed By:** (Print) Signature of Examiner

<table>
<thead>
<tr>
<th>License No.</th>
<th>Telephone</th>
<th>Date</th>
</tr>
</thead>
</table>

**Examination Assisted By:** (Print) Signature

<table>
<thead>
<tr>
<th>License No.</th>
<th>Telephone</th>
<th>Date</th>
</tr>
</thead>
</table>

**Specimen labeled and sealed by:** Signature

<table>
<thead>
<tr>
<th>License No.</th>
<th>Telephone</th>
<th>Date</th>
</tr>
</thead>
</table>

### S. PATIENT DISPOSITION

- Admitted
- Home
- Protective Custody
- Follow Up Exam Needed (specify reason):

<table>
<thead>
<tr>
<th>No</th>
<th>Yes</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>35mm</td>
<td>Digital</td>
<td>Instant</td>
</tr>
<tr>
<td>Recommend follow-up photographs be taken in 1-2 days</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
MEDICAL REPORT:
SUSPECTED CHILD PHYSICAL ABUSE AND NEGLECT
EXAMINATION

CalOES 2-900 INSTRUCTIONS

For more information or assistance in completing the CalOES 2-900, please contact California Clinical Forensic Medical Training Center at: (888) 705-4141 or www.ccfmtc.org

Forms available at: www.CalOES.ca.gov
and www.ccfmtc.org
REQUIRED USE OF STANDARD STATE FORM:
Penal Code § 11171 established the use of a standard form to record findings from examinations performed for suspected child physical abuse and neglect. This form is intended to facilitate identification of child physical abuse and neglect, and as such, is not a complete medical treatment record.

SUGGESTED USE OF THE STANDARD STATE FORMS: FOLLOW LOCAL POLICY

<table>
<thead>
<tr>
<th>CalOES 2-900</th>
<th>Medical Report: Suspected Child Physical Abuse and Neglect Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Suspected child physical abuse and neglect</td>
</tr>
<tr>
<td></td>
<td>• Examination of children and adolescents under age 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CalOES 925</th>
<th>Forensic Medical Report: Nonacute (&gt;72 hours) Child/Adolescent Sexual Abuse Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• History of nonacute sexual assault (&gt;72 hours)</td>
</tr>
<tr>
<td></td>
<td>• Examination of children and adolescents under age 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CalOES 930</th>
<th>Forensic Medical Report: Acute (&lt;72 hours) Child/Adolescent Sexual Abuse Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• History of acute sexual assault or assault (&lt;72 hours)</td>
</tr>
<tr>
<td></td>
<td>• Examination of children and adolescents under age 18</td>
</tr>
</tbody>
</table>

INSTRUCTIONS FOR CalOES 2-900

These instructions contain the recommended methods for meeting the minimum legal standards established by Penal Code § 11171 for performing examinations. Consult the California Medical Protocol for Examination of Suspected Child Physical Abuse and Neglect published by CalOES for additional information including the knowledge, skills, and abilities necessary for health practitioners to complete the medical examination.

LIABILITY AND RELEASE OF INFORMATION

This medical report is subject to the confidentiality requirements of the Child Abuse and Neglect Reporting Act (Penal Code § 11164 or privilege), the Medical Information Act (Civil Code § 58 et seq.), the Physician-Patient Privilege (Evidence Code § 990), and the Official Information Privilege (Evidence Code § 1040). Records may be released to the defense counsel only through discovery of documents in the possession of a prosecuting agency or after the appropriate court process (i.e., judicial review and a court order).

Complete this report in its entirety. Print legibly. Use N/A (not applicable) when appropriate to show that the examiner attended to the question.

A. GENERAL INFORMATION

Note: If the facility patient label or registration face sheet includes the information requested in items #1-5 below, these may be used in lieu of handwritten entries. Mark the box and attach the label or registration face sheet to this form.

