



CASE SPECIFIC DATA COLLECTION FORM INSTRUCTIONS

(USE BLANK PAGE FOR ANY ADDITIONAL DATA)

LAW ENFORCEMENT SECTION

1. **DATE & LOCATION:** Date of incident. Address where children are found.
2. **LAW ENFORCEMENT CASE NUMBER:** Law enforcement case number. **CROSS REFERENCE CASE NUMBER:** Social service or other relevant case numbers.
3. **LAW ENFORCEMENT CASE AGENT/ AGENCY:** Primary Case Agent/Agency responsible for DEC investigation.
4. **SOCIAL WORKER:** Primary social worker assigned to DEC investigation. **RESPONDED:** Did Social Worker respond, check yes or no.
5. **TYPE OF OPERATION:** Check appropriate box or write in explanation if "other" i.e., knock & talk, vehicle stop, animal control, etc.
6. **CHECK IF CASE IS OPEN, CLOSED OR PENDING.**
7. **ADULT DEFENDANTS:** List names of all present and relationship to child. Check whether arrested or not, and at final disposition, if convicted.
8. **DRUGS:** Check appropriate box or indicate other type.
 - 8a. **INCLUDE OTHER DRUGS UNDER EXPLAIN:** i.e., tar heroin, cocaine (rock or crack), pharmaceuticals, hashish, marijuana plants, Ecstasy, meth powder, meth "ice", meth solution.
 - 8b. **DRUG TYPE/WEIGHT/STREET VALUE:** Weight in grams, dosage units or number of plants and street value (use blank page for additional space).
9. **CLANDESTINE LAB:** Check type or list other and production capacity.
10. **WSIN/EPIC/L.A. CLEAR CARDS SUBMITTED:** Check yes or no.
11. **DRUG PARAPHERNALIA ACCESSIBLE TO CHILDREN:** Check yes or no and list location(s) found.
12. **WEAPONS:** Check yes or no. List number of each type found, including other types of weapons. If any weapons are automatic, check yes or no.
13. **ARRESTS:** Number of adults and juveniles arrested. Write in how many defendants were arrested for each category.
14. **CHILD ENDANGERMENT:** List total number of defendants arrested, plus number of 273a PC and 273b PC charges.
15. **300 W&I ACTION:** Check yes or no, list number of children removed and number of children removed without CPS action.
16. **DRUG TESTING:** Check types of test performed and write in child number. If multiple children write child number, circle it in box next to each test type for each child, i.e.: C-1, C-2, C-3 etc.



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17. **# CHILDREN POSITIVE FOR CONTROLLED SUBSTANCES:** If multiple write in child number next to each positive drug.
- 17a. If **UNKNOWN** for CS, explain why or use extra page to list child number and positive test.

PROSECUTION COMPONENT

1. **CASE REFERRED FOR PROSECUTION:** Check; yes or no. Check; State, Federal or both if multiple.
2. **CHARGES FILED:** List by defendant, i.e., D-1: 11379.6/273a/11352; D-2: 273a etc.
3. **CONVICTION TYPE:** List number of trials per case, number of pleas, number of felony, misdemeanor and 273 PC convictions.
4. List **ACQUITTAL, CASE DISMISSED/DROPPED** or **REFERRED TO OTHER JURISDICTION** by defendant, i.e., D-1, D-2 in appropriate areas.
5. **DISPOSITIONS:** Write in number of defendants in each category per case.

CHILDREN SERVICES COMPONENT

1. **TYPE OF ABUSE:** Check box or if multiple, write in child number and circle for each type of abuse, i.e., C-1, C-2 etc.
2. **TYPE OF RESPONSE:** Check appropriate box from time of call to interdiction.
3. **PRIOR CSD HISTORY/CHILD INTERVIEWS:** Check appropriate box.
4. **SERVICES OFFERED:** Check appropriate box. If there are multiple children, write in child number, i.e., C-1, C-2 etc.
5. List **CHILD NUMBER, SEX, AGE** and **STATUS** as he/she progresses through the system.
6. Check if child is **ADOPTED OUT** and write in by child number, i.e., C-1, C-2, etc.
7. **EXPLANATION SECTION:** Utilized by writer to elaborate on child disposition.
8. **CPS NARRATIVE:** Short, brief description of child's detention.
9. **REFERRALS/FOLLOW-UP APPOINTMENTS:** List any follow-up information, i.e., child interviews/medical, etc.
10. **CASE DISPOSITION/LAST UPDATED:** Indicates dates of reviews to assist in quarterly reporting.