



## Policy: Photographing and Fingerprinting Children under the Supervision of ChildNet

ChildNet Number: 003.050

Original Approved Date: June 20, 2003

Policy Revised Date(s): December 17, 2009, July 26, 2010, August 22, 2014

Policy Sunset Date:

COA Standard(s): CR 2.03

### Statement of Policy:

ChildNet photographs and fingerprints all children who are entering either emergency shelter or foster care, and those being placed with a relative or non-relative. Children under In-Home supervision must also be photographed. Photographs and fingerprints serve as a means of identification.

Board Chair's Signature:



Date:

8/22/14



## **Procedure: Photographing and Fingerprinting Children under the Supervision of ChildNet**

**ChildNet Number: 003.050**

**Original Approved Date: June 20, 2003**

**Procedure Revised Date(s): December 17, 2009, July 26, 2010, August 27, 2010, August 22, 2014, December 9, 2015, April 25, 2018**

**Procedure Sunset Date:**

**COA Standard(s): CR 2.03**

**Definitions (If any):**

### **Statement of Procedure:**

This operating procedure applies to all children placed in either temporary or permanent custody or supervision of ChildNet. Parents are to be given notice of ChildNet's requirement to photograph and fingerprint children as required by law. This requirement is included in the Parent Rights and Responsibilities Brochure.

#### **A. Children to be Photographed and Fingerprinted**

1. Broward children placed in out-of-home care shall be photographed within seventy-two (72) hours of the beginning of a removal episode. In Palm Beach County, the children are photographed and fingerprinted by the Child Protective Investigator. If the Child Protective Investigator does not take a child's photograph, the Dependency Case Manager shall photograph the child.
2. Upon his or her return to care, any child who has been on runaway status shall have his or her photograph taken immediately or have documentation that the child's appearance has not changed from the last photograph.
3. The Child Advocate/Dependency Case Manager have the responsibility for ensuring that photographs and fingerprints are properly filed in the child's case file and properly loaded into the Comprehensive Child Welfare Information Systems (CCWIS).
4. The fingerprints of each child age three (3) years or older or footprints for children under age three (3) years placed in out-of-home care shall be obtained within fifteen (15) days after initial placement.
5. Children under In-Home supervision entering Out-of-Home care in a relative or non-relative placement must be fingerprinted by the Child Advocate/Dependency



Case Manager within seventy-two (72) hours of the beginning of the removal episode.

6. In Broward County, children under in In-Home supervision entering emergency shelter or foster care must be fingerprinted within seventy-two (72) hours of the beginning of a removal episode. In Palm Beach County, the Child Protective Investigator is responsible for fingerprinting the child(ren).

## B. Documentation Requirements

### 1. Photographing Methods

- a. ChildNet uses digital equipment for photographing. Photographs to be at least 3" x 3" in size.
- b. The child must be positioned for a full facial photograph, from the shoulders to the top of the head.
- c. Copies of photographs are maintained in the child's electronic case file as well as in the Child Resource Record.
- d. The child's name, date of birth and date the photograph was taken must be included on the photograph.
- e. On an annual basis from the last photograph, photographs are updated by the assigned Child Advocate/Dependency Case Manager for all children. For children fifty-nine (59) months or less of age, photographs are updated every six (6) months.

### 2. Fingerprinting Methods

- a. ChildNet utilizes the Federal Bureau of Investigation Personal Identification Card (FD-353, Revised 5-11-99) and Porelon standard printing ink.
- b. If the child is under the age of three (3), the child's footprint is obtained.
- c. The child's personal identification information must be included in the top portion of the card.
- d. The original fingerprints must be kept in the child's case file and a copy in the Child Resource Record (CRR).



C. Recording, Photographing or Filming for Non-Identification Purposes

1. Identities of foster children are confidential. Prior to recording, photographing or filming, informed written consent is to be obtained from the parent or a legal guardian.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

05-04-18