1. Enter the name and address of the facility where the examination was performed.
2. Enter the date and time of the exam.
3. Enter the patient’s name and telephone number.
4. Enter the patient’s street address, city, county, state, and zip code.
5. Enter the patient’s age, date of birth (DOB), gender, and ethnicity.
6. Enter whether an interpreter was used, the language used, and who provided interpreting services.
7. Enter the name of the child’s caregiver, gender, street address, city, county, state, zip code, and telephone numbers.
8. Enter the name of the child’s caregiver, gender, street address, city, county, state, zip code, and telephone numbers.
9. Enter the name(s) of siblings, gender, age, and date of birth.

B. MANDATORY REPORTING FOR SUSPECTED CHILD ABUSE AND NEGLECT: Suspected Child Abuse and Neglect Form Department of Justice (DOJ) SS 8572.

1. Penal Code § 11166 requires all professional medical personnel to report suspected child abuse and neglect, defined by Penal Code § 11165, immediately by telephone and to submit a written report (DOJ SS 8572) within 36 hours to a local law enforcement agency OR a child protective services agency.
2. The CalOES 2-900 should not replace the DOJ SS 8572 Suspected Child Abuse and Neglect Report. The SS 8572 is used by all mandated reporters to report suspected child abuse and neglect. The CalOES 2-900 is used by medical personnel to document physical findings and is part of the medical treatment record (Penal Code § 11171.2(d)).
   - Check the appropriate box to indicate that a telephone report was made to a law enforcement agency and/or Child Protective Services. Identify the person who took the report, his/her telephone number, and the date the report was made.
   - Check the appropriate box to indicate whether the written report was submitted to a law enforcement agency or to Child Protective Services.
3. See California Medical Protocol for Examination of Suspected Child Physical Abuse and Neglect for further discussion.

C. RESPONDING PERSONNEL TO MEDICAL FACILITY

1. Record name(s) of responding personnel from a law enforcement or child protective services agency and identifying information.
2. If unknown, check box.

D. PATIENT CONSENT AND AUTHORIZATION FOR EXAMINATION

1. See page 2 for information on consent and authorization for examinations.
2. Authorization by law enforcement or child protective services is not required for healthcare providers to use this form. Authorization, however, may be required if either agency is the designated payor.
3. Payment methods have not been formally established. Options to pursue include: the patient’s public (Medi-Cal) or private insurance, the California Victim Compensation Program (VCP), local law enforcement agencies or Child Protective Services (CPS). Follow local policy.
4. See California Medical Protocol for Examination of Suspected Child Physical Abuse and Neglect for further discussion.

E. DISTRIBUTION OF CalOES 2-900

Check boxes to indicate the distribution of the form.
F. PATIENT HISTORY
1. Record the name(s) of the person(s) providing the history and their relationship to the patient.
2. Record the name(s) of the person(s) accompanying the child to the facility and their relationship to the patient.
3. Record the history of present illness.
   • If dictating, provide brief 2-3 sentence handwritten summary.
   • Include date, time or timeframe of incident, place of incident, and the name, if known, of the initial reporting party.
   • If documenting specific statements made by the patient or historian, use quotation marks.
   • Document if statement(s) made by patient were spontaneous (i.e. not in response to a question or comment).
   • When interviewing verbal children, ask open-ended questions such as “What happened to you? Tell me what happened to you. How did this happen? What did he do or what did she do?” These are the easiest questions for children to answer. Avoid WHY questions or questions that require understanding abstract or complex concepts.
   • If there is an alleged accident, include details of the event. Ask where it happened, who witnessed the event, and how it happened. For example, if there is an alleged fall, ask the height of the fall and onto what surface.
   • Patient statements not heard directly by the recorder may be included, e.g. the child told his teacher that he was hit by a belt.
   • Document chronology of events leading up to medical presentation.

