

## 418 Family Violence

### 418.3.3 REQUIRED CHILD PROTECTIVE SERVICES NOTIFICATION

#### (a) When CPS Notification is Required

1. Officers must notify Child Protective Services (CPS) if the officer suspects a child is being abused or neglected by a person responsible for a child's care, custody, or welfare. ~~following all incidents of family violence that resulted in a visible injury or aggravated assault if a child is:~~
  - ~~(a) Present at the scene of the incident; or~~
  - ~~(b) Known to reside at the location of the incident.~~
2. The A notification to CPS shall be made.:
  - ~~(a) Regardless of whether the child witnessed the incident; or~~
  - ~~(b) If an officer has reason to be concerned for the physical or emotional welfare of the child.~~

#### (b) How CPS Notification may be Completed

1. The incident should be reported to CPS from the scene or immediately after clearance; however, notification shall be made prior to the end of the primary officer's tour of duty.
2. It is ultimately the primary officer's responsibility to ensure the required notification is completed, regardless of what method is used.
  - (a) The primary officer can complete the notification by using the CPS Law Enforcement Hotline number available through Communications.
  - (b) APD Victim Services may be requested to complete the notification if they are already assisting at the scene or with the case.
    1. If Victim Services is used, officers need to provide all the required pertinent information to the team member.

#### (c) Required Information for CPS

1. APD incident number.
2. Brief summary of incident.
3. Names, ages and dates of birth of all children involved.
4. Names, ages, dates of birth of adults involved.
5. Address where incident occurred.
6. Address where parties reside and/or may be located.

#### (d) Reporting

1. Any received CPS call ID number provided to the officer or Victim Services member should be included in the narrative of the incident report.