CPI Practice Application Lab 1: Pre-Comencement Preparation
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Sequence of Interviews
Response Time and Child Interview Location
Activity: Pre-Commencement Information Analysis – Decision Related to Commencement
Decisions Related to Commencement Worksheet
Supervisor Care Consultation
Assumption Self-Check
CPI Practice Guidelines

- Pre-Commencement Activities:
  - Pre-Commencement activities begin the process for direct involvement with the family—the Family Functioning Assessment.
  - Pre-commencement begins for the Child Protection Investigator (CPI) at the time they receive the intake. The purpose of pre-commencement activities is to prepare the worker for information collection, as well as ensure a systematic and structured approach with the family that creates the atmosphere for information collection.
    - The CPI should begin by thoroughly reviewing the information gathered at intake. Special attention should be paid to information which was unknown to the intake process, but which may influence the threats to child safety.

- Interagency Consultation and Teamwork
  - The CPI should seek consultation and/or teamwork with external subject matter experts and agency partners to assist in developing the Family Functioning Assessment.

Information Collection Practice Guidelines

- The practice guidelines for information collection and assessment provide the CPI with structure regarding “what” you do to develop the Family Functioning Assessment—Investigations.
- The guidelines provide the detailed expectations for CPIs to promote due diligence in information gathering, and to maintain control of information gathering by having a clear purpose and focus.
- Information is sufficient when it addresses what is relevant to the specific information domain and when it has been reconciled and validated.
- Consideration of “historical information”—information known about the family in FSFN case records (including both criminal and child welfare history, aka “priors”) becomes part of your information gathering and analysis.
- The establishment of reporting systems and maintaining records of children reported was done so that patterns of child maltreatment could be better detected.
- The practice guidelines address the sequence of information collection, beginning with a review of what is known about the family through our own system as well as other information systems, such as criminal history.
- The sequencing of information gathering is essential in order to guide the CPI in regard to what they need to learn, and the most efficient and effective ways to go about “learning it.”
- The first step in an investigation is obviously to read and assess the current allegation.
Who is Responsible for the Children?

• These are the individuals who are assessed for protective capacities in the FFA.
• They are the focus of the FFA in terms of requiring information on adult functioning, parenting, and discipline/behavior management specific to that individual.
• The sufficiency of the information domains developed for that person provide the CPI with the ability to determine if each of the protective capacities is sufficient, or not.
• It also provides information needed for completing the Risk Assessment.
• The information domains developed for parents/caregivers are in both the FFA and attached to their person information in FSFN.
• The person responsible for the care and protection of the child always includes the parent or other caregiver with legal responsibility.
• The CPI also determines who else in the household has significant caregiving responsibilities.
• Sometimes this is apparent from the hotline intake. At other times, it will take investigative activities to discern who in the household does have significant caregiving responsibilities.
• Situations involving paramours or other household members must involve diligence in learning what role, if any, the paramour or other household member has assumed with regard to the care and protection of children in the home.

Significant Caregiving Responsibilities

• Significant Caregiver Responsibility means that the specific adult household members have taken on responsibility for major caregiving responsibilities.
• Things to consider in determining if another adult household member has significant responsibility include but are not limited to the following:
  o Pervasive, day to day care and responsibility for protecting the child such that the child views such caregiver(s) as one of the primary persons with the authority for their care and the caregiver is expected to remain a part of the family unit OR
  o The other household member or paramour residing in or frequenting the home has become a parent figure (regardless of their recognition of the fact) based on the:
    ▪ observations of interactions between child and paramour
    ▪ child’s statements about the household member or paramour
    ▪ statements from other family members or friends who are familiar with family functioning
    ▪ child’s bond with the household member or paramour, even though the household member or paramour may or may not provide any financial support to the family.
Household Definition

- “Household” means a common residence shared by two or more individuals whether related or not. (Rule 65C-30.001 Definitions, F.A.C., 05-21-14)
- “Household Member” means any person who resides in a household, including the caregiver and other family members residing in the home.
- Household members are any additional relatives or persons residing in the home, including but not limited to visitors expected to stay an indefinite length of time or college students expected to return to the home. (Rule 65C-30.001 Definitions, F.A.C., 05-21-14)

1.e.
- When more than one family unit resides in the same household, the family unit wherein the alleged maltreatment occurred will be the focus of the FFA when:
  - The family units clearly function independently from each other.
  - The two family units may share some or all of the household expenses but do not have access to or combine family incomes.
  - The children in each family do not view the parent(s) in the other family unit as having any responsibility or authority over their care.
  - Some child care duties may be shared on occasion.
  - 1.f. When only one of two family units residing together is the focus of the FFA, the non-focus family members will not be identified as participants.
  - 1.g When two families reside together and share caregiving responsibilities, a separate FFA will be created for each family.

- The FFA provides some information about everyone in the household, whether they have a significant role as a caregiver, or whether they are another family that just happens to share a living arrangement.
- They may be an older family member who is being taken care of by the child’s parent. In such a situation, the extent and nature of these relationships will be described in the adult functioning description for the parent.
Activity: Pre-Commencement Information Analysis – Hotline Intake

Directions:

• Read the 2014 hotline intake for Melanie Sandler-Braun. The hotline intake provides two versions of what happened.
• Complete the worksheet providing specific details as to the differences in information provided in each parent report that will need to be “reconciled.”
A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the central abuse hotline is subject to the penalty provisions of s. 39.205.

<table>
<thead>
<tr>
<th>Intake Name</th>
<th>Intake Number</th>
<th>County</th>
<th>Secondary County</th>
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<tbody>
<tr>
<td>Sandler, Melanie</td>
<td>2014-000001-01</td>
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<table>
<thead>
<tr>
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<th>Program Type</th>
<th>Investigative Sub-Type</th>
<th>Provider Name</th>
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<tr>
<td>01.10.14 02:31 AM</td>
<td>Child Intake - Initial</td>
<td>In-Home</td>
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<tr>
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<td>Yes ☑ N/A</td>
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<th>Worker Safety Concerns</th>
<th>Prior Involvement</th>
<th>Law Enforcement Notified</th>
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<td>☑ Yes</td>
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<table>
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<tr>
<th>Response Time</th>
<th>Name – Hotline Counselor</th>
<th>Name – Hotline Supervisor</th>
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<tbody>
<tr>
<td>24 Hours</td>
<td>Bosley, John</td>
<td>Townsend, Charles</td>
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I. Family Information

<table>
<thead>
<tr>
<th>Name – Family</th>
<th>Telephone Number – Home</th>
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<tbody>
<tr>
<td>Sandler, Melanie</td>
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<table>
<thead>
<tr>
<th>Address – Street</th>
<th>Unit Designator</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td></td>
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<td>FL</td>
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<table>
<thead>
<tr>
<th>Primary Language:</th>
<th>Interpreter Needed:</th>
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<td></td>
<td>☑ Yes ☑ No</td>
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Directions to House
- Current Location: Mom’s residence.
- Next 24 hours: Unknown

Mom Address: 209 Kettering Court, Florida City, FL 32399
Mom Phone: 555.402.4189

A. Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>ID Number</th>
<th>Role</th>
<th>Gender</th>
<th>DOB</th>
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<tbody>
<tr>
<td>Sandler, James H</td>
<td>CH-V-HM</td>
<td>Male</td>
<td>11.03. 2003</td>
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<th>Race</th>
<th>Disability</th>
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<table>
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<tr>
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| Device Needed: |

<table>
<thead>
<tr>
<th>Name</th>
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<th>Role</th>
<th>Gender</th>
<th>DOB</th>
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<tr>
<td>Braun, Byron</td>
<td>CH-V-HM</td>
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<table>
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<tr>
<td>2</td>
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<td>White</td>
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CPI Pre-Service Curriculum I Lab 1 - PG
### B. Address and Phone Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Address</th>
<th>Telephone Number</th>
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</thead>
<tbody>
<tr>
<td>Sandler, James</td>
<td>Primary Residence</td>
<td>209 Kettering Court, Florida City FL 32399</td>
<td>555.274.8909</td>
</tr>
<tr>
<td>Braun, Byron</td>
<td>Primary Residence</td>
<td>209 Kettering Court, Florida City FL 32399</td>
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</tr>
<tr>
<td>Braun, Shane</td>
<td>Primary Residence</td>
<td>209 Kettering Court, Florida City FL 32399</td>
<td></td>
</tr>
<tr>
<td>Braun, Melanie (Sandler)</td>
<td>Primary Residence</td>
<td>209 Kettering Court, Florida City FL 32399</td>
<td>555.402.4189</td>
</tr>
<tr>
<td>Braun, Bruce</td>
<td>Primary Residence</td>
<td>209 Kettering Court, Florida City FL 32399</td>
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### C. Relationships

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<tr>
<th>Subject</th>
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<th>Subject</th>
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<tr>
<td>Braun, Bruce</td>
<td>Father-Step</td>
<td>Sandler, James</td>
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<tr>
<td>Braun, Melanie (Sandler)</td>
<td>Mother-Birth</td>
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<td>Sandler, Michael</td>
<td>Father-Birth</td>
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<td>Braun, Bruce</td>
<td>Father-Birth</td>
<td>Braun, Byron</td>
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<td>Braun, Melanie (Sandler)</td>
<td>Mother-Birth</td>
<td>Braun, Byron</td>
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<tr>
<td>Braun, Bruce</td>
<td>Father-Birth</td>
<td>Braun, Shane</td>
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<tr>
<td>Braun, Melanie (Sandler)</td>
<td>Mother-Birth</td>
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### D. Alleged Maltreatment

<table>
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<tr>
<th>Alleged Victim</th>
<th>Maltreatment Code</th>
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<tr>
<td>Sandler, James</td>
<td>Physical Injury</td>
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<tr>
<td>Sandler, James</td>
<td>Family Violence Threatens Child</td>
</tr>
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</table>

AP = Alleged Perpetrator  PC = Parent/Caregiver  
CH = Child In Home  RN = Report Name  
HM = Household Member  SO = Significant Other  
NM = Non-Household Member  V = Victim
A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the central abuse hotline is subject to the penalty provisions of s. 39.205.

