

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: December 1, 2009
	Section 15: Photographing Trauma	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will take, or ensure that a Law Enforcement Agency (LEA) or a medical professional takes, color photographs of all visible trauma or injury on an alleged child victim.

DCS will destroy all photographs when an unsubstantiated report is expunged in accordance with the policy, [2.13 Expungement of Records](#).

See also separate policy, [4.14 Examining a Child](#).

Code References

1. [IC 31-33-8-3: Photographs and x-rays](#)
2. [IC 31-33-10-3: Delivery of Photos to Local CPS Agency](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Follow all procedures contained in separate policy, [4.14 Examining a Child](#);
2. Consider the child's gender, age, and need for privacy when determining who will take photographs and selecting a location;
3. Assure that LEA takes photographs of the child if the assessment is a joint assessment. See separate policy, [4.29 Joint Assessments](#);
4. Assure photographs are taken of all visible trauma suspected to be the result of Child Abuse and/or Neglect (CA/N);
5. Assure that where possible, the face of the child is shown with the trauma or injury;
6. Document the child's name, the location where the photograph was taken, the date and time the photo was taken, the name of the person taking the photo, and the names of any witnesses;
7. Document receipt of any and all photographs taken by LEA or a medical professional; and
8. Make color duplicates of photos available to the Prosecuting Attorney and/or LEA.

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

Parental Consent to Take Photographs

While it is good practice to request permission from parent, guardian, or custodian to photograph the child, such consent is not required.

[IC 31-33-10-1](#) requires that a health care provider take photographs of trauma visible on the child who is the subject of a report.

Archived 1-31-13 Combine 4.14 & 4.15