



Tennessee Department of Children's Services

## **Protocol for Child Protective Investigative Team (CPIT) Presentation for the Office of Child Safety Investigative Staff**

**Supplemental to DCS Policy: 14.21, Internal Quality Control for the Office of Child Safety**

This protocol outlines consistent statewide procedures, expectations and best practices as it relates to involvement with local Child Protective Investigative Teams (CPIT) by investigative staff. The objective is to ensure that professionalism and competency are demonstrated by all staff when representing the Office of Child Safety as well as the Department.

### **Professionalism & CPIT Etiquette:**

CPS staff is expected to demonstrate professionalism and have an understanding of CPIT etiquette. Staff shall:

- a) Adhere to the Office of Child Safety dress code;
- b) Arrive to CPIT at the scheduled time;
- c) Refrain from independent conversation during CPIT presentation of others; and
- d) Refrain from providing personal and/or emotional opinion.

### **Knowledge of Investigative Tasks:**

CPS staff is expected to demonstrate a foundational knowledge of the case that is being presented. Staff shall:

- a) Present names of persons involved in the investigation;
- b) Present timeframes associated with the investigation;
- c) Present information obtained from the child(ren) interviews;
- d) Present information obtained from the parent(s)/caretaker(s) interview(s); and
- e) Presents information obtained from the alleged perpetrator(s) interview(s).

**Subject: Protocol for Child Protective Investigative Team (CPIT) Presentation for the Office of Child Safety Investigative Staff**

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**Knowledge of Corroborating Evidence:**

CPS staff is expected to demonstrate a foundational knowledge of the evidence gathered during the investigation. Staff shall:

- a) Present information obtained from any medical, psychological or assessment reports;
- b) Present information obtained from the forensic interview(s);
- c) Present information obtained from any drug testing or assessments;
- d) Present information obtained from any corroborating or collateral witnesses to include law enforcement; and
- e) Present information obtained from any background checks or historical searches.

**Communication, Service Delivery & Next Steps:**

CPS staff is expected to facilitate and communicate collaboration with CPIT partners and present information concerning service/case planning and next steps. Staff shall:

- a) Articulate investigation flow to include all notifications and communication between CPIT partners;
- b) Present any DCS involvement regarding services provided, safety plans created or removal procedures initiated; and
- c) Present collaboration with CPIT partners and service providers regarding next steps and case planning.

**Knowledge of Departmental Policy and State Statutes:**

CPS staff will familiarize themselves with departmental policy as well as State statutes and apply that knowledge as necessary during presentation by:

- a) Articulating a basic knowledge of CPS policy and protocols as requested; and
- b) Articulating the investigative process and procedures as asked.

**Effective Date: 12/23**  
**Supersedes: 9/17**  
**Supplemental to: DCS 14.21,**  
**RDA SW22**