

## Chapter 3

## MEANS TO LOCATE FOR CHILD INTAKES

3-1. Purpose. This chapter provides guidance on assessment of means to locate for child intakes. A means to locate refers to essential contact information that must be gathered to enable a child protective investigator to make face-to-face contact with a child who has been abused, neglected, or abandoned or is in need of services or supervision.

3-2. Assessing for Means To Locate.

a. The counselor shall assess and make a determination as to whether or not there is an appropriate means to locate. Doing so provides investigative staff with the best possible way of locating a child and making initial contact. The most appropriate means to locate is a validated home address; however, the following are additional acceptable means to locate:

(1) A reported home address.

(2) A work address for any intake participant.

(3) A home, work, or cell phone number for any participant of the intake.

(4) Directions to the home.

(5) Current physical location.

(6) Name of the family's apartment complex, mobile home park or hotel/motel, with an apartment, lot or room number.

(7) Recent involvement with a specific municipal or county law enforcement agency (reporter must be able to provide the name of the agency).

(8) A school age child (ages four to 17) where the reporter knows the child's first and last name, and the name of the child's current or most recent school or any home school affiliation.

(9) A child who is under school-age where the reporter knows the child's first and last name, and the name of the child's current or most recent daycare.

(10) If a participant is located in a FSFN search, the counselor shall discuss the FSFN history information with a supervisor to determine if the history is an adequate means to locate.

(11) The reporter does not have the means of location available at the time of the intake, but has the information at another location (home, work, etc.) and they are willing to provide their name and contact information. Alternatively, the reporter provides the name and contact information of a third party who can and will provide a means to locate.

(12) The family receives public assistance, and a match is found in ACCESS.

(13) Florida license tag or temporary tag (a match coinciding with an address in Florida must be found when conducting a search).

(14) A caller ID can be utilized only if the alleged child victim is self-reporting.

b. The counselor shall document the apartment complex names, building numbers, apartment numbers, and any specifics provided by the reporter to assist in locating the participants.