**Licensing Policy and Procedures**

**Handbook Revision \_\_**

This revision of the Licensing Policy and Procedures Handbook was published on \_\_\_\_. Summaries of new or revised items are provided below.

For Licensing revisions only: Immediately following signoff, Licensing staff will prepare a highlighted document showing significant changes that we will post with the revision memo.

Pictures in Sensitive Areas (PATS 7522)

LPPH 6413.4 is being revised with regard to initiating investigations and taking pictures of children's injuries, or lack of injuries, in sensitive areas.

Display of Revisions with Changes Highlighted (Word Document)

See:

6413.4 Initiation of an Investigation Involving a Child With Serious Injuries

1422.1 Taking Sensitive Photographs

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##### 6413.4 Initiation of an Investigation Involving a Child With Serious Injuries

LPPH ~~November 2013~~ DRAFT 7522-CCL

Policy

If a priority 1 or priority 2 intake report alleges that a child involved in the allegation has serious injuries, the investigator initiates the investigation by making a face-to-face contact with the child. The child’s injuries (or lack of injuries) must be photographed in a timely fashion.

If the investigator is unable to photograph the injuries in a timely manner, the investigator notifies the supervisor. The investigator documents the reason the injuries could not be photographed in a timely fashion as a Contact on the *Investigation Conclusion* page in CLASS.

See 1422.1 Taking Sensitive Photographs.

##### 1422.1 Taking Sensitive Photographs

LPPH ~~March 2014~~ DRAFT 7522-CCL (title is revised)

Policy

If an alleged victim’s injury or alleged injury is in a private area of the body, the investigator must assess whether taking a photograph is appropriate and necessary. The investigator takes into consideration:

• the age and maturity of the child;

• any objections by the child or parent; and

• whether any other evidence exists to verify the existence or extent of the injury that might make the photograph unnecessary.

If photographs are taken, a witness must be present when clothing is removed and the investigator photographs the child

If there is other evidence, such as medical reports or pictures taken by law enforcement or a sexual assault nurse examiner (SANE) that documents the extent of the injuries to a child's private area, then taking pictures is not necessary.

Procedure

The investigator includes the witness’s name and job title in the documentation.

If evidence other than photographs is used to document the extent of a child's injury in a sensitive area, the investigator documents that the evidence was sufficient and that photographs were not necessary.