

## **QUICK TIPS FOR DESK PERSONNEL SAFE HAVEN RELINQUISHMENT**

*The Illinois Newborn Infant Protection Act allows a parents to relinquish a newborn infant, unharmed and 30 days old or less (as determined by a physician) to a safe haven (police station, fire station, hospital) no questions asked.*

- Conduct a quick assessment of the infant, if unharmed and 30 days old or less, this is a relinquishment case.
- Attempt to give the relinquishing parent a copy of the Abandoned Infant Information Packet, CPD-15.517 located behind the desk.
- Call for transport of the infant to the hospital. A Department member will accompany the infant to the hospital.

### **NOTIFICATIONS:**

- District Watch Commander
- Youth Investigations/Missing Persons Team
- Appropriate Area Special Victims Unit
- Operations Command

### **SIGNS OF ABUSE OR NEGLECT?**

If signs of abuse or neglect are observed:

- Immediately request medical attention
- Detain parent/s pending further investigation
- Call child abuse hotline at 1-800-25ABUSE

### **PREPARING A MISSING/FOUND CASE REPORT:**

1. IUCR Code: 6055
2. Classification: Found
3. In the narrative, document: infant's gender, race, condition, hospital transported to and compliance with statutory requirements
4. Boxes 1-29 describe the infant
5. Box 46 will be used for information voluntarily provided by the relinquishing party. *Information will only be added if it was given freely without prompting. Make no attempt to ask for information.*
6. Box 51 completed with the word "NONE"
7. Box 52 completed with the words "RELINQUISHED INFANT"

**ABSOLUTELY NO INFORMATION WILL BE GIVEN TO THE MEDIA,  
REFER ALL INQUIRIES TO NEWS AFFAIRS.**

**For complete explanation including necessary Supplemental Reports,  
Refer to D.S.O. 05-06, Abandoned Newborn Infant Protection Act.**

**You may also contact the Domestic Violence Program at 312-745-6340 or Pax 0348  
Youth Investigations/Missing Persons Team at 312-745-6052**