



**Administrative Policies and Procedures: 14.6**

<b>Subject:</b>	<b>Child Protective Investigative Team (CPIT)</b>
<b>Authority:</b>	TCA 37-1-406; 37-1-602; 37-1-606; 37-1-607; 37-5-105; 37-5-106; 37-5-107
<b>Standards:</b>	None
<b>Application:</b>	All Department of Children's Services Child Protective Services Employees Including Special