Braun, Byron
Braun, Shane

E. Location of Incident

<table>
<thead>
<tr>
<th>Address – Street</th>
<th>Apt.</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<table>
<thead>
<tr>
<th>Telephone Number – Home</th>
<th>Telephone Number – Work</th>
<th>Telephone Number - Cell</th>
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II. Narratives

A. Allegation Narrative

Extent of Maltreatment
Bruce and child James got into a verbal and physical altercation over homework and perceived disrespect by James to Bruce. During the physical altercation, the mother intervened by jumping on Bruce’s back to keep him from hurting James.

Surrounding Circumstances
On 01/09/14, the step-father Bruce told James that he had 30 minutes to complete his homework and James began to mouth off. Bruce went toward James to physically remove and carry to James’ bedroom and James went limp which resulted in Bruce trying to pick James up. When the Bruce went to pick James up, James began to hit Bruce. Bruce grabbed James’ wrist to restrain him and the mother Melanie jumped on Bruce’s back. James scooted away up the stairs. Bruce went upstairs and grabbed James by the shoulders and James again went limp at which time Bruce told James to “stay put” and that he will get a “0” on his homework because he would not allow him to continue with homework. Bruce left and waited for the maternal Grandmother to show up. Bruce will be residing with his mother, for the evening to allow the family to cool down.

Bruce had been drinking earlier but did not appear to be intoxicated, was not slurring, stumbling, or incoherent.

The mother, Melanie, provided a slightly different account of the events. Bruce came home from a bar and was intoxicated according to the mother. When he returned home, the mother and Bruce engaged in a conversation about James’ grades. James said something disrespectful and Bruce became upset and went to discipline James. Bruce grabbed the child by the throat and slammed him against the seat of the chair and computer table. When the mother tried to stop Bruce, he pinned her against the sliding glass door and slapped her in the face. Bruce began throwing chairs in the living room as the child went up the stairs to his room. Once upstairs, Bruce grabbed James by the throat again and tried to throw him onto the bunk beds. The mother again intervened and was hit again by Bruce.

James and Bruce have a difficult relationship.
There are 2 other children in the home; unknown if they were present during the verbal and physical altercations.

LE was called and responded to the scene.

Child Functioning
James attends elementary school and is in the 5th grade. James can be a “smart alec” and does not believe that he can do anything wrong.

Byron is 3 years old and attends daycare
Shane is 2 months old and attends daycare

Adult Functioning
Both mother and Bruce are employed; unknown details re: James’ biological father is Michael
Family has a prior history

Parenting Practices – General
The mother allows James to get away with things and Bruce does not
Unknown re: other children

Parenting Practices – Discipline/Behavior Management
The mother is not big on spankings and she allows Bruce to spank and discipline but it has never gotten out of control.
Byron gets redirected and maybe a swat on his hand
No physical discipline with Shane

---

a. Provider Detail

B. Narrative for Worker Safety Concerns
### III. Agency Response

#### A. Recommendation

<table>
<thead>
<tr>
<th>System Screening Recommendation</th>
<th>Counselor Screening Recommendation</th>
<th>Counselor Screening Reason</th>
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</thead>
<tbody>
<tr>
<td>Screen In</td>
<td>Screen In</td>
<td></td>
</tr>
<tr>
<td>Counselor Name: Bosley, John</td>
<td>Counselor Screening Date/Time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>01.10.2014, 03:20 AM</td>
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#### Reason for Override

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<th>System Response Priority Recommendation</th>
<th>Counselor Response Priority Recommendation</th>
<th>Date/Time Decision Made</th>
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#### B. Decision

<table>
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<th>Date/Time Decision Made</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Worker:**

**Explain**

### IV. CI Unit Documentation

<table>
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<th>First Call Attempted Date/Time</th>
<th>Completed Call Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Call Log**

---

**Called Out By:** Duncan, Sabrina

**Called To:**
A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the central abuse hotline is subject to the penalty provisions of s. 39.205.

**REPORTER NARRATIVE**

<table>
<thead>
<tr>
<th>Name – Worker</th>
<th>Bosley, John</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name – Reporter</td>
<td>Watts, George</td>
</tr>
<tr>
<td>Reporter Type</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>Badge Number</td>
<td>Case Number</td>
</tr>
<tr>
<td>Reporter Caller ID</td>
<td>555.555.5555</td>
</tr>
<tr>
<td>Reporter Requests Contact</td>
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</tr>
<tr>
<td>Report Method Phone</td>
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</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone</td>
</tr>
<tr>
<td>Other Phone</td>
<td>555.717.5555</td>
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<tr>
<td>Email Address</td>
<td>Language</td>
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**Reporter Narrative**

Reporter is law enforcement officer who responded to the scene.

**Source Information**

Maternal Grandmother: Pam Block responded to the home
Phone: 555.555.9999

**Background Summary**
Pre-Commencement Information Analysis: Hotline Intake Worksheet

- What are the specific allegations identified by the Hotline? Are the maltreatment assignments supported by the information narrative?

- What key pieces of information presented in any of the Intake information domains must be reconciled?
  
  Information A vs. Information B

- In the limited context of what information the Intake currently provides are there any obvious starting points for discussion with the caregiver regarding the alleged maltreatment or aspects of family functioning?
• What information in the intake, if any, indicates potential for Present Danger? Is the appropriate response time (Immediate/24 hours) assigned?

• Based upon the information presented where should the initial contact with the child victim(s) take place?

• What resources (e.g., family, friends, etc.) are listed in the Intake who might be considered appropriate supports to help in the development of a Present Danger Safety Plan?

• What persons identified in the Intake narrative are likely sources of important information on the maltreatment incident itself, or would be familiar enough with the child and family to provide relevant information on child and adult functioning?
What does the child welfare system already know?

- The review of past information gathered about the family is to determine:
  - Past history and patterns of alleged abuse as well as the maltreatment findings and the caregiver responsible in previous reports.
  - This would include whether the parent was an alleged child victim in past reports.
    - Even though there may not have been verified findings, someone was worried enough about family dynamics to call in a report.
    - More than likely, there is some information about family functioning in past reports that is worth noting, particularly if the current report suggests there has been a recent and/or marked decrease in child or adult functioning.
  - Any worker safety concerns.
    - Has anyone in this family shown violence towards a worker in the past?
    - Does anyone have a history of assault and battery on other persons?
    - Do they have pets that have been aggressive towards a worker in the past?
    - Should law enforcement be contacted to accompany the CPI to the home?
  - Patterns of domestic violence, substance abuse or mental illness. In particular, substance abuse and domestic violence tend to escalate over time in terms of severity of problem. These are conditions that do not go away.
    - Mental illness requires a lifetime of management; domestic violence tends to escalate in severity over time, even with participation and completion of batter’s intervention programs.
    - DV is a pattern that occurs across many different relationships, and can also actively occur after separation in different ways (visitation with children, with-holding of support, using children as ‘pawns,’ etc.
  - Any special needs that children have that have been mentioned in prior reports.
  - Cultural considerations, including any language barriers.
  - Which services were tried in the past, and were they effective? Considerations regarding a past service:
    - The family may not have needed the service, the underlying problem may have been misdiagnosed
    - The service may have been the “right” type of service, but was not a good match to the level of intensity needed, or family culture, or other accessibility issue.
    - The service may have been an excellent match to family needs and was successful at the time; there might be a relapse happening currently (e.g. a relapse involving alcohol or drugs).
Criminal History Information Sources Accessed by Hotline

- The CPI assigned to the investigation is responsible for ensuring that all criminal history and delinquency records are obtained and reviewed for subjects of an investigation.
- This includes requesting new criminal history checks when updated demographic information is obtained and/or when new participants are added to the investigation.
- The Hotline Criminal Intelligence Unit (CIU) provides support to the CPI in obtaining criminal history from criminal justice data bases that they have access to.
- The criminal checks prepared by the hotline draw from information in:
  - Florida Crime Information Center (FCIC), administered by the Florida Department of Law Enforcement
  - National Crime Information Center (NCIC), administered by the Federal Bureau of Investigations (FBI)
  - Driver and Vehicle Information Data Base (DAVID), administered by the Florida Department of Highway Safety and Motor Vehicles
  - Department of Corrections (DOC) data sources
  - Juvenile Justice Information System (JJIS), administered by the Department of Juvenile Justice
  - Comprehensive Case Information System (CCIS) providing Florida Clerk of Court information.
  - Jail Booking System (APPRISS)

NCIC/FCIC

- A “rap sheet” from NCIC or FCIC includes information about:
  - Arrests
  - Dispositions
  - Injunctions
  - Warrants
  - Missing person
  - Sexual predator/sexual offender
  - Probation or parole
- FCIC & NCIC rap sheets are particularly helpful for accessing patterns of behavior that might pose a direct threat to a child.
- FCIC rap sheets, and most states participating in NCIC who agree to use for child protection investigations, indicate if there are records that have been expunged or that are sealed.
- An “expunged record” refers to a record that no longer legally exists since the file and any reference to it is destroyed except for the reference contained in the FCIC database.
- A “sealed record” is a record that has been sealed by the court and is not available to the general public. It can be opened for inspection by the individual, his/her attorney, a criminal justice agency and, in specific situations, a prospective employer.
DAVID

- Shows Florida license status including:
  - Suspended (temporary removal of privileges)
  - Disqualified (not allowed to possess license until requirements are met, i.e., eye exam passage, habitual traffic offender, etc.)
  - Revoked (privileges removed and will not return, i.e., multiple DUI, fatalities, etc.)
- Also used to verify identity and as a means to locate a person.