G. PAST MEDICAL HISTORY
1. Record past medical history, if known.
2. Record past abuse history, history of exposure to domestic violence, if known.
3. Record history of exposure to prenatal and postnatal alcohol and drug exposure, if known.
4. Obtain urine toxicology according to hospital protocol or follow local policy established by criminal justice and child protection agencies under the circumstances described below.
   • There is a reported history of child’s removal from a drug manufacturing home, living in a home with significant drug exposure, or a request by law enforcement or CPS.
   • The child’s clinical presentation is concerning and drug ingestion is suspected.
   • Some drugs may be detected in the urine up to 96 hours after ingestion. Collect urine in a clean container. It is important to collect the first available sample.
5. Record any cognitive, developmental, physical, or mental/emotional disabilities.
6. Record whether growth and development is within normal limits. Check WNL, if within normal limits, ABN, if abnormal, or unknown.
7. Indicate whether there are any other pertinent medical conditions, particularly if any conditions may affect the interpretation of findings (e.g. bleeding disorders, bone diseases, etc).

H. REVIEW OF SYSTEMS
Check the box “Negative except as noted below” if there are no identified medical problems. Describe, if signs and symptoms are present. Check the box if there is additional dictation in medical progress notes or another format.

I. NAME OF PERSON TAKING HISTORY
Print the name of the person taking the history, sign, date, and provide telephone number.

PATIENT CONSENT AND AUTHORIZATION FOR EXAM
Parental consent is not required to examine, treat or collect evidence for suspected child abuse. In the absence of parental consent or in the case of parental refusal, children must be taken into protective custody by a child protective agency (e.g. law enforcement agency or county child protective services agency) in order to perform the examination. Follow local policy regarding placement of children in protective custody.

Welfare and Institutions Code Section 324.5
Whenever allegations of physical or sexual abuse of a child come to the attention of a local law enforcement agency or the local child welfare department and the child is taken into protective custody, the local law enforcement agency or child welfare department may, as soon as practicable, consult with a medical practitioner, who has specialized training in detecting and treating child abuse injuries and neglect, to determine whether a physical examination of the child is appropriate. If deemed appropriate, the local law enforcement agency, or the child welfare department, shall cause the child to undergo a physical examination performed by a medical practitioner who has specialized training in detecting and treating child abuse injuries and neglect, and whenever possible, shall ensure that this examination takes place within 72 hours of the time the child was taken into protective custody. In the event the allegations are made while the child is in custody, the physical examination shall be performed within 72 hours of the time the allegations were made.

PHOTOGRAPHS OF INJURIES
A physician, surgeon, or dentist or their agents, and by their direction, may take skeletal x-rays of the child without the consent of the child’s parent or guardian, but only for purposes of diagnosing the case as one of possible child abuse or neglect and determining the extent of the child abuse or neglect.

Penal Code Section 11171.2
If a peace officer, in the course of an investigation of child abuse or neglect, has reasonable cause to believe that the child has been the victim of physical abuse, the officer may apply to a magistrate for an order directing that the victim be x-rayed without parental consent. Any x-ray taken pursuant to this subdivision shall be administered by a physician, surgeon, or dentist or their agents.

Penal Code Section 11171.5
With respect to the cost of an x-ray taken by the county coroner or at the request of the county coroner in suspected child abuse or neglect cases, the county may charge the parent or legal guardian of the child victim the costs incurred by the county for the x-ray. No person who administers an x-ray pursuant to this section shall be entitled to reimbursement from the county for an administrative cost that exceeds 5 percent of the cost of the x-ray.

CalOES 2-900
Instructions for page 2 of 7
(Do not submit with report)
1/01/04
J. GENERAL PHYSICAL EXAMINATION

1. Record vital signs.

2. Record height in either centimeters or inches and weight in either kilograms or pounds. Indicate percentiles, if growth charts are available. For children under age 2, record head circumference and percentile.

3. Describe the patient's general physical appearance.
   • Describe the patient's general demeanor including level of discomfort and pain.
   • Provide brief handwritten summary, even if dictating. Check box if there is additional dictation in progress notes.
   • Documentation helps the examiner recall the patient's behavior and response during the exam for future reference.

