

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input checked="" type="checkbox"/> Informational Memorandum (IM) <input type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Contact: Colin Parks, Manager; parksc@michigan.gov	
	Originating Office: Children's Protective Services Program Office	
	Subject/Title: Michigan State Police and Requests for Records	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff <input checked="" type="checkbox"/> Private Agency Child Welfare Staff <input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input type="checkbox"/> Data Management <input checked="" type="checkbox"/> DHS County Directors <input checked="" type="checkbox"/> Adult Services Staff <input checked="" type="checkbox"/> Other: BSC Directors	
	<input checked="" type="checkbox"/> BCAL <input checked="" type="checkbox"/> CWTI <input type="checkbox"/> SACWIS	

Effective immediately, new procedures are established for requesting information from the Michigan State Police concerning police records. The Michigan State Police (MSP) will no longer accept verbal inquiries for reports.

If a caseworker requires copies of MSP reports for their investigation (open or closed and including, but not limited to criminal sexual conduct investigations), a request must be submitted to MSP-FOI@michigan.gov. Requests should not be made through the local State Police Posts. Include in this request:

- complaint number (if known)
- name and date of the person(s) involved with the report
- name of the DHS caseworker requesting the report
- DHS caseworker contact information

The request should normally be processed within five business days. There is no fee for these reports.

If a report is needed to aid in an investigation to assist in the court ordered removal of a child from their parent/caregiver's home, MSP can expedite that request. For these situations, the caseworker should contact the local post for immediate assistance, <http://michigan.gov/msp/0,4643,7-123-59471---,00.html>. MSP is allowed to send the report via e-mail to a worker's state of Michigan address.

Any questions or concerns regarding this communication should be forwarded to Colin Parks, Manager, Children's Protective Services and Family Preservation at (517) 388-5125 or by email at parksc@michigan.gov.