



**On-site CAC service - Forensic Interviews: To schedule a Forensic Interview, please contact CAC Intake Coordinator, Hannah Lenz, at 616.336.5160**

**\*\*PLEASE NOTE: In order for CPS to schedule an interview, Children's Protective Services MUST have LE assigned and confirm that they can be present to observe the interview. LE MUST BE PRESENT.**

- I. Interviews: CAC **MUST** receive reports and any relatable information **the day before the interview or sooner**. Please send information to Intake Coordinator, Hannah, by email or fax ([hlenz@cac-kent.org](mailto:hlenz@cac-kent.org), 616.336.5193)
  - a. Criteria:
    - i. Age of child
    - ii. County of residence
  - b. Background needed:
    - i. Police/ CPS report
    - ii. Any other pertinent history (Previous CSC/PSB's)
  - c. Client info needed:
    - i. Name and age
    - ii. DOB
    - iii. Delays
    - iv. Transportation needs
    - v. Interpreter needs
    - vi. Who is bringing child
    - vii. Anything else that may be useful for our forensic interviewer to know
  - d. Offender Info
    - i. Name and age
    - ii. **Offenders are NOT allowed on-site, including juvenile offenders**
    - iii. Need to know if victim has also been an offender
  - e. For scheduling
    - i. 3 years of age
    - ii. Can interview someone over the age of 18 if they are cognitively impaired
    - iii. 2 or more children to be interviewed must be at 9 am or 1 pm
  - f. Bring any evidence with you that could be helpful
    - i. Text messages, photo's etc.