Department of Corrections

- Provides information to include photos of persons under the supervisor of the Florida DOC. Possibly helpful with locating subjects and obtaining info that supplements Rap Sheets.

Juvenile Justice Information

- Helpful in assessing for patterns of delinquent behavior for participants 12-27 years of age and obtaining additional information concerning family dynamics.

Comprehensive Case Information System (CCIS)

- Can be helpful with obtaining additional or supplemental information such as missing dispositions, court dates, etc.
- May also provide civil court information that would not be available in other data sources.
- Helpful in assessing for patterns of delinquent behavior for participants 12-27 years of age and obtaining additional information concerning family dynamics.

Jail Booking System (APPRISS)

- Provides information on recent Jail Bookings (including images) for 42 states as well as for Florida.
- May be useful in locating and/or obtaining status for specific subjects prior to a local Agency providing updates to FCIC.
Additional Information Available

- Each CPI unit has access to investigative support and/or analytical staff that assists the CPI in obtaining records from some of the same or additional sources.
- Examples of information sources include:
  - Local law enforcement records
  - Florida Clerk of the Court (CCIS)
  - FDLE Sexual Offender and Predator Website
  - Out of State Child Welfare Records
  - Florida Vital Statistics
  - ACCESS Florida Information
- In most areas, locally accessible records are provided to you from local staff assigned to pull records either when you receive a new intake or shortly after.

Rechecks

- When a household member’s name and/or demographics is not known at the time of the intake, or when the CPI learns of other persons in the household, the CPI must submit a recheck request to the hotline to gather the criminal history information.
- A recheck is also used to assess background history of informal safety plan providers who will be coming into the home at certain times of the day to provide a safety service.
- All participants for whom criminal history record information is requested must be entered as participants of the investigation in the Florida Safe Families Network (FSFN) prior to history record search being conducted using the FCIC, NCIC, DJJ, and DHSMV systems. This is accomplished by adding the subject to the case in FSFN and checking the background screening checkbox.
- The hotline CIU responds to recheck requests as quickly as possible; their goal is to provide the information within 24 hours.
- The CPI will also need to know the local procedure for obtaining information from the other information sources that are accessed locally (e.g., local law enforcement “call outs” – when law enforcement responds to the home due to a complaint by a household member, neighbor, or any private citizen).
NCIC/FCIC/DAVID Uses for Investigation

- CPIs are given access to this information but it is for investigative purposes only.
- When a record check reveals that there is sealed or expunged information, the CPI will receive two rap sheets for the person checked:
  - Rap sheet “C” with sealed/expunged record information
  - Rap sheet “Q” with same information minus the sealed/expunged references.
- Florida records containing sealed or expunged information, the rap sheet with a “C” or any National Criminal history record may only be shared with child protection investigations staff and CLS, or the State Attorney’s Office (an approved law enforcement agency).
- When there is no “sealed/expunged” information in the record, the CPI will only receive the Q document.
- A Q document may be shared with Department contracted case managers at the time of case transfer.
- When the Q document itself is shared with authorized staff outside the department, such as a contracted case management agency, there is a local dissemination log that is used to document that transaction.
- This log is audited periodically by FDLE to ensure that the department is in compliance.
  - Audits are conducted monthly by the department
  - FDLE and/or the FBI also conduct periodic on site audits through-out the year to ensure the proper use of this information.
- The Department has a “Terminal Agency Coordinator” (TAC) who is responsible for ensuring agency and user compliance with use of FCIC and NCIC information.
- There are also regionally-based persons responsible for CPI access and accounts to the DHSMV DAVID system.
- The guidelines for your access to and use of FCIC and NCIC are strict and must be adhered to diligently.
FSFN Criminal History Documents

• All NCIC, FCIC rap sheets and DAVID information that you receive in FSFN are programmed to “purge” from your record in 72-hours from receipt.
• This is to help ensure that these records are not retained in any way in our child welfare system.
• FCIC (Q) and DAVID may be printed prior to the purge.
• FSFN security settings will not allow the NCIC and FCIC (C) to be printed.

Improper Uses of NCIC/FCIC/DAVID

• Criminal history documents/rap sheets that have been printed may not be copied or scanned into any local child welfare record system to include FSFN or any physical case record.
• If a case is subsequently transferred to a case management agency, the original printed information must be physically passed-along in an envelope marked “Confidential.”
• There are several other improper uses of NCIC, FCIC and DAVID that CPIs must be aware of. Improper uses include:
  o Submitting a request for FCIC/NCIC to the Hotline for unauthorized purposes such as for Adoptions, Foster Licensing, Respite, or Judicial Review.
  o Querying systems to include but not limited to D.A.V.I.D. for other than authorized business purposes.
    ▪ Examples of unauthorized purposes: Checking a family member’s driving record, looking up celebrities or politicians, or copying information to supply friends/family/public.
  o Distributing information to unauthorized persons or agencies
• Improper dissemination also includes misuse of the records and/or unauthorized use including sharing, copying or scanning.
Proper Documentation of Record Checks

- The CPI may document in case notes that:
  - appropriate background checks were conducted, the date, and the person’s name
  - based on a review of the information, there does or does not appear to be an impact on child safety
- Specific details as to the specific charges from a NCIC history record or Florida record containing sealed/expunged information may not be provided.
- Information in a “Q” rap sheet (Florida arrest history) may be summarized in case notes as to dates, the charge and disposition.
- You cannot reveal specific charges, dispositions or dates, from a Florida record containing sealed/expunged information or a National criminal history record/rap sheet but you must summarize the basis for any concerns you have as part of the analysis of family functioning, in the final FFA-Investigations that you develop.
- The whole purpose of having access to these records is for the CPI to more fully assess a pattern of behaviors, including criminal history, that indicate or support a pattern of out-of-control dynamics.
- Standard practice includes CPIs requesting local law enforcement records from out of state sources when the NCIC check reveals significant criminal history related to child safety concerns. The reason is twofold:
  - the CPI will likely receive much more complete information about the problematic arrests/convictions.
  - while the CPI cannot record specific charges from an NCIC run it is okay to document and discuss these same charges when this information is also obtained directly from another state law enforcement agency when released as their local arrest history.
- The CPI must document that the information was received directly from the out of state local check so FDLE does not think it is a violation of NCIC code when conducting an audit.
- CPIs can record specific FCIC and local arrest history in FSFN but never NCIC information.
LIMITS ON CHILD PLACEMENTS
F.S. 39.0138 (2)

The department may not place a child with a person other than a parent if the criminal history records check reveals that the person has been convicted of any felony that falls within any of the following categories:

(a) Child abuse, abandonment, or neglect;
(b) Domestic violence;
(c) Child pornography or other felony in which a child was a victim of the offense; or
(d) Homicide, sexual battery, or other felony involving violence, other than felony assault or felony battery when an adult was the victim of the assault or battery.

3. The department may not place a child with a person other than a parent if the criminal history records check reveals that the person has, within the previous 5 years, been convicted of a felony that falls within any of the following categories:

(a) Assault;
(b) Battery; or
(c) A drug-related offense.

4. The department may place a child in a home that otherwise meets placement requirements if a name check of state and local criminal history records systems does not disqualify the applicant and if the department submits fingerprints to the Department of Law Enforcement for forwarding to the Federal Bureau of Investigation and is awaiting the results of the state and national criminal history records check.

5. Persons with whom placement of a child is being considered or approved must disclose to the department any prior or pending local, state, or national criminal proceedings in which they are or have been involved.

6. The department may examine the results of any criminal history records check of any person, including a parent, with whom placement of a child is being considered under this section. The complete criminal history records check must be considered when determining whether placement with the person will jeopardize the safety of the child being placed.

7(a) The court may review a decision of the department to grant or deny the placement of a child based upon information from the criminal history records check. The review may be upon the motion of any party, the request of any person who has been denied a placement by the department, or on the court’s own motion. The court shall prepare written findings to support its decision in this matter.
• The CPI must be careful to use “Purpose code Q” when requesting criminal background information for placement purposes.
• Using this code is important in terms of regulations developed by the FBI, and use of this code means that the “Q” document produced can be shared with case managers.
• The CPI may also use the data resources that the Hotline CIU has access to when assessing individuals who are being considered as a placement resource, such as release of a child to a non-maltreating parent, or a possible emergency placement.
  o In such cases, a different code, Purpose Code X, must be used when the CPI requests the information through FSFN.
• When background information is obtained for placement purposes, the CPI must ensure that person submits fingerprints within 15-days following the request.
  o This is a federal requirement as fingerprints are the most dependable way to locate all criminal records available.
  o Name checks at the hotline may be less accurate due to person’s use of an alias (AKA), incorrect social security numbers, misspelled names, etc.

Facts about Rap Sheets

• Rap sheets normally contain:
  o Type of Offense and Date
  o Personally Identifiable Information (PII)
  o Arresting Agency and Court
  o Disposition
FCIC “Q” Document Example

The opening (Sent) section shows what information was searched by the Hotline. The ORI number identifies the Agency and exact terminal where the query was conducted.

CPI should review to confirm the Hotline searched the correct demographic information (FN=First Name, LN=Last Name, DOB=Date of Birth).