4. Record results of physical examination.
   • Record all findings and whether the general exam was within normal limits (WNL).
   • Describe abnormal findings (ABN).

   **Physical Findings:** A physical finding includes observable or palpable tissue injuries, physiologic changes, or foreign materials.

   • Be observant for erythema (redness), abrasions, bruises, swelling, lacerations, bites, and burns.
   • Note areas of tenderness, deformity, or induration.
   • Record size and appearance of injuries and other findings using the diagrams. Describe shape, size, and color of bruises or other cutaneous injuries.
   • Photograph injuries and other findings according to local policy.
   • Use proper photographic techniques.
     > Use an appropriate light source.
     > Use an accurate ruler or scale for size reference in the photograph.
     > The plane of the film must be parallel to the plane of the finding.
     > Use a 35mm camera with a macro lens and appropriate flash attachment to adequately record small or subtle injuries.
     > Any good quality 35mm camera may be used as long as it can be focused for undistorted, close-up photographs and it provides an accurate color rendition.

5. If genital injuries are sustained, use copies of page(s) 6 and 7 from the CalOES 930 Forensic Medical Report: Acute (<72 hours) Child/Adolescent Sexual Abuse Examination Form to document findings; or use that form to document all findings, if the history indicates that the patient has been sexually and physically abused.
6. Conduct general physical examination.
   • Record size and appearance of injuries and other findings using Diagrams A and B.
   • Photograph injuries and other findings according to local policy.
   • Use proper photographic techniques.
   > Use an appropriate light source.
   > Use an accurate ruler or scale for size reference in the photograph.
   > The plane of the film must be parallel to the plane of the finding.
   > Use a 35mm camera with a macro lens and appropriate flash attachment to adequately record small or subtle injuries.
   > Any good quality 35mm camera may be used as long as it can be focused for undistorted, close-up photographs and it
     provides an accurate color rendition.

Bite marks
   • Photograph or arrange to have bite marks photographed. Individuals can be identified by the size and shape of their bite
     marks.
   > Properly taken photographs of bite marks can assist in the identification of the person who inflicted the injury.
   • DNA of the person who inflicted the injury may be recovered from saliva remaining at the bitemark site. Swab the general
     area of trauma with a swab moistened with sterile, deionized, or distilled water. Label and air dry swab(s) prior to
     packaging.
   • Collect a control swab by swabbing an unbitten atraumatic area adjacent to the suspected saliva stain. Label, air dry, and
     package the control swab separately from the evidence sample.
   • Casting bite marks:
     > If the bite has perforated, broken, or left indentations in the skin, a cast of the mark may be indicated. The impressions
       left in the skin from a bite mark fade very quickly. If casting is indicated, it must be performed expeditiously.
     > A forensic dentist should be consulted in these cases. The procedure for consulting such experts varies among
       jurisdictions. Consult with the law enforcement agency having jurisdiction over the case.
     > Bite marks may not be obvious immediately following an assault, but may become more apparent with time.
       A recommendation should be made to the law enforcement agency to arrange for follow-up inspection within one to two
       days and to have additional photographs taken.

Bruises
   • Bruises evolve and change color in an unpredictable sequence. Determination of the age of bruising can only be done in
     the broadest of time frames. Use caution in the identification of bruises of different ages.
   • Photograph bruises to document injuries and to assist in the identification of the object that inflicted the injury.
   • Deep tissue injuries may not be seen or felt initially.
   • Arrange or recommend to the law enforcement agency to have follow-up photographs taken in 1-2 days after the bruising
     develops more fully.
J. PHYSICAL EXAMINATION (continued)

6. Conduct general physical examination.
   • Record size and appearance of injuries and other findings using Diagrams C and D.
   • Photograph injuries and other findings according to local policy.
   • Use proper photographic techniques.
     > Use an appropriate light source.
     > Use an accurate ruler or scale for size reference in the photograph.
     > The plane of the film must be parallel to the plane of the finding.
     > Use a 35mm camera with a macro lens and appropriate flash attachment to adequately record small or subtle injuries.
     > Any good quality 35mm camera may be used as long as it can be focused for undistorted, close-up photographs and it
       provides an accurate color rendition.

