6-03/070.00 Arrested Person's Children Form (SH-R-625)

The Arrested Person's Children form (SH-R-625) shall be initiated by either the arresting deputy/officer or booking officer as specified below. This form shall be completed for every person who is arrested by Sheriff's Department personnel and those inmates booked into a Sheriff's Department station/facility by an outside law enforcement agency.

The arresting deputy/officer and/or booking officer shall advise the inmate that if he/she is the parent or guardian of a minor child/children, he/she is entitled to two additional telephone calls to make arrangements for care of the minor child/children. See MPP section 5-03/055.00 for telephone call procedures.

Section I of the form shall be completed and signed by the inmate. If the inmate refuses to complete and sign the form, the arresting deputy/officer or booking officer shall write "refused" across the arrested person's section of the form and sign and date immediately beneath the word "refused."

If the inmate indicates he/she is not the custodial parent or guardian of a minor child/children or refuses to complete and sign the form, the arresting deputy/officer or booking officer shall complete Section III and obtain approval from the watch sergeant.

If the inmate is the custodial parent/guardian of a minor child whether or not the child/children were present at the time of arrest, the arresting deputy/officer and/or booking officer shall complete Section II. The arresting deputy/officer or the booking officer shall complete Section III and obtain approval from the watch sergeant. The original form shall be attached to the B&PR (SH-J-293) and if a child/children were present at the time of arrest, a copy of the form shall be attached to the Incident Report.

Pursuant to 11165.7 PC, the Department of Children and Family Services (DCFS) shall be notified by law enforcement when a child/children is a victim of suspected child abuse or child abuse and when warranted, taken into protective custody. This form is in addition to any and all Department procedures established for taking the minor child/children into protective custody.