

CHILDREN'S ADMINISTRATION
Child's Physical Description

CHILD INFORMATION

NAME	DATE OF BIRTH	INTAKE NUMBER
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PHOTOGRAPH INFORMATION

LOCATION (SCHOOL, DAYCARE, ETC.)	DATE OF PICTURE	TIME
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PHOTOGRAPHER INFORMATION

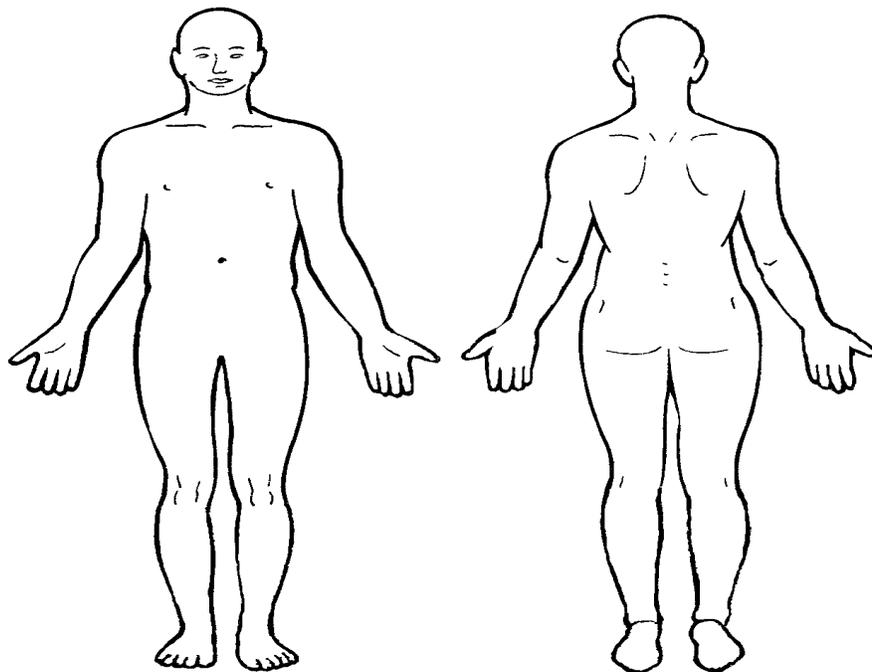
NAME	TITLE	OFFICE	TELEPHONE NUMBER
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DLR/CPS INVESTIGATION – FACILITY INFORMATION

FACILITY NAME	<input type="checkbox"/> Licensed <input type="checkbox"/> Unlicensed
FACILITY ADDRESS	CITY STATE ZIP CODE

DESCRIPTION OF CHILD'S PHYSICAL CONDITION

Description of child's physical condition that may include injuries (location, size, color), severity of pain, weight and height:



CHILDREN'S ADMINISTRATION
Guidelines for Taking Pictures

CPS Authority to Take Pictures:

RCW 26.44.050 and WAC 388-15-021(6) allows CPS to photograph the alleged child victim to document the physical condition of the child.

Guidelines for Picture Taking During a CPS Investigation:

1. Use a digital camera. Digital cameras allow the photographer to see the immediate color and the child's physical condition (e.g., bruises, injury, child's size, coloration, etc.).
2. Take at least one full length, front and back photograph of the child, including their face.
3. Document the following information on the back of the photograph:
 - Photograph number (e.g., 1 of 10).
 - First and last name of child and intake number.
 - A brief description of what is in the photo and of the location where the photo was taken (e.g., Jane Doe's upper left arm – in her bedroom).
 - Date and time of photograph, and
 - Name and signature of the photographer.
4. Statute allows for picture taking, however, statute does not mandate the taking of pictures. If the caregiver remains the legal parent and no court structure or protective custody status exists, picture taking is at the permission of the caregiver. If the initial face-to-face contact or forensic interview is conducted in a location where the caregiver is easily accessible and the child is no under court order (shelter care, dependent), ask the caregiver if a picture can be taken. If the caregiver is not available, staff may photograph the child's condition.
5. Asking a child to disrobe is a sensitive matter and should not be undertaken unless the child is a baby or routinely has their clothes removed. If the CA staff has reasonable cause to believe that the child has injuries underneath their clothing and the child appears to be uncomfortable showing possible injuries, consideration should be given to have the child examined by a physician. All allegations of a child being "skinny" or malnutrition require the child to be examined by a physician.
6. Document a description of the child's physical condition (e.g., bruises, injury, child's height, weight and coloration, if applicable to the case, etc.) or living environment in a SER. When a child does have bruises or injuries, a physical diagram with notes of the injuries should be included in the case file.
7. Request the parent or guardian's permission to take photos of the child's living environment when they directly relate to the child's physical condition. If a parent or guardian refuses, you may not take the photo.
8. With the parent's permission, take a photograph of what allegedly caused the injury to or condition of the child with a measurement scale (e.g., measuring the length and or width of belt, stick, iron, alleged perpetrator's hand; distance between the floor and chair, couch or bed; empty cupboards/refrigerator - lack of food in the home, bleach on floor, feces on the floor, etc.).

Photograph children with bruises and injuries (caused from physical abuse or neglect):

1. Take color photos of the child's bruises or injuries during the initial face-to-face contact, when possible.
2. Take another set of photos 3-4 days after the first set of photos, if the child is available. The changes in bruising color may greatly enhance the credibility of the evidence.
3. Use a measurement scale (e.g., color scale) when photographing the shape and size of the bruise or injury.
4. Photograph the shape, size and location of the injury by taking a photo from a distance to show where the bruise or injury is on the child's body, as well as a close-up of the bruise or injury. Also, if a child is injured on the right side of their face, the social worker should take a picture of the injured side of the face and take comparison pictures of the left side of the face and a full face shot.

Photograph children with allegations of neglect:

1. Take color photos of the child's physical condition during the initial face-to-face contact, when possible.
2. Take another set of photos 1-2 months after the first set of photos, if the child is available. The changes in the child's physical condition (weight, height, skin color, hair cleanliness/shine, etc.) may greatly enhance the credibility of the evidence.