



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1172.2 REPORT TO LAW ENFORCEMENT

Policy Directive: **22-29**

Effective Date: **April 2022**

Implements Policy: **1172**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process for CPSWs to report allegations involving a crime against a child to law enforcement.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The death or presumed pending death of a child is considered a critical incident and must be reported in accordance with policy 1099 Critical Incident Reporting-Case Specific.
- II. The CPSW will verbally notify law enforcement immediately (by phone or in person) when a report is received, or a new allegation is identified in the course of an Assessment, that indicates that a child may have been:
 - A. Sexually abused/exploited;
 - B. Physically abused (intentionally or by other than accidental means) so as to cause serious bodily injury;
 - C. Neglected through unreasonable disciplinary practices resulting in an injury;
 - D. Neglected through exposure to illegal activities including production, distribution, or consumption of drugs by a caregiver;
 - E. A victim of, or exposed to, human trafficking; or
 - F. The victim of a crime, such as child endangerment.
- III. Verbal notification is made to the law enforcement agency with jurisdiction where the crime is believed to have occurred.
 - A. If a determination as to where the crime may have occurred cannot be made at the time of verbal notification, CPSWs report to the law enforcement agency where the child resides.
 - B. If there are indicators that crimes have been committed against the child in numerous jurisdictions, notification is made to all jurisdictions immediately upon identification.

- IV. The CPSW’s Supervisor (or designee) is responsible for ensuring that the Law Enforcement Notification Letter (Form 1174) and any Law Enforcement Notification Addendum (Form 1174A) are completed and sent to the identified law enforcement agency (or agencies) and County Attorney’s Office (or equivalent) with jurisdiction within 48 hours (excluding weekends and holidays) of the Division’s learning of the possible crime.
 - A. Written notification is documented in the LEA screen and as a collateral contact in the DCYF electronic information system.
 - B. The verbal notification is also documented as a collateral contact and identifies who within the law enforcement agency the notification was made to.

- V. Notification to law enforcement and the County Attorney (or equivalent) should include as much of the following information as possible:
 - A. A complete summary of the allegations;
 - B. Name and contact information for the reporter;
 - C. Any known information on the alleged perpetrator (if known);
 - D. The names and addresses of the involved individuals;
 - E. Any disclosures made by the child and to whom;
 - F. Any possible witnesses;
 - G. What, if anything, has been addressed with the parents/guardians already; and
 - H. Any plan to make contact (if not already made).

Applicable Forms	
Form	Title
1174	Law Enforcement Notification Letter
1174A	Law Enforcement Notification Addendum

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date