

PROBATION DEPARTMENT DIRECTIVE

No.: 1239

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Post Until: 9-23-2010

SUBJECT: FAMILY AND CHILDREN'S INDEX (FCI) PROCEDURES FOR THE ADULT FIELD SERVICES BUREAU (AFSB)

Deputy Probation Officers (**DPO**) assigned to Family Violence (**FAM**), Sex Registrant (**SRG**), and all caseloads with a Narcotic Testing order (**THRO**, **TMR**, **TLR**, and **TFO**) as a condition of probation, are to collect the information listed below on the children of probationers currently assigned to their caseloads. This includes the children of the probationer that both live and do not live with the probationer, and all other children living in the probationer's household. Information about the children is then recorded in the APS **FCID** screen:

- Child's name;
- Child's sex;
- Child's date of birth;
- Child's age and;
- Child's relationship to the probationer.

After the information is recorded in APS, the Supervision DPO will run each name through the FCI system to determine if there has been any contact with other social service or law enforcement agencies. If there is a hit, the DPO contacts the agency which had a referral for the child to determine the nature of the investigation. If the investigation is related to the probationer, the DPO enters the information in the APS **TECD** screen. This information should be used as a trigger to alert the DPO there may be potential abuse or neglect issues in the probationer's home. If during a home visit, the DPO observes anything that suggests there is abuse or neglect, the DPO shall immediately make a child abuse report pursuant to Departmental policy and procedure. Deputies are required to update the children's information as part of the mid-point review process. **(Please refer to Adult Field Services Bureau Manual Section 1010.)**

If a DPO is contacted by an agency for which the Probation and Information Center (**PIC**) has entered a verification chrono in APS indicating an inquiry was initiated by the FCI qualified person/agency, requested information can be released to the identified party pursuant to Directive 1145 (Request for Criminal Offender Record Information (CORI) issued October 5, 2007).

BACKGROUND:

Utilization of the Family and Children's Index (FCI) is mandated under 18961.5 of the Welfare and Institutions Code. FCI is a central collection point for information about children and families "at-risk" of abuse and/or neglect. FCI ties together basic allowable information about families and children that have had relevant contact with public agencies and provides authorized agencies with identifying information regarding other authorized agency contact(s) with a child at-risk of abuse or neglect and their family members.

AFSB FAMILY AND CHILDREN'S INDEX (FCI) PROCEDURES

Page 2 of 2

Information from the Adult Probation System (APS) updates the FCI.

Adult Probationers meeting the "at-risk" criteria are those who fall under one or more of the categories listed below and have children who are family members or live with children and are:

- Probationers convicted of offenses requiring registration under 290 PC
- Probationers convicted of 273.5 PC (corporal injury)
- Probationers supervised on Family Violence caseloads
- Probationers with a Narcotic Testing order as a condition of probation

Recording Data in the APS FCID Screen:

ACCESSING FCI

Authorized AFSB staff with Internet capability can access FCI at:

<https://fci.lacounty.gov/index.html>.

The County of Los Angeles defines "at-risk" as follows:

- All substantiated or inconclusive allegations of child abuse to a child protective agency, but does not include unfounded allegations.
- When a child is a victim of an alleged crime.
- An event or fact involving a child, a child's family member, or a member of the child's household which would not meet the definition of "Child Abuse" in the Child Abuse and Neglect Reporting Act (CANRA), Penal Code (PC) Section 11164 et seq., nor trigger a report pursuant to CANRA. However, when combined with additional events or facts, raises concern that the family may be in need of intervention or services to prevent the occurrence of child abuse or neglect as defined in CANRA.

Questions or concerns regarding this Directive shall be directed to the Adult Consultant at (562) 940-2525 or AFSB Staff Assistant at (562) 940-3694.



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Field Services Division