CPI should confirm person selected. More than one possible subject and/or records may return from a search. The Hotline identifies best “possible match”. In this instance the Hotline selected the record for a Mister Coffee with SID # FL-70000008 on 6/7/2013 with a DOB of 1/1/85.

SID Numbers are State Identification Numbers issued by FDLE. These numbers are confidential.

-FLORIDA CCH RESPONSE—
ATN/DCF/FAH/13-XXXXXX
FC.DLE/0000008.PUR/Q.ATN/DCF/FAH/13-XXXXXX
SID NUMBER: 0000008 PURPOSE CODE:Q PAGE: 1
BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR FUTURE USE
- FLORIDA CRIMINAL HISTORY -

<table>
<thead>
<tr>
<th>AKA</th>
<th>DOB</th>
<th>SOC</th>
<th>SCR/MRK/TAT</th>
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<tbody>
<tr>
<td>JOE, SOME</td>
<td>01/01/1975</td>
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<td></td>
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<tr>
<td>JOE, SLOW</td>
<td>02/03/1981</td>
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<td></td>
</tr>
<tr>
<td>COFFEE, CUPPA</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>COFFEE, BLACK</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>COFFEE, BLUE</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>COFFEE, RED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COFFEE, DECAFE</td>
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</tbody>
</table>

ARREST- 1 10/10/2003 OBTS NO.-0012345678
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT
(FL1110000)
AGENCY CASE-NEWTEST OFFENSE DATE-10/10/2003
CHARGE 001-ROBBERY-ARMED
STATUTE/ORDINANCE - LEVEL-FELONY

ARREST- 2 07/13/2004 OBTS NO.-0000123456
ARREST AGENCY-ORANGE COUNTY SHERIFF'S OFFICE
(FL02220000)
AGENCY CASE-NEWTEST OFFENSE DATE-002 CNTS,
CHARGE 001-ROBBERY-, ATTEMPT

Documents this is arrest #1 in the record and arrest was on 10/10/2003.

This is arrest #2 in the record and the arrest was on 7/13/2004.
STATUTE/ORDINANCE- LEVEL-FELONY
CHARGE 002-TRESPASSING-
STATUTE/ORDINANCE- LEVEL-UNKNOWN
CHARGE 003-RESISTIN OFFICER-W VIOLENCE
STATUTE/ORDINANCE- LEVEL-FELONY

ARREST- 3 07/01/2005 OBTS NO.-00667788
CONTINUED—
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT
(FL1110000)
SID NUMBER: 00000008 PURPOSE CODE:Q PAGE: 3

AGENCY CASE-NEWTEST OFFENSE DATE- CHARGE
001-LARCENY- GRAND STATUTE/ORDINANCE- LEVEL-FELONY

Statute reference, offense levels, and/or dispositions are not always updated or available in the record.

When additional info is needed it can be obtained by contacting the Arresting Agency or Agency responsible for the record. In some instances info may be obtained by contacting the Clerk of the Court or from additional data sources.

THIS RECORD CONTAINS FLORIDA INFORMATION ONLY. WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE RECORD INFORMATION. THIS RECORD MAY ONLY BE USED FOR THE PURPOSES DEFINED BY FLORIDA STATUTE. THIS CONTAINS FLORIDA RECORD ONLY. UNKNOWN AS TO NATIONAL RECORD STATUS. END OF RECORD

--END—

This is the end of the returned record.
The final section of the Q Document is not part of a criminal history record. Rather it is added by the Hotline to inform the CPI of what systems where checked.

In this example the DJJ data base was not available at the time of the query. Since DJJ is a required information type the CPI now is aware that a recheck will need to be submitted at a later time or he/she will need to conduct a direct query of the DJJ system.
NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX
(III) FOR NAM/COFFEE,CUPPA,DOB/19810203,SEX/M,RAC/B,PUR/C.
--END--
EXAMPLE “N” DOCUMENT ***NCIC*** (With Results)

Sent: 2013-06-07 10:24:46
MNE-HDR: Y11111111
TEST-IND-HDR: N
ATTN-HDR: DCF/FAH/13-XXXXXX
CONT-NBR-HDR: 2032
MKE: QH
ORI: FL111111F
FN: EXPRESSO
LN: COFFEE
RAC: W
SEX:M
DOB: 19850408
PUR-CCH: C
IND: Y

NO NCIC WANT NAM/COFFEE, EXPRESSO DOB/19850408 RAC/W SEX/M

Received: 2013-06-07 10:24:46 DEV-NBR-HDR:
MNE-HDR: Y11111111
ATTN-HDR: DCF/FAH/13-XXXXXX
CONT-NBR-HDR: 1111
DTE-HDR: 20130607
TIME-HDR: 1024
MSG-NBR-HDR: 00005

--NCIC-- FL111111F
THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR INQUIRY OF NAM/COFFEE, EXPRESSO SEX/M RAC/W DOB/19850408 PUR/C
NAME FBI NO. INQUIRY DATE
COFFEE, EXPRESSO XXXXXXXXX 2013/06/07
SEX RACE BIRTH DATE HEIGHT WEIGHT EYES HAIR PHOTO W M
1985/04/08 600 120 BRO BRO Y
BIRTH PLACE CALIFORNIA
FINGERPRINT CLASS PATTERN CLASS
This rap sheet was produced in response to the following request:
State ID Number 11122333 Request
ID
Purpose Code C
Attention: DCF/FAH/13-XXXXXX
The information in this rap sheet is subject to the following caveats:
**Palm print on file at DOJ for additional information please e-mail
XXXX.XXX@DOJ.CA.GOV (2005-XX-XX)**
Do not collect DNA. DNA sample has been received, typed, and
uploaded into the Cal-DNA data bank. For info (XXX)XXX-XXXX or
XXXX.XXX@DOJ.CA.GOV (2005-XX-XX)
Restricted-do not use for employment, licensing, placement or
certification purposes

Subject Name(s)
COFFEE, EXPRESSO
COFFEE, REGULAR
Subject Description
FBI Number State Id Number DOC Number
XXXXXXXXXX 11122333 () CDC-XXXXXXXX
Social Security Number Driver’s License Number
123456789 XXXXXXXX()
Sex Race
Male White
Height Weight Date of Birth
6’0 120 1985-04-08
Hair Color Eye Color
Brown Brown
Scares, Marks, and Tattoos
Code Description, Comments, and Images SC
ABDOM, SC ELBOW, TAT LF ARM TAT RF ARM MOLE FHD,
Place of Birth Ethnicity
CALIFORNIA White American Employment
Occupation UNEMPLOYED
*********************************************************************************
CRIMINAL HISTORY*********************************************************************************
-----------------------------------------------------------------------------------------
Arrest Date 2005-10-24 Arrest Case Number 05-xxx
Arresting Agency CAxxxxxxx
Subject’s Name COFFEE, EXPRESSO
Comment(s) ARREST/DETAINED/CITED
Charge 1
Agency CAxxxxxxx
Statute SEXUAL BATTERY (243.4(A)PC;)
State Offense Code 11049
Severity Felony
-----------------------------------------------------------------------------------------
Court Disposition (Cycle 001)
Court Agency CAxxxxxxx
Subject’s Name COFFEE, EXPRESSO
Charge 1
Statute ASSAULT TO COMMIT MAYHEM/RAPE ETC (220 PC:)
State Offense Code 00005
Severity Unknown
Disposition (DISMISSED)
Charge 2
Statute SEXUAL BATTERY (243.4(A)PC;)
State Offense Code 10107
Severity Unknown
Disposition (:DISMISSED)
Earliest Event Date 2008-10-22

Arrest Date 2008-10-22
Arrest Case Number XXXXXX
Arresting Agency CA xxxxxx
Subject’s Name COFFEE, EXPRESSO Comment(s)
ARREST/DETAINED/CITED
Charge 1
Agency CAxxxxxxx
Statute TRESPASS; RAILROAD PROPERTY (3691 PC;)
State Offense Code 12345
Severity Misdemeanor

Court Disposition (Cycle 002)
Court Agency CAxxxxxxx
Subject’s Name COFFEE, EXPRESSO
Charge 1
Statute TRESPASS; RAILROAD PROPERTY (3691 PC;)
State Offense Code 12345
Severity Misdemeanor
Disposition: CONVICTED-FINE

Sentencing (Cycle 002)
Sentence Date
Sentencing Agency
Sentence FINE

INDEX OF AGENCIES

Agency xxxxx xxxx; CA xxxxxx
Additional, non-criminal fingerprinting information may be available from originating agency

***END OF RECORD*** -END-
The Judicial Inquiry System (JIS) report is provided in the J document.
It provides information from the following data sources: DHSMV D.A.V.I.D., DJJ JJIS, DOC, and appriss Jail Booking.
The JIS report/J document only returns located records and does not indicate what systems were checked (for which no records were found).
As a result the Hotline CI Tech will include a summary in the Q document alerting the CPI to any systems not checked (due to system downtimes etc.).
JIS Report

Search Parameters

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<td>Race</td>
<td>White</td>
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<td>SSN</td>
<td>999-99-9999</td>
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<tr>
<td>Date of Birth</td>
<td>01/01/1988</td>
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<tr>
<td>Last Name</td>
<td>Test</td>
</tr>
<tr>
<td>First Name</td>
<td>Test</td>
</tr>
</tbody>
</table>

CPI should review to confirm the Hotline searched the correct demographic information (FN=First Name, LN=Last Name, DOB=Date of Birth, SSN=Social Security Number).

Report Produced

Documents the Hotline CI Tech and date/time of the query.

Test: 11:2
Test: 13:3
Table of Contents

Consolidated Results..................................................................................1

DHSMV [1-DHSMV]......................................................................................2

DJJ[3-DJJ].....................................................................................................
“Consolidated results” reports high level information pulled from all located records found in the multiple data bases.

