



Practice Guidelines

Reasonable Efforts to Locate in Investigation Cases

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A Family Locate Service request is not required when the report is a response time 3 or 4.

If the preliminary information from DPS history, other documents, or interviews indicates a child is in present or impending danger, consult with your supervisor to determine if a family locate request should be made for a response time 3 or 4 report. DCS procedures *do not prevent* a referral to Family Locate when a child is believed to be unsafe. The Office of Child Welfare Investigations may also be able to assist to locate a family (email +OCWI Referrals).

A Family Locate Service request to locate a parent or alleged perpetrator is not required when all child victims have been located.

A Family Locate Service request is needed when you have been unable to locate the child. Request a Family Locate search for parents and/or others who might know the location of the child(ren). If each child victim has been located, a family locate service request is not necessary.

The Child Safety Specialist is required to make reasonable efforts to locate the child and family for all cases assigned for investigation as follows:

- Make at least three attempts to locate the child victim and family through home visits at different times of day during the investigation.
- Send a certified letter to the family's last known address.
- Interview the reporting source or other persons who may have information about the location of the child victim or family, such as the landlord or neighbors.
- Review the Family Assistance Administration AZTECS database to determine if a current address is available for the child and the child's family.
- Contact the County Jail and the Department of Correction if the DCS record or other information indicates current or past incarceration.

Complete the following reasonable efforts to locate the child if the following circumstance applies to the child or family:

- If the child is of school age;
 - Contact the child's school or school district, if known. If not, contact your Program Specialist to search in ADEConnect;
 - Complete the Request for Student Information, CSO-1019, and fax the form to the Arizona Department of Education, Constituent Services, at 602-364-1532 to confirm the child's enrollment, and the name and address of the child's school. You may also email the completed form to adeinbox@azed.gov; or
 - Contact other schools near the family's last known address.
- If the child is attending child care;
 - Contact the child care provider, if known;
 - Contact DES daycare to determine if the child is enrolled in another child care facility;
- Notify the appropriate law enforcement agency that a child is at serious risk of harm, including a substance exposed newborn and the child's location is unknown. For additional information on determining whether a child is a missing child, see Assessment of Child Safety and Risk (CSRA and C-CSRA) in the DCS Policy Manual;
- Request law enforcement assistance (such as child welfare checks) in locating:
 - The victim, or sibling or other child(ren) living in the home with an alleged victim of a criminal conduct allegation; or
 - The child if a ward of the court.
- **Submit a request to the Arizona Family Locate Service when the report is prioritized as a response time 1 or 2.**
- If the family is believed to have left the state, and the state to which the family is or may be moving is known, contact that state's DCS agency.

If preliminary information gathered during the investigation indicates the child victim is in present danger and/or impending danger and the whereabouts of the child and family remain unknown, consult with the Attorney General's Office regarding filing a petition for a court order for temporary investigative custody if the child is located. [ARS § 8-821(A)]