



DEPARTMENT NOTICE

21-170
12/30/21

Family & Children Services Referral Card (SFPD 570)

(Re-issue DB 17-039)

Per DGO 6.09 Domestic Violence and DGO 7.04, Children of Arrested Parents, **members shall contact and notify Family & Children Services (FCS) as soon as practical** in all cases when a child under 18:

- has a parent, guardian, or caregiver that has been arrested, or
- is at the scene of a domestic violence case where there is any of the following:
 - any crime against the child;
 - homicide/attempted homicide;
 - serious bodily injury including, but not limited to, bone fracture, loss of consciousness, concussion, protracted loss or impairment of function of any organ, a wound requiring extensive suturing, strangulation, or serious disfigurement;
 - weapon(s) used or threatened, or firearm(s) in the home;
 - threats to commit a crime which will result in death or great bodily injury to another person as defined by the California Penal Code;
 - the child had immediate access to drugs or alcohol, and the parent, guardian, or caregiver will not or cannot take protective action;
 - the child's parent, guardian, or caregiver was impaired by drugs or alcohol, and the impairment interfered with the parent, guardian, or caregiver's ability to provide adequate care or supervision for the child.

The Department, in partnership with domestic violence advocates, has developed a Family & Children Services Referral Card (SFPD 570) that explains the FCS process to parents, guardians, or caregivers and lists other agencies that can be contacted for assistance with the FCS case. The FCS referral card is available in English, Spanish, Chinese, Russian, Vietnamese, and Tagalog.

Members shall provide the FCS Referral Card (SFPD 570) to the parent, guardian, or caregiver in any incident involving the above listed circumstances. Members shall document in the incident report that the parent, guardian or caregiver was given the referral card. If not provided, members shall document the reason for not providing the form.

The facilities coordinator at each district station or unit can pick up copies of the FCS Referral Card (SFPD 570) at the print shop in the basement of the HOJ, 850 Bryant Street, or order them with your supplies order.

Members of the Airport Bureau shall follow San Mateo County guidelines.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectivessfgov.org, who will provide additional information.

Safety with Respect