Change to Crime Data Warehouse for Department General Order 7.04, Children of Arrested Parents

Effective Wednesday, March 16, 2016 at 1000 hours, the Crime Data Warehouse (CDW) incident report writing system will be upgraded to include a new question: "Have you reviewed the attached list of procedures required by Department General Order (DGO) 7.04?"

When a member makes an arrest and checks the "arrest made" box, CDW will activate the above question, which is mandatory. To assist members in answering this question, members shall click on the information icon, and a DGO 7.04 list of requirements will appear. After reviewing the list, members should select the appropriate response that reflects their response to the question: yes, no, or N/A.

Attached are instructions with illustrations that show the new fields on the respective report pages. Members with questions about the new fields in the CDW incident report writing system should contact their supervisor and consult DGO 7.04. Lieutenants shall ensure that information about the new requirements in CDW is provided to members at upcoming line-ups.

Per DB 15-141, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.

GREGORY P. SUHR
Chief of Police

Department General Order 7.04, Children of Arrested Parents, Required Procedures

The goal of responding officers and Family and Children's Services (FCS) workers is to minimize the disruption to the children of an arrested parent, guardian or caregiver by providing the most supportive environment possible after an arrest, minimizing unnecessary trauma to the children of an arrestee, and determining the best alternative care for the children that is safe.

To that end, members shall ensure that they comply with DGO 7.04 by reviewing the following list of required procedures when making any arrest:

1) Did an officer inquire whether the arrested person is a parent/guardian/caregiver of a child under 18 years of age? If the person is the parent/guardian/caregiver, continue with questions 2 through 7. If the person is not the parent/guardian/caregiver, you can discontinue answering the questions.

2) Did an officer handcuff the parent/guardian/caregiver outside the presence of the child? If not, is the reason why the parent was handcuffed in the child's presence explained in the incident report?

3) Did the parent/guardian/caregiver or an officer assure the child that he/she will be safe and provided for?

4) Did the parent/guardian/caregiver designate the non-arrested parent, an adult relative or other responsible adult to take responsibility of the child?

5) Did an officer conduct a preliminary criminal background check, including calling Family and Children Services, on the person designated to take responsibility for the child?

6) If the child was at school at the time of the arrest, did an officer contact the School Resource Officer or the principal of the child's school to provide the placement information?

7) Is the following information contained in the incident report:
   a. Name, gender and age of the arrested parent/guardian/caregiver's child,
   b. Name and contact information of the adult with whom the child was left,
   c. Contact information of other family members the officers identified to assist FCS in case future placement is necessary, and
   d. Name and contact information of the FCS worker and school personnel contacted?

Department General Order 7.04 Children of Arrested Parents Data Collection Instructions

The data entry fields are now mandatory when making an arrest. The following illustration and instructions show the new fields on the respective report pages.

1. When an arrest is made and **Box (A)** is checked it will then activate **Box (B).** Then you have to select Yes, No, or N/A.

2. To view the attached list of procedures and Department General Order (DGO) 7.04, point your mouse over the **(DGO) 7.04** and click. This will bring up the list of procedures and then you can also click the blue links to view the (DGO) 7.04.