



[Child.trafficking@acs.nyc.gov](mailto:Child.trafficking@acs.nyc.gov)



## Updated NYPD Law Enforcement Contact Information for Notification of a Sex Trafficked Youth

**Effective October 18, 2019 (updated July 14, 2020)**

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](mailto:VED@NYPD.Org) (NYPD's Vice Enforcement Division), copied to [Child.trafficking@acs.nyc.gov](mailto:Child.trafficking@acs.nyc.gov)** Do NOT fax the OCFS 3922. The fax numbers on the form are obsolete.
2. After emailing, the screener should **call the Vice Division Office at (212) 694-3013**. The office is available Monday through Friday, 10 am to 6 pm.
  - a. Explain you just E-MAILED a sex trafficked child LER for review
  - b. Ask for the NYPD LER number and the name of the detective 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 Vice Division Coordinator's office will review / vet the LER, then send it out to the appropriate unit within the Vice Enforcement Division for assignment. VED will call the screener to gather additional information.
4. **To request follow up on a case:** Email Lt. Amy Capogna, Detective Bureau, Vice Enforcement Division, Major Case - Human Trafficking Team at [Amy.capogna@nypd.org](mailto:Amy.capogna@nypd.org)  
Lt. Capogna will forward the email to the assigned detective.
5. **Always notify ACS' Office of Child Trafficking Prevention and Policy (OCTPP) of all sex and labor trafficked children at [Child.trafficking@acs.nyc.gov](mailto:Child.trafficking@acs.nyc.gov)** OCTPP will respond to **your email and can assist with assessment, safety planning and resource suggestions.**

If there are any issues with, or questions about this process, please notify ACS' Office of Child Trafficking Prevention and Policy at [Child.trafficking@acs.nyc.gov](mailto:Child.trafficking@acs.nyc.gov)