<table>
<thead>
<tr>
<th>Consolidated Results</th>
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<tbody>
<tr>
<td>Subject Statuses</td>
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<tr>
<td>Department of Correction Custody Status</td>
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<tr>
<td>Driver License/ID Card Status</td>
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<tr>
<td>Offender Status</td>
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<tr>
<td>Warrant Information</td>
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<tr>
<td>Open Case Status</td>
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<td>Immigration Violation</td>
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<tr>
<td>Brady Indicator</td>
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<tr>
<td>DNA</td>
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<td>Domestic Violence/Mental Heath Cases</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>Alert</td>
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<td>Brady Ind</td>
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<tr>
<td>DL#</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Test Test</td>
</tr>
<tr>
<td>DL Sate</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>1985-03-01</td>
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<td>DL Year</td>
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<tr>
<td>SSN</td>
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<td>FBI#</td>
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CPI Pre-Service Curriculum I Lab 1 - PG
# DJJ JJIS

## Youth Information

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<tr>
<th>First Name</th>
<th>Test</th>
<th>Middle Name</th>
<th>Last Name</th>
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<tbody>
<tr>
<td>Test</td>
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<table>
<thead>
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<th>Hair Color</th>
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<tr>
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<table>
<thead>
<tr>
<th>Height</th>
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<tbody>
<tr>
<td>5’04</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1985-03-01</td>
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<td>25</td>
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## Address Details

### Home Address

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<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3100 Christmas Ln, North Pole 32333</td>
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</table>

### Mailing Address

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<th>City</th>
<th>Residence</th>
<th>Polk</th>
<th>Circuit</th>
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<tbody>
<tr>
<td></td>
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<td></td>
<td>Polk</td>
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</tr>
<tr>
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## Youth Charges and Violations

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<th>Description</th>
<th>Court Docket #</th>
<th>Unit</th>
<th>PO</th>
<th>Legal Status</th>
<th>Dispos.</th>
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## Youth Placement History

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<th>Admit Reason</th>
<th>Release Date</th>
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## Youth Legal Status

<p>| | |</p>
<table>
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<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

CPI Pre-Service Curriculum I Lab 1 - PG
“Hot Files”

- Additional information other than the criminal history record such as Person or Status Files.
- Status files are useful for the CPI in reviewing a person’s current status regarding probation.
- If the information has been uploaded by the law enforcement agency responsible, the Hotline CIU will generally be able to locate the record.
- Probation and supervised release are sentencing options involving the monitoring of a person convicted of a crime.
- Probation is normally used as a sentence option instead of jail time while supervised release normally follows a period of incarceration.
- If information about probation is not in the FCIC record, it should be in another data source such as CCIS or DOC.
- Status files also include information about protection orders. This information is extremely important for reviewing a pattern of domestic or family violence.
- If a protection order is found in FCIC the Hotline CIU will notify the CPI in the criminal history document.
- The timeframe of the injunction and who the order is against is provided.
- Information specific to the person being protected cannot be provided per FDLE rules.
- Local checks and CCIS are additional data sources that may provide information concerning protection orders.

FELONY CHARGES VS MISDEMEANOR CHARGES

WHAT IS A FELONY CHARGE?

- A felony is any criminal offense that is punishable under Florida laws, or that would be punishable if committed in Florida, by death or imprisonment in a state correctional facility.
- Felony charges include, but are not limited to: murder, manslaughter, rape, burglary, grand theft, kidnapping, worthless checks, forgery and uttering, aggravated battery, aggravated child abuse, possession and/or sale of drugs, and sexual battery. Felonies are classified for purposes of sentencing into the following categories:
  - Capital Felony
  - Life Felony
  - Felony of the first degree
  - Felony of the second degree
  - Felony of the third degree
WHAT IS A MISDEMEANOR CHARGE?

- A misdemeanor is a violation of a Florida Statute that is punishable by a fine, court costs, probation, or imprisonment in the county jail for no more than one (1) year. Most misdemeanor offenses are bondable offenses according to a bond schedule.
- Misdemeanor offenses include, but are not limited to: Petit Theft, Worthless Checks, Prostitution related charges, Possession of Marijuana, Possession of Paraphernalia, Resisting Arrest Without Violence, Assault and Battery (includes Domestic violence).
- Misdemeanor offenses also include payable civil infractions such as boating, hunting and fishing violations, Code Enforcement violations or Animal Control violations.

What is a Criminal Traffic charge??

- A Criminal Traffic charge is a violation of a Florida Statute that is punishable by a fine, court costs, probation, or imprisonment in the county jail for no more than one (1) year. Most Criminal Traffic offenses are bondable offenses according to a bond schedule.
- Criminal Traffic charges include, but are not limited to: Driving Under the Influence, Driving while License Suspended, Reckless Driving, No Valid Driver Licenses, Attaching Tag not Assigned, Expired Driver Licenses more than 6 months which, in most cases, requires a court appearance and it carries with it criminal penalties which may include a fine and/or the possibility of a jail term.
- This failure to appear could result in a delinquency fee being assessed; your driving privilege being suspended and a possible capias could be issued for your arrest.
- Information obtained from Hardee county Clerk of Courts website (1/21/2015) http://www.hardeeclerk.com
Florida Criminal Record Disposition Explanations

- **Acquittal, Not Guilty** - The defendant has been found not guilty of the offense tried for.
- **Adjudication Withheld** - Court decision at any point after filing of a criminal complaint, to continue court jurisdiction but stop short of pronouncing judgment. This is to avoid the undesirable effects of correction.
- **Clemency, Pardon, Amnesty Commutation, Reduced Sentence and Reprieve** - Executive or legislative action where the severity of punishment is reduced or the punishment stopped or a person is exempted from prosecution for certain actions.
- **Conditional Release** - Early release by executive decision from prison and whose release is contingent upon obeying specified rules of behavior.
- **Discharge** - Release from confinement or suspension.
- **Dismissal** - Termination of court jurisdiction over a defendant in relation to charges before court or prosecutor.
  - Dismissals with prejudice - no reopening of case
  - Dismissals without prejudice - case could be reopened
- **Diversion** - Official suspension of criminal proceedings against an offender after arrest, but before judgment and referral of person to a treatment or care program, or no referral.
- **Incompetent to Stand Trial** - Defendant will not stand trial until the defendant may be found competent.
- **Not Guilty By Reason of Insanity** - Not mentally competent at the time the crime was committed.
- **Nolo Contendere** - Will not contest charge, but neither admits guilt nor claims innocence.
- **Guilty** - Committed crime.
- **Transfer To Adult Court or Treat as an Adult** - Juvenile has been transferred to adult court for disposition of criminal activity.
- **Acquittal** (recommended statistical terminology) - The judgment of a court, based on the verdict of a jury or a judicial officer, that the defendant is not guilty of the offense(s) for which he or she has been tried.
- **Adjudication Withheld** (recommended statistical terminology) - In criminal justice usage, a court decision at any point after filing of a criminal complaint, to continue court jurisdiction but stop short of pronouncing judgment.
Criminal History Related Documentation in FFA

- The documentation in the FFA should reveal a concise summarization as to why the CPI’s review of criminal records deepens concerns about child safety.
- Examples of types of summarizations that could be reflected in the FFA. Based on review of criminal history information, there is a pattern of:
  - Aggressive and violent acts towards intimate partners (or children, or family members, etc.)
  - Substance use that has resulted in legal consequences
  - Criminal behaviors and charges resulting in incarcerations
  - Behavior noted above is increasing in frequency and severity.

Transparency with Families

- As soon as the initial interviews are completed, it is imperative to review the information already in the records prior to more in-depth interviews.
- If this review is not completed, critical information known about family dynamics will be missed.
- Not paying attention to information we have gathered over time can lead to superficial, incomplete family assessments.
- Without an adequate family functioning assessment, a dependable child safety decision cannot be made.
- Letting the family know right up-front that you know there is a history to be reviewed has several benefits.
  - It compels the family to think about what you’re likely to learn, and to go ahead and share the information with you now.
  - You will learn how they perceive the past investigations as well as any services that resulted.
  - It may also reveal their level of honesty, their perceptions of events, their capacity to remember details and a realistic indication of how likely they are to follow through with any safety or case planning activities.
- Persons who have experienced significant trauma as adults may cope in different ways they may:
  - minimize the significance of it
  - believe that what happened is “normal” as that is what they experienced growing up;
  - they may blame themselves, or disassociate altogether from what occurred.
- With substance abuse, depending on the severity of the problem, memory impairments can be significant and are associated with the time period that the person was using heavily.
• Do not assume that a lack of information from the family about past involvement means that they are “not honest.”
• When you learn critical information about family functioning that has not been discussed in your initial family interviews, you must return to the home to assess the caregiver’s recognition and appreciation for your new concerns and to work towards resolving any information discrepancies.

**Activity: Pre-Commencement Information Analysis – Past History Worksheet**

• Read the hotline intakes from 2009 and 2012 and the criminal history information for Melanie Sandler-Braun.
• Complete the worksheet paying attention to adding information that is already known about the family that will be further explored, reconciled and validated when the investigation is commenced.
CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

Case Name: Sandler, Melanie
Intake Number: 2009-000000-01
Investigation Sub-Type: In-Home
DateTime Intake Received: 02.21.2009, 6:01 PM
DateTime Investigation Closed: 03.29.2009, 11:11 AM
County: Protective Investigator: Garrett, Kelly

I. Allegation Narrative(s):
Sequence Type: Initial
Response Priority: 24 Hours
Reporter Name: Sandler, Michael
Report Method: Phone
Call Type: None Provided
Caller ID: 555.203.3221
Seriousness: None Provided
Report Narrative:
The reporter is the child’s biological father. He does not reside in the home. He is currently in Florida City Hospital Inpatient Mental Health. He was asked to leave the home last June which he did, but when he left, the home was in bad shape. He has been there since and it has gotten better, but it is still bad. The mother has threatened to take James away from his father and he would never be seen again. The father wants James to be removed from the mother until he can get himself together and get out of the facility.

