5-03/026.00 - Arrest Person's Child(ren) and Protective Custody Form (SH-R-625)

If the Arrested Person's Child(ren) and Protective Custody form (SH-R-625) is used for an arrested person's children only, the arrested person's box at the top of the form shall be checked. If the form is used for protective custody of a child only, the protective custody box at the top of the form shall be checked. If the form is used for both an arrested person's children and protective custody of a child, the arrested person's children and protective custody box at the top of the form shall be checked.

Arrested Person

The Arrested Person's Child(ren) and Protective Custody form 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 arrestees booked into a Sheriff's Department station/facility by an outside law enforcement agency.

If the arrestee is the parent/guardian of a minor child, the arresting deputy/officer and/or booking officer shall advise that he or she is entitled to two additional telephone calls to make arrangements for care of the minor child (see section 5-03/055.00) for telephone call procedures.

Section I of the form shall be signed by the arrestee. If the arrestee refuses to provide the necessary information 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 arrestee indicates he or she is not the custodial parent/guardian of a minor child or refuses to provide the necessary information and sign the form, the arresting deputy/officer or booking officer shall complete section III and obtain approval of the watch sergeant.

If the arrestee is the custodial parent/guardian of a minor child and the child was not present at the 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 of the watch sergeant.

If the arrestee is the custodial parent/guardian of a minor child and the child is present at the time of the arrest, the arresting deputy/officer shall complete section II of the form. The arresting deputy/officer shall complete section III and obtain approval of the watch sergeant.

Protective Custody

If a child is taken into protective custody, the deputy shall complete sections III, IV, V, and VI of the Arrested Person's Child(ren) and Protective Custody form and obtain the approval of the watch sergeant.

This form is in addition to any and all Department procedures established for taking a minor child into protective custody (see section 5-02/160.15).

Distribution

If the Arrested Person’s Child(ren) and Protective Custody form is used for an arrested person only, the original form shall be attached to the Booking and Property Record (B&PR) form (SH-J-293) and if an incident report is written, a copy shall be attached to the incident report.

If the Arrested Person’s Child(ren) and Protective Custody form is used for a child taken into protective custody only, the original form shall be submitted to the jailer for filing and a copy shall be attached to the incident report.

If the Arrested Person’s Child(ren) and Protective Custody form is used for an arrested person and for a child taken into protective custody, the original form shall be attached to the B&PR, a copy shall be submitted to jailer for filing, and a copy shall be attached to the incident report.