Bite marks
   • Photograph or arrange to have bite marks photographed. Individuals can be identified by the size and shape of their bite
     marks.
     > Properly taken photographs of bite marks can assist in the identification of the person who inflicted the injury.
   • DNA of the person who inflicted the injury may be recovered from saliva remaining at the bitemark site. Swab the general
     area of trauma with a swab moistened with sterile, deionized, or distilled water. Label and air dry swab(s) prior to
     packaging.
   • Collect a control swab by swabbing an unbitten atraumatic area adjacent to the suspected saliva stain. Label, air dry, and
     package the control swab separately from the evidence sample.
   • Casting bite marks:
     > If the bite has perforated, broken, or left indentations in the skin, a cast of the mark may be indicated. The impressions
       left in the skin from a bite mark fade very quickly. If casting is indicated, it must be performed expeditiously.
     > A forensic dentist should be consulted in these cases. The procedure for consulting such experts varies among
       jurisdictions. Consult with the law enforcement agency having jurisdiction over the case.
     > Bite marks may not be obvious immediately following an assault, but may become more apparent with time.
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       days and to have additional photographs taken.

Bruises
   • Bruises evolve and change color in an unpredictable sequence. Determination of the age of bruising can only be done in
     the broadest of time frames. Use caution in the identification of bruises of different ages.
   • Photograph bruises to document injuries and to assist in the identification of the object that inflicted the injury.
   • Deep tissue injuries may not be seen or felt initially.
   • Arrange or recommend to the law enforcement agency to have follow-up photographs taken in 1-2 days after the bruising
     develops more fully.
7. **Examine the face, head, ears, hair, scalp, and neck for injury.**
   - Record injuries and other findings using the Diagrams E, F, G, and H.
   - Examine mouth for injury and for missing or chipped teeth, or neglect of oral health.
     > Signs and symptoms of dentofacial trauma may include: avulsed teeth, lip lacerations, tongue injuries, frenulum injuries, and jaw and facial fractures.
     > Signs and symptoms of dental neglect may include: untreated rampant cavities, untreated pain, infection, bleeding, or trauma; and/or lack of continuity of care once informed that the above conditions exist.
   - Photograph injuries and other findings according to local policy.
   - Use proper photographic techniques.
     > Use an appropriate light source.
     > Use an accurate ruler or scale for size reference in the photograph.
     > The plane of the film must be parallel to the plane of the finding.
     > Use a 35mm camera with a macro lens and appropriate flash attachment to adequately record small or subtle injuries.
     > Any good quality 35mm camera may be used as long as it can be focused for undistorted, close-up photographs and it provides an accurate color rendition.
   - For head trauma cases:
     > Examine head closely for evidence of scalp trauma. Record any bruises, areas of scalp swelling, or hair loss.
     > In infants, note fullness or bulging of the anterior fontanelle or splitting of the sutures.
     > Examine earlobes carefully for any bruising or petechiae. Record injuries using the diagrams.
K. EVIDENCE COLLECTED AND SUBMITTED TO CRIME LABORATORY

All swabs and slides must be air dried prior to packaging (Penal Code § 13823.11). Air dry in a stream of cool air for 60 minutes. Place samples from one patient at a time in the swab drying box. Wipe or spray the swab drying box with 10 percent bleach before each use.

Labeling requirements: Swabs, bindles, and small containers must be individually labeled with the patient’s name and sample source. Containers for these individual items must be labeled with the name of the patient, date of collection, description of the evidence including location from which it was taken, and signature or initials of the person who collected the evidence. All containers must be labeled and sealed. Record all evidence transfers, also known as the chain of custody.