Source Information:
Maternal Uncle: Elliott Burch
Phone: 555.545.0377

II. Victim(s)
Name: Sandler, James
DOB: 11.03.2003
Age: 5
Gender: Male
Race: White
Disabilities: No

Malnutrition Findings: Incidence Date: 02.21.2009

Environmental Hazards: No Indicator
Placement: Outside
Judicial Action: Required

Sandler, James
DOB: 11.03.2003
Age: 5
Gender: Male
Race: White
Disabilities: No

Malnutrition Findings: Incidence Date: 02.21.2009

Inadequate Supervision: No Indicator
Placement: Outside
Judicial Action: Required

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CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

III. Other Participant(s)

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<thead>
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<th>Name</th>
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<th>Age</th>
<th>Gender</th>
<th>Race</th>
<th>Roles</th>
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<td>07/20/1949</td>
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<td>Female</td>
<td>White</td>
<td>Significant Other</td>
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</table>

IV. Implications for Child Safety

A. Signs of Present Danger Implications

Initial contact: There is a boyfriend who frequents to home and stays the night about 2-3 days a week. No criminal checks on him due to him not being a household member, not a caregiver with significant caregiving responsibility, and not the subject of this investigation. Boyfriend was not cooperative. CPI has not been able to see inside the home yet either except for the front room. It appears cluttered but there were no hazards to the child. The mother Melanie and maternal grandmother Pam have no criminal history or prior DCF reports in FL and the family has not resided out of state. In the contact that CPI has had with the mother, she appears mentally capable of caring for the child. The mother spoke in positive terms about the child while the child was outside riding his bike.

*** Updated 02/27/09 ***

There does not appear to be any danger to the child at this time. The home was observed to be appropriate and free of hazards. The mother is providing for the care of the child with the help of the maternal grandmother who resides in the home at this time.

B. Child Vulnerability Implications

Initial contact: Child James attends daycare everyday and is verbal. The child appears well cared for and there were no signs of physical or emotional abuse.

***Updated 02/27/09 ***

No concerns with the risk of the child and the vulnerabilities at this time.

C. Protective Capacities Implications

Initial contact: There are no priors on the mother or maternal grandmother. The mother has the ability to problem-solve as evident by not allowing CPI access to the home unless she is home. There is a support system in place. The mother gets help from family and friends. Mother was seen interacting with the child James and she did so in a constructive manner.

*** Updated 02/27/09 ***

The mother has the ability to protect the child and is doing so. The mother Melanie has allowed CPI access to the home and there were no hazards observed.

D. Criminal History Summary Implications for Child Safety

The risk is low with respect to criminal history, due to there being none.

E. Prior Reports and Services Records Implications for Child Safety

The risk is low with respect to prior DCF history, due to there being none.

V. Overall Safety Assessment

Initial CSA: The risk appears low at this time even though CPI hasn’t been able to see the entire inside of the home. CPI has observed the front room and it is cluttered with the child’s toys but not hazardous. CPI has made contact with relatives and daycare workers. The daycare had nothing but nice things to say about the mother. The child hasn’t missed a day in February. There is concern for the inside of the home and CPI will continue daily attempts to see the inside of the home. Collateral contacts indicate the child is outside unsupervised and the child has also supported the allegations during his interview. Child appeared clean and the daycare indicates he...
CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

is clean where he attends, as well.

*** Updated 02.27.09 ***

The risk is low at this time. CPI has seen the inside of the home and it is free of hazards. All parties indicate the mother is doing a good job with the child and has help from the maternal grandmother Pam Block. There is concern for the father’s mental state at this time, but he does not reside in the home and the mother has full custody. He is currently in a mental institution and not able to pay child support. The paternal grandparents are helping in the financial care of the child at this time also. Paternal grandparents are paying the daycare bill since the father is unable to follow through with it at this time. As long as the mother continues to watch the child while he is riding his bike outside and keeps the home in good condition, there are no concerns. CPI will see the maternal grandmother on 03.01.09 when she returns for the weekend from a business trip.

VI. Summary/Findings Implications

Investigation complete. The case is being closed with a maltreatment finding of No Indicators for allegations of Environmental Hazards. CPI observed the home to be clean and the child had proper sleeping arrangements. There were bunk beds in the child’s room and sheets on the bed. The front room, which is the child’s play room, was a little cluttered with toys, but not to the point of being hazardous. There was plenty of food in the home and the child appeared well cared for. All collateral contacts indicated that the mother and grandmother are taking good care of the child.

The case is also being closed with a maltreatment finding of No Indicators for allegations of Inadequate Supervision. CPI observed the child to be riding his bike on the initial contact of the family. There was a neighbor outside watching the child. Both the mother and grandmother indicated that the child does ride his bike outside, but there is always an adult watching. The child did indicate that either his mom is outside watching him or the neighbor. However, the child did state that he has ridden his bike without adult supervision as well. The family lives at the dead end of a street and there is very limited car traffic. At closure, there is no reason to refer for preventative services and the family has no prior involvement with the department nor criminal history.

VII. Recommended Disposition

There is no need for preventative services at this time.

VIII. Signatures


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CONFIDENTIAL INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

Case Name: Sandler, Melanie
Intake Number: 2012-000000-01
Investigation Sub-Type: In-Home
County:isington

Preliminary Investigation Date: 02.28.2012
Screening Decision: Protective Investigator: Duncan, Sabrina
Investigation Closed: Townsend, Charles

I. Allegation Narrative(s):

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<th>Reporter Type</th>
<th>Report Method</th>
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<td>Phone</td>
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<td>555.228.1010</td>
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Reporter Narrative:

Initial: Reporter is child James biological father. He does not reside in the home with James. He has joint custody of James with the mother, Melanie. He does not believe step-father Bruce treats James fairly. Bruce and Melanie have a child together, Byron. Byron lives in the home.

Supplemental: Reporter is the child James’ biological father. James contacted him and told him about the incident between the step-father Bruce and James.

Source Information:

Narrative:

Initial:
There are allegations of Physical Injury. Last night, (02.27.12) James was getting beat up by his step-father Bruce Braun. Step-father Bruce cornered James and struck him. It is unknown if James sustained injuries. It is unknown if mother Melanie was present. There is history of similar issues. DFCS has been involved in the past.

Step-father Bruce is an alcoholic; he drinks every weekend to intoxication. Step-father may be intoxicated when he strikes James and is caring for his own child Byron.

Step-father broke the mother Melanie’s arm in the past. No other details are known.

When it comes to disciplining James, the mother allows the step-father Bruce to do what he wants to do. Mother Melanie is Bipolar. All the mother does is yell at James for discipline. No other information was obtained regarding dynamics of the family.

Supplemental 02:
On February 27, 2012, the stepfather cornered child James and hit him. It is not known if James was injured or bruised. In the past, the stepfather punched James on his arm when disciplining. There is a past report of DV between the stepfather Bruce and mother Melanie.

The mother Melanie is Bipolar. She stays at home and cares for the kids. She yells at the kids as discipline.

The stepfather Bruce works at a call center. He yells and screams at the kids. James’ father Michael Sandler is unemployed. He talks to James and uses time out as discipline.

Field Information:

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CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter Information)

II. Victim(s)

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<th>Malnutrition Findings</th>
<th>Incident Date</th>
<th>Caregiver Responsible</th>
<th>Fatality</th>
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III. Other Participant(s)

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IV. Implications for Child Safety

A. Signs of Present Danger Implications

There are no present danger threats at this time. While visitingfamily, it appears that the step father Bruce and step child James became engaged in a yelling match. After numerous corrections and redirections from the mother Malana and stepfather Bruce, Bruce took James outside to talk with him about his behavior. James became argumentative and told Bruce that he didn’t have to listen to him and that he would do what he wanted to do. Then turned to leave and go back inside. Bruce reached for James to continue talking to him and James yelled that he hated Bruce. Bruce and James acknowledged that Bruce struck James on the cheek with an open hand. They both denied force or injury. James contacted his biological father Michael and reported that Bruce had just beat him up to which law enforcement was contacted. James and Bruce continued to talk and resolve their...
CONFIDENTIAL
INVESTIGATIVE SUMMARY (IS)
Child In-Home Investigation
(with Reporter information)

B. Child Vulnerability Implications
Child James attends Florida City Elementary school daily and is an honor student. He is verbal and articulate. The child appears well cared for and there were no signs of physical or emotional abuse. He is diagnosed with ADHD for which he takes two medications to manage it. Concerta and Ritalin. He is involved in Boy Scouts and has strong familial support with his grandparents and biological father.

Child Byron is a one year old and is a vulnerable child by age.

There is a potential connection or logical relation between the child James' challenging behaviors, his vulnerabilities stemming from his behavioral diagnosis and Bruce and Melanie's reaction to those behaviors as he ages. The parents seem to be having some challenges managing James' negative attention seeking behaviors and would benefit from home-based parent education and skill building specific for James' age and children with challenging behavior.

