



ARIZONA
DEPARTMENT
of CHILD SAFETY

Ben Henderson, Interim Director
Katie Hobbs, Governor

To: All DCS Staff
From: Kathryn Ptak, General Counsel
Re: Uploading of All Documents into Guardian
Date: October 4, 2024

Dear Department Staff:

Pursuant to ARS 8-804.01, the Department is required to maintain all reports of abuse or neglect and related records in its case management information system (Guardian). Although most case information is contained in Guardian, there are still records that may exist outside of Guardian.

Therefore, all case carrying Department staff are directed, beginning immediately, to ensure all case related documents are uploaded into Guardian. This includes all emails, which should be uploaded as an artifact, or copied and pasted as a case note.

AZ Supreme Court Rule 315 requires that all relevant case documents be disclosed within 10 days of receipt or creation.

Therefore, all case carrying Department staff are directed, beginning immediately, to ensure all case related documents, including case notes, be disclosed in the normal course, within 10 days of receipt or creation.

Additionally, text messages are included in relevant case documents requiring disclosure.

Therefore, all case carrying Department staff are directed, beginning immediately, to discontinue any case related text messaging, including with parents and children in open dependency cases, in accordance with Department's Acceptable Use Policy (DCS 05-8280). In the event a text message is created, the contents of the text exchange should be case noted in Guardian and disclosed in the normal course. Email or phone communication is encouraged.

This administrative directive is effective immediately and is in effect until rescinded.