

CYFD STATEWIDE CENTRAL INTAKE PROTOCOL

Statewide Central Intake (SCI) will receive calls from law enforcement at the time of a possible arrest of a parent. When a call is received, the following will occur:

1. SCI Intake Worker will ask the police officer for a badge number and a phone number of a superior officer or someone on the scene who can verify the identity of the officer. This procedure will take place due to CYFD's policy on confidentiality.
2. SCI Intake Worker, once verification of identity has taken place, will search the FACTS database and share with the law enforcement officer any information regarding the potential caretaker of a child whose parent(s) is being arrested.
3. If there are allegations of abuse or neglect of the child/children, the police officer will provide information for a report to CYFD for follow-up. The police officer may place a child in protective custody **IF** there are abuse/neglect concerns involving the child/children or if there is no viable caretaker for the child/children, **ONLY** after reasonable efforts have been made by law enforcement to find safe placement for the child/children. To avoid the trauma the child may experience because of separation from a parent and placement with strangers law enforcement will be asked what efforts have been taken to ensure the safety and well-being of the child prior to calling CYFD.
4. The police officer will provide his/her contact number to the SCI Intake worker in case additional information is required.
5. SCI Intake worker will staff the report with a supervisor on duty or the supervisor who is on-call to determine the priority status of the report. If the report is assigned an emergency response time, the SCI worker will be authorized to contact the After Hours Responder for CYFD.
6. SCI can provide the law enforcement officer with contact numbers for shelters in the area closest to the place of arrest, as needed.