C. Protective Capacities Implications
There is one prior report regarding the mother Melanie and maternal grandmother Pam Block with whom the mother and James resided during Melanie's divorce from James' father Michael. In 2009, Bruce was not involved in the family at that time and therefore this is his first involved UCP report. There is a support system in place. Both Melanie and Bruce get help from family and friends and James' father is a support for him. Melanie and Bruce were observed interacting with the children James and Byron and they did so in a constructive manner, with patience. All interviewed describe Melanie and Bruce as positive role models and involved parents. James' biological father, while upset about this incident between James and Bruce, stated he has never been concerned with Melanie's and Bruce's parenting or ability to problem solve, recognize threats or control their impulses. Bruce is described as a social drinker by all with no out of control behaviors noted or described. The mother and father Bruce have the ability to protect the children and are doing so.

D. Criminal History Summary Implications for Child Safety
The criminal history associated with this family does not present as concerning related to the children's safety. Melanie has no criminal history and Bruce has an arrest in 2007 for disorderly conduct in public. While that arrest has indications of poor impulse control, it has not been indicated to be a regularly recurring pattern of behavior based on no other arrests and an interview conducted during the course of this investigation. Similarly, at the time of the 2009 report, evidence supported that the mother and grandmother were vigilant with James' supervision when he was outside riding his bike or playing and always ensured that either an adult or a responsible person was outside with the child to ensure his safety. Similarly, information collected during this investigation supports positive, involved parenting and adequate supervision. This is the first investigation involving stepfather Bruce Braun.

E. Prior Reports and Services Records Implications for Child Safety
The prior UCP history included one report in 2009 regarding the mother Melanie and maternal grandmother Pam Block as the alleged perpetrators with allegations of Environmental Neglect and Inadequate Supervision. At that time, the home was found to be somewhat cluttered with toys, but not dangerous. As such, there was no indication of environmental hazard or dangerous living conditions during the course of this investigation. Similarly, at the time of the 2009 report, evidence supported that the mother and grandmother were vigilant with James' supervision when he was outside riding his bike or playing and always ensured that either an adult or a responsible person was outside with the child to ensure his safety. Similarly, information collected during this investigation supports positive, involved parenting and adequate supervision. This is the first investigation involving stepfather Bruce Braun.

V. Overall Safety Assessment
The overall risk is low to the children at this time. While visiting family, it appears that the step father Bruce and child James became engaged in a yelling match. After numerous corrections and redirection from the mother Melanie and stepfather Bruce, Bruce took James outside to talk with him about his behavior. James became argumentative and told Bruce that he didn't have to listen to him and that he would do what he wanted to do. Then turned to leave and go back inside. Bruce reached for James to continue talking to him and James yelled that he hated Bruce. Bruce and James acknowledged that Bruce struck James on the cheek with an open hand. They both

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Page 3 of 4
that he would do what he wanted to do then turned to leave and go back inside. Bruce reached for James to continue talking to him and James yelled that he hated Bruce. Bruce and James acknowledged that Bruce struck James on the cheek with an open hand. They both denied force or injury. James contacted his biological father Michael and reported that Bruce had just beat him up to which law enforcement was contacted. James and Bruce continued to talk and resolve their frustrations. Police responded and James told them that it was his fault because of the things he was yelling at Bruce. There were no marks, redness or injuries noted by anyone at that time and none manifested afterward. All denied any previous similar incidents and cited this as the first time “to get James’ attention” because he was yelling and would not listen.

Bruce admits to being a social drinker and denies issues with intake control. He acknowledged that he was drinking that night, but denied that alcohol was a factor in the altercation. All who were interviewed denied excessive alcohol consumption or issues of drinking; all denied any violence or out of control negative behavior from Bruce regardless of drinking.

There does not appear to be any danger to the child at this time. The home was observed to be appropriate and free of obvious environmental or health hazards. The mother Melanie and father/stepfather Bruce are providing for the care of the children.

VI. Summary/Findings Implications

Investigation complete.

The case is being closed with a maltreatment finding of Not Substantiated for allegations of Physical Injury. Given the ongoing parenting challenges associated with this blended family and this escalation to Bruce striking the child James in a high risk area despite there being low force and no injuries, it is recommended that the family consider home-based parenting and skill building preventative services particularly focused on James’ age range and understanding how to parent a child with ADHD or difficult behaviors.

There is a logical connection between the child James’ challenging behaviors, his vulnerabilities stemming from his behavioral diagnosis and Bruce and Melanie’s reaction to those behaviors as he ages. The parents seem to be having some challenges managing James’ negative attention seeking behaviors.

This case is being closed with a maltreatment finding of No Indicators for allegations of Substance Misuse-Alcohol. Although the parents acknowledge that they are social drinkers, Melanie and Bruce, witnesses, and all interviewed deny any out of control behaviors or excessive drinking to the point of intoxication, disorder or violence on that date or any other occasion. It is not possible, given information collected, to determine if alcohol even in limited amounts, exacerbated or contributed to the Bruce’s actions. All interviewed denied any prior incident of physical violence/discipline, including the child James.

VII. Recommended Disposition

Given the ongoing parenting challenges associated with this blended family and this escalation to striking the child despite there being low force and no injuries, it is recommended that the family consider home-based parenting and skill building preventative services particularly focused on James’ age range and understanding how to parent a child with ADHD or difficult behaviors.

VIII. Signatures

A person who knowingly or willfully makes public or discloses to any unauthorized person any confidential information contained in the Florida Safe Families Network is subject to the penalty provisions of s. 39.202.
-FLORIDA CCH RESPONSE--

ATN/DCF/FAH/2014-000001
FC.DLE/00000008.PUR/Q.ATN/DCF/FAH/2014-000001
SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 1

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- FLORIDA CRIMINAL HISTORY -

NAME                                STATE ID NO.   FBI NO.   DATE REQUESTED
BRAUN, BRUCE                       FL-32134547       01/10/2014
SEX      RACE  BIRTH DATE  HEIGHT  WEIGHT  EYES  HAIR  BIRTH PLACE  SKIN  DOC NO.
M    W     10/17/1983  5'11''  185     BRO   BRO

AKA                                DOB       SOC       SCR/MRK/TAT
BRAWN, BRUCE                       10/27/1983
BRUAN, BRAD                        10/17/1984
ARREST- 1 01/03/2005 OBTS NO.-0012345678
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT (FL1110000)
AGENCY CASE-OFFENSE DATE-01/03/2005
CHARGE 001-BATTERY-
  STATUTE/ORDINANCE- LEVEL-FELONY, 3RD DEGREE
JUDICIAL-
AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)
CHARGE 001 – COURT SEQ COURT NO. -000000XX123122121X00001
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 1ST DEGREE
PROSC DATA-BATTERY-
STATUTE/ORDINANCE-FL784.03(1) LEVEL-MISDEMEANOR, 1ST DEG
STATUTE DESCRIPTN-BATTERY-
PROS-ACTION-DATE-03/12/2005 ACTION-FILED
DISP DATE- 08/04/2005 DISP-NOLLE PROSSED

ARREST- 2 01/12/2007 OBTS NO.-0000123456
ARREST AGENCY-ORANGE COUNTY SHERIFF'S OFFICE (FL02220000)
AGENCY CASE-OFFENSE DATE- 01/12/2007
CHARGE 001-RACING HWY-
  STATUTE/ORDINANCE-316.191 LEVEL-MISDEMEANOR, 1ST DEG
JUDICIAL-
AGENCY-ORANGE COUNTY COURT (FL0222Y00J)
CHARGE 001 – COURT SEQ COURT NO. -000000XX123442121X00001
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 1ST DEGREE
PROSC DATA-RACING HWY-
STATUTE/ORDINANCE-FL316.191 (2) LEVEL-MISDEMEANOR, 1ST DEG
STATUTE DESCRIPTN-RACING HWY-
PROS-ACTION-DATE-11/20/2007 ACTION-FILED
DISP DATE- 11/27/2007 DISP-NOLLE PROSSED

ARREST- 3 04/22/2007 OBTS NO.-00667788
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT (FL1110000)
--CONTINUED--
SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 3
AGENCY CASE-OFFENSE DATE- 04/22/2007
CHARGE 001-DISORDERLY INTOX-
    STATUTE/ORDINANCE- 856.011(1) LEVEL-MISDEMEANOR 2ND DEG
JUDICIAL-
AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)
CHARGE 001 – COURT SEQ COURT NO. -000000XX123333121X00001
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 2ND DEGREE
PROSC DATA-DISORDERLY INTOX-
STATUTE/ORDINANCE-FL856.011(3) LEVEL-MISDEMEANOR, 2ND DEG
STATUTE DESCRIPTN-DISORDERLY INTOX-
PROS-ACTION-DATE-05/13/2007 ACTION-FILED
DISP DATE- 10/28/2007 DISP-DROPPED/ABANDONED

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ARREST-   4    05/06/2007   OBTS NO.-00667788
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT                      (FL1110000)
AGENCY CASE-OFFENSE DATE- 05/06/2007
CHARGE 001-DISORDERLY INTOX-
    STATUTE/ORDINANCE- 856.011(1) LEVEL-MISDEMEANOR 2ND DEG
JUDICIAL-
AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)
CHARGE 001 – COURT SEQ COURT NO. -000000XX123333121X00001
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 2ND DEGREE
PROSC DATA-DISORDERLY INTOX-
STATUTE/ORDINANCE-FL856.011(3) LEVEL-MISDEMEANOR, 2ND DEG
STATUTE DESCRIPTN-DISORDERLY INTOX-
PROS-ACTION-DATE-06/10/2007 ACTION-FILED
DISP DATE- 02/11/2008 DISP-CONVICTED-FINE

