

ADMINISTRATIVE PROCEDURE #18
Possession of Firearms and Firearm Ammunition by Youth in Care
January 30, 2018- P.T. 2018.02

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Section 18.1 Purpose

The purpose of this Administrative Procedure is to provide the Department of Children and Family Services (DCFS) and private agency (POS) staff with a standardized response and reporting procedure relating to a child or youth in care who is in the possession or suspected of being in the possession of a firearm or firearm ammunition.

Section 18.2 Definitions

“Firearm” means any device, by whatever name known that is designed to expel a projectile or projectiles by the action of an explosion.

“Firearms ammunition” means any self-contained cartridge or shotgun shell, by whatever name known, that is designed to be used or adaptable to use in a firearm.

Section 18.3 Safety Measures

- a) Response by Department or Private Agency Staff

If Department or private agency staff observe or are notified that a child or youth in care is illegally in possession or is suspected of being illegally in possession of a firearm or firearm ammunition, the staff shall immediately report the incident to the jurisdictional law enforcement agency and request its assistance.

- b) Report to the Guardian

The staff shall immediately notify the Office of the Guardian or the Child Intake or Recovery Unit when law enforcement is contacted,

- c) Employee Participation in Search and Seizure

The DCFS or private agency staff shall **not** participate in the search or seizure of a firearm or firearm ammunition. However, staff may direct law enforcement personnel to the location of the firearm or firearm ammunition if the staff is aware of the location. Law enforcement officials are responsible for the handling of all search and seizure activities.

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d) Reporting Procedures

When a Department or private agency staff takes action based on the knowledge that a child or youth in care could be or is in possession of a firearm or firearm ammunition, the staff shall complete the Significant Event (formerly Unusual Incident Report) process according to **Procedures 331, Significant Event Reporting.**

Section 18.4 Follow-up Services

a) The caseworker and supervisor/manager shall:

- 1) immediately develop a safety plan;
- 2) request a clinical staffing to review the safety plan and to determine ongoing services needed to meet the needs of the child or youth. **The DCFS Regional Clinical Manager shall be responsible for scheduling the staffing to be held within 24 hours of the caseworker's request, excluding weekends and holidays;** and
- 3) notify the Agency Performance Team Monitor of the staffing.

b) When parental rights have not been terminated, the caseworker and supervisor/manager shall notify the parents of the situation and inform them of actions taken by the Department or private agency and law enforcement;

c) follow up with the law enforcement involved in the situation;

d) ensure the Significant Event Report has been completed and reviewed by the supervisor;

e) update the Department Guardian's office; and

f) the caseworker shall continue to monitor the safety plan and follow-up of the outcome of the clinical staffing recommendations for services and placement of the child or youth in care.