



Agency \_\_\_\_\_ Date: \_\_\_\_\_  
**D.E.C. Daily Information Memorandum/Referral**

Subject Information	Details
<b>Suspect/Parent Name(s):</b>	<b>Reporting Party (RP):</b> _____ <b>Anonymous (Call to CPS or LE)</b> _____ <b>Informant Name:</b> _____ <b>Phone Number:</b> _____
<b>Address:</b>	<b>Details:</b> _____ <b>(Type of Information Needed)</b> _____
<b>Description of Property:</b>	<b>IDEAL SAMPLE FOR COLLECTION OF INFORMATION. ASK THE FOLLOWING QUESTIONS TO INVOKE RESPONSE RE: HOW DRUGS ARE INVOLVED AND WHY RP SUSPECTS CHILDREN ARE NEGLECTED OR ABUSED.</b>
<b>Children's names/ages:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> What has the RP observed to cause alarm or report?</li><li><input type="checkbox"/> Are there odors of drugs being cooked or grown?<ul style="list-style-type: none"><li>o Describe the odor</li><li>o Has the RP smelled drugs before/or been informed on how they smell?</li></ul></li><li><input type="checkbox"/> Is there vehicle/foot traffic to and from the property all hours of the day/night?</li><li><input type="checkbox"/> What do cars and visitors look like?<ul style="list-style-type: none"><li>o Cars; brand new, expensive, dirty, old, disrepair?</li><li>o Visitors; emaciated, hollow cheeks, dirty or unkempt, trembling, twitching?</li></ul></li><li><input type="checkbox"/> Are there visual signs of drugs being sold from house?<ul style="list-style-type: none"><li>o As a notice to buyers; vehicle's hood left up, porch light on, lights on all night for several days</li><li>o Visitors with money or other items in hand for possible exchange or trade</li><li>o Ferocious dogs guarding the house; windows covered with blankets or black plastic</li><li>o Extra security measures; outside cameras, extra or tall secured fences, people posted as look outs</li></ul></li><li><input type="checkbox"/> Observed anyone outside with drug smoking paraphernalia or discarded needles and syringes or broken glass pipes on the ground</li><li><input type="checkbox"/> Has the RP observed children left home alone?</li><li><input type="checkbox"/> Are the children's basic needs not being met?<ul style="list-style-type: none"><li>o Inadequate food; children asking for food from the neighbors</li><li>o Not properly dressed for weather conditions</li><li>o Deplorable conditions observed in the home</li><li>o Hearing adults yelling profanities at the children and each other</li><li>o Children not regularly attending school</li></ul></li></ul>
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	<b>Prior Child Services History:</b> Advise CPS you are a police officer conducting a joint drug/child abuse investigation. This allows all information to be shared pursuant to federal law. Note here: # of open & closed CPS cases, why close type of allegation, Note substantiated abuse, court action, any drug nexus.
	<b>Child Services Response:</b> [ ] Assign Urgent [ ] Assign 10 Day [ ] Evaluate Out
	Taken By: _____