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ARREST-   5    06/13/2007   OBTS NO.-00667788
ARREST AGENCY-MIAMI-DADE POLICE DEPARTMENT                      (FL1110000)
AGENCY CASE-OFFENSE DATE- 06/13/2007
CHARGE 001-DISORDERLY INTOX-
    STATUTE/ORDINANCE- 856.011(1) LEVEL-MISDEMEANOR 2ND DEG
JUDICIAL-
AGENCY-MIAMI-DADE COUNTY COURT (FL0000001J)
CHARGE 001 – COURT SEQ COURT NO. -000000XX123333121X00001
--CONTINUED--
SID NUMBER: 32134547 PURPOSE CODE:Q PAGE: 4
SUPPLEMENTAL ARREST DATA-
STATUS-LEVEL-MISDEMEANOR, 2ND DEGREE
PROSC DATA-DISORDERLY INTOX-
STATUTE/ORDINANCE-FL856.011(3) LEVEL-MISDEMEANOR, 2ND DEG
STATUTE DESCRIPTN-DISORDERLY INTOX-
PROS-ACTION-DATE-07/02/2007 ACTION-FILED
DISP DATE- 04/10/2008 DISP-CONVICTED-PROB/JAIL
SENTENCING DATE
SENTENCING AGENCY
SENTENCE 001 DAYS JAIL; 038 MONTHS PROBATION; FINE

THIS RECORD CONTAINS FLORIDA INFORMATION ONLY. WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE RECORD INFORMATION. THIS RECORD MAY ONLY BE USED FOR THE PURPOSES DEFINED BY FLORIDA STATUTE.
THIS CONTAINS FLORIDA RECORD ONLY.
UNKNOWN AS TO NATIONAL RECORD STATUS.
END OF RECORD

--END—

JIS SYSTEMS CHECKED
APPRISS: Booking System
DHSMV: DAVID
Department of Corrections
Department of Juvenile Justice System

JIS SYSTEMS NOT CHECKED
Pre-Commencement Information Analysis—Past History Worksheet

1. Are there prior reports involving the department? Record dates and persons in household:

2. For all reports reviewed, summarize maltreatment considerations:
   - Patterns of alleged maltreatment
   - Previous findings
   - Extent of trauma experienced
   - Marked changes in child or adult functioning
   - If an FFA was developed, were there any unsafe child determinations?
3. For all reports received, summarize worker safety considerations
   - Threats or actual violence toward workers in the past
   - Aggressive or dangerous pets on premises
   - Criminal history or reported assaultive behavior
   - Need for law enforcement to accompany

4. If there is a child abuse and/or criminal history that suggests any patterns of repetitive, problematic or outright out-of-control conditions in the home?
   - Domestic Violence incidents
   - Unmanaged Mental Illness
   - Substance Abuse or Addictions Dynamics
   - Household member on probation or parole
   - Other
5. Based on past reports received, what services and/or interventions have been utilized in the past? Record dates and services received.

6. Based on past services and/or interventions received, what information is documented concerning:
   - Needs to be addressed by service or intervention.
   - Did parent participate in service?
   - If parent “successfully completed service” is there any indication of service efficacy?

7. What information in the open report differs or conflicts with information contained in prior reports and needs to be updated? (i.e., corroborated or reconciled):
   - Changes in Household members since the last report?
   - Changes in Parent/Caregivers Responsible for Child since last report?
   - Maltreatments - is there a pattern of out-of-control behavior mentioned in prior reports that the CPI should explore even if not identified in the current report? (e.g., History of DV or Substance Abuse, etc.)
8. Changes in Child Functioning (Special Child Needs Mentioned in Prior Reports not mentioned in current report, new approaches to address the child’s needs, or new problems identified?)

9. Changes in Adult Functioning (Dynamics mentioned in past reports not mentioned in current; new problems identified)

8. Is there any indication of a report in another state, or that the family moved to Florida from another state?

9. Given review of prior history, are there any persons who should be contacted and interviewed to learn more? What would be the purpose? Should such contacts be prior to commencement?

10. Are there any other records that should be obtained and reviewed?

11. Given this review of past information, should the current report response time be changed?
Inter-Agency Consultation and Teamwork

- Based upon a review of the available information in an intake, prior history and/or discussion during pre-commencement case consultation activities, the CPI is required by statute to determine if immediate consultation and teamwork with individuals from specific professional disciplines is necessary.
- Consultation with other experts as well as ongoing teamwork is necessary to facilitate the assessment of the family and needed interventions during the investigation.
- Given the many possible challenges and conditions that our families might be experiencing, it is the job of the CPI to know when an expert is needed.
- You are not expected to be experts in substance abuse, mental health, domestic violence or developmental disabilities.
- You need to know when you need to understand more about a condition so that you can conduct an interview in a way that is appropriate, and gathers the right information.
- The different ways in which you will use an expert can vary:
  - Is there a condition I need to be more informed about in order to know what to ask and/or do?
  - Do I need another professional to accompany me to an interview?
  - Do I need an evaluation of a family member from another professional?
  - Who are the ongoing team members I need to collaborate with during an investigation?
Activity: Name the Professional

- Identify other professionals you will work with.
- Document any experts needed for consultation prior to commencing the investigation.
Sequence of Interviews

- The Information Collection Protocol describes the sequence to be followed when interviewing family members.
- It should always be assumed that even the best written intakes will never capture all the information that a reporter knows that would assist the CPI in understanding family dynamics and planning the investigation.
- After reviewing the records of a family with a prior child welfare history or a criminal history, calling the reporter before conducting the interviews is a best practice that almost always is useful to the CPI.
- The child victim should be the first family member interviewed, followed by the other siblings, or children, in the home.
  - Gathering information from all children helps structure the subsequent information gathering with the non-maltreating parent/caregiver or other household member;
  - Provides an opportunity to validate information from different household members.
- The non-maltreating parent/caregiver should be interviewed after the children.
- When there is a situation involving family or domestic violence, a review of past history should help determine which family member is likely the person responsible for the violence or pattern of power and control. This is most often the father or paramour.

Response Time and Child Interview Location

- The CPI must determine, based on review of the current intake and the past history, if there is a present danger situation and if the assigned response time is appropriate.
- A CPI Supervisor has the discretion to change the response time assigned by the hotline.
- The child should be interviewed in the setting where they are most likely to disclose.
- When children are in present danger, there must be careful consideration to the child’s need for a safe setting in which to disclose what is happening.

It is very important to note here that these considerations should be made on a case by case basis. Discuss with the class some of the pro’s and con’s of making or delaying a child interview in the above scenario. Things to consider are:
- What is the maltreater’s access to the child?
- What is the likelihood harm will occur tonight? Is the report alleging this occurred last month or that it occurs on a nightly basis?
- What is the likelihood the child will disclose tonight? Is the maltreater in the home? Was the disclosure accidental or purposeful?
• Will making contact tonight put the child in further harm? Is there a possibility of retribution by the maltreater or the non-maltreating parent? Will the child be pressured to recant?

The following points should be covered:
• If going to the home late at night does not seem imperative to child safety (such as children left home unattended), the CPI should immediately consult with a supervisor to determine if the child interview may be delayed until the next day when child is at school.
• When a child is going to be seen at school or another setting, the CPI should make all efforts to interview the non-maltreating parent before the child returns to the home.
• To help diffuse hostility or outright anger, let the non-maltreating parent know CPI is required to make unannounced visits and child safety concerns necessitated the interview to be held at school.
• If the child is going to be interviewed at home, let the parent know that CPI will discuss the situation with them immediately following the child interview – to let them know what is happening and why.
• Ask parent is there anything the CPI should know about child before speaking with him/her?
• If child is extremely shy ask parent to encourage the child to talk with the CPI.
Activity: Pre-Commencement Information Analysis – Decision Related to Commencement

Directions:
Work in small groups to complete the following worksheet for Decisions Related to Commencement.

Decisions Related to Commencement Worksheet

1. Does this report require an FFA or an “Other” investigation?

2. If this intake requires an FFA, which household members will be the focus of the FFA?

3. What further information might be obtained from the reporter prior to commencement to assist in the investigation?

4. Which individuals mentioned in the intake are likely to have the most credible/reliable information?
5. Which individuals not specifically referenced in the report are likely to have first-hand knowledge of the maltreatment incident?

6. Which individuals are likely to know the family well enough to provide information on child and adult functioning, general parenting and disciplinary and behavior management practices?

7. What is the sequence of parent/caregiver interviews to be conducted?
Supervisor Care Consultation

- At any point during the pre-commencement preparation, the CPI may request a supervisory case consultation.
- Supervisors are there to assist CPIs through-out the life of any investigation with information analysis and decision making.
- Until you achieve certification, case consultation should be provided to you by a supervisor or other child welfare professional on all of your intakes prior to commencement.
- A case consultation by a supervisor, or pre-commencement staffing, is an excellent way to summarize what you have learned, the major issues that will need information development and assessment, and any questions as to local operating procedures such as how to obtain an initial consultation with a domestic violence expert, or how to make a referral to the local Child Protection Team.
- You will certainly want to discuss any personal safety concerns you have, and any suggestions as to having another professional available during the first interview.
- A face-to-face or telephonic consultation with the supervisor is required when an intake:
  - involves life threatening injuries or a child fatality
  - indicates potential danger to the investigator
  - contains notable participants (department/CBC/sheriff staff/public officials or celebrities, etc.).

Assumption Self-Check

- Do not make premature conclusions about caregivers and families
- Examine any personal assumptions that may be prejudicial in nature (e.g. sexism, ageism, stigmatism, stereo-typing)
- Confirmation Bias—looking for information to support a view rather than refute it
- Over-Confidence Bias (faith in intuition, prior knowledge of family, incomplete information)
- Any bias, assumptions, over-confidence has the potential to impact our behavior, which has the potential to inspire resistance in the family members to be interviewed.
- Be non-judgmental and open to learning from the family.