



DENIED COURT AUTHORIZED REMOVAL PROCESS STANDARD WORK

VERSION DATE
03/11/21

Standard Work for Field Operations and Office of Child Welfare to respond to applications for court authorized removal of a child(ren) that is denied by a judicial officer.

Purpose: Standardize the escalation and staffing process when applications for court authorized removal of a child(ren) is denied after a judicial officer has reviewed additional information.

Trigger: When, after providing additional information requested by a judicial officer, a DCS employee receives notice that a court authorized removal will be denied.

Deliverables (all must be completed same day as trigger):

1. The employee, upon receipt of denial, immediately provides a verbal update to Program Manager, or designee.
2. The Program Manager sends the Pre-Staffing template to the Region Program Administrator, and Court Authorized Removals inbox (CourtAuthorizedRemovals@AZDCS.GOV).

Pre-Staffing Template

Specialist Name	
Program Supervisor Name	
Program Manager Name	
Commissioner Name	
Assessment or Case ID #	
Assessment or Case Name	
Danger Threat Identified	
Enter the remainder of the narrative	<i>Copy from the probable cause narrative provided to the court</i>

3. The Program Manager, or designee, calls the Region Program Administrator, or if the Region Program Administrator is unavailable the Deputy Director of Field Operations, to schedule an immediate staffings (within 1-2 hours on the same day) with the on-call AAG.
4. All parties involved to participate in determining actions to be taken as a result of the denied application for court authorized removal.
5. Program Manager to provide outcome to Program Administrator and Court Authorized Removals inbox (CourtAuthorizedRemovals@AZDCS.GOV).

Post-Staffing Template

Assessment or Case ID #	
Assessment or Case Name	
Outcome	<i>i.e. Resubmit with additional facts, safety plan implemented, file dependency petition, etc.</i>

6. Occurrences will be tracked via an issues matrix maintained by the Court Authorized Removals inbox owner.

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