

NYPD Law Enforcement Contact Information for OCFS 3922 Notification of a Sex Trafficked Youth

As of October 18, 2019:

This information applies to all ACS, Foster Care, Preventive Services, Juvenile Justice, Family Assessment Program, and any other child welfare staff who screen children and youth for sex trafficking, using the ACS Child Trafficking Database (CTDB), or for Advocacy cases only, the paper version of the two OCFS screening tools (OCFS 2321 and OCFS 2920).

To provide NYPD with the OCFS 3922 Law Enforcement Referral (LER) for children who meet the Federal Definition Level of Sex Trafficking:

1. **Scan and email the OCFS 3922 to VED@NYPD.Org (NYPD's Human Trafficking Squad), copied to Child.trafficking@acs.nyc.gov** Do NOT fax the OCFS 3922. If your form has a NYC fax number, it is obsolete. Only use the July 2021 version of the OCFS 2922 with email. Provide as much detail as possible to ensure the referral is accepted for investigation promptly.
2. **After emailing, the screener must call NYPD at (212) 694-3013.** This office is available Monday through Friday, 10 am to 6 pm.
 - a. Explain you just E-MAILED a trafficked child LER for review.
 - b. Ask for the NYPD LER number, the name of the detective assigned and the name of the person to whom you are speaking for documentation in Connections and in the Child Trafficking Database (CTDB).
 - c. If you e-mail the LER after business hours, please ensure the follow up phone call occurs immediately on the next business day.
3. Staff from the Human Trafficking Squad office will review the LER, then send it out to the appropriate unit for assignment. Units include NYPD's Human Trafficking Squad, the NYPD / FBI Child Exploitation and Human Trafficking Task Force and the NYPD /HSI Child Exploitation and Human Trafficking Task Force. The assigned detective will call the screener to gather additional information.
4. To request follow up on a case: If you have been in contact with a detective, reach out to the detective. If you do not know which detective has been assigned or need additional information, email Lt. Morin, at Amy.morin@nypd.org Lt. Morin will forward the email to the assigned detective.
5. **Always notify ACS' Office of Child Trafficking Prevention and Consultation (OCTPC) of all sex and labor trafficked children at Child.trafficking@acs.nyc.gov** OCTPC will respond to your email and assist with consultation, assessment, safety planning guidance and resource suggestions.

If there are any issues with, or questions about this process, please notify ACS' Office of Child Trafficking Prevention and Consultation at Child.trafficking@acs.nyc.gov