1. Record whether clothing was collected, the items collected, and whether they were placed in an evidence kit or a paper bag. If not, check N/A.
   - Collect outer and under clothing, if applicable. Coordinate with the law enforcement officer or child protective services worker regarding clothing to be collected. Clothing with bloodstains, tears, and burn holes can be related to physical abuse. Soiled, unkempt clothing can be related to neglect.
   - Wear gloves while collecting clothing. Have the patient disrobe on two large sheets of paper, placed one on top of the other, on the floor. Remove child’s shoes before stepping on to the paper. Package each garment in an individual paper bag, label, and seal. Wet stains or garments require special handling. Consult local policy.

2. Record all foreign materials collected and the name of the person who collected them. If none were collected, check N/A. Foreign materials (soil, vegetation) should be placed in bindles and/or envelopes. Use a separate bindle or envelope for materials collected from different locations. Label and seal.

3. Record whether saliva swabs from bite marks were obtained. Record whether a control swab was obtained from an unbitten atraumatic area. Swabs must be labeled with the patient’s name and sample source.

L. TOXICOLOGY SAMPLES

Record whether a urine toxicology sample was obtained. Up to 96 hours after suspected ingestion of drugs, collect a urine specimen in a clean container. It is important to collect the first available sample.

M. REFERENCE SAMPLES

1. Record whether a DNA reference sample was collected.
   - Policies pertaining to the collection of reference samples at the time of exam or later vary by jurisdiction. If collected at the time of the exam, ALWAYS collect after the evidence samples. A buccal (inner cheek) swab is less invasive and may be easier to obtain than a blood sample via venipuncture. Consult your local crime laboratory.

2. Buccal swabs
   - Rub two swabs gently but firmly along the inside of the cheek in a rotating motion to ensure even sampling. Air dry, package, label, and seal.

3. Blood
   - Collect blood sample in lavender stoppered evacuated vial. A blood card is optional in some jurisdictions. Label the vial, place into an envelope, and seal.

N. DIAGNOSTIC STUDIES

1. Record the types of laboratory work ordered, results, if known, and whether results are pending.

<table>
<thead>
<tr>
<th>CBC</th>
<th>Complete Blood Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>INR</td>
<td>International Normalized Ratio</td>
</tr>
<tr>
<td>PT</td>
<td>Partial Thromboplastin Time</td>
</tr>
<tr>
<td>PT</td>
<td>Prothrombin Time</td>
</tr>
<tr>
<td>SGOT/SGPT</td>
<td>Liver Enzymes</td>
</tr>
</tbody>
</table>

2. Record diagnostic imaging studies ordered, results, if known, and whether results are pending.

<table>
<thead>
<tr>
<th>Skeletal Survey</th>
<th>Series of radiographic images which encompass the entire skeleton</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT Scan</td>
<td>Computed Tomography Imaging</td>
</tr>
<tr>
<td>MRI</td>
<td>Magnetic Resonance Imaging</td>
</tr>
</tbody>
</table>

3. Record whether patient was referred for evaluation by an ophthalmologist.

O. PHOTO DOCUMENTATION

Record whether photographs were taken, type of camera used, and whether film was retained or released to a law enforcement agency.

P. REQUIRED SUMMARY AND INTERPRETATION OF HISTORY, EXAMINATION, AND DIAGNOSTIC STUDIES

Provide interpretation and medical impression of history, examination, and diagnostic studies. Findings and interpretations are based on both the patient history available and the medical examination. Check the box if there is additional dictation in medical progress notes or another format and record dictation reference number.

Q. DISTRIBUTION OF EVIDENCE

List to whom the evidence was released. Check N/A if not applicable.

R. PERSONNEL INVOLVED

1. Document who performed the examination by printing the examiner’s name. The examiner must sign, date, and provide license and telephone number.

2. Document whether another healthcare provider assisted with the examination or evidence collection and handling. If so, print name, sign, date, and provide license and telephone number.

S. PATIENT DISPOSITION

Indicate disposition and whether a follow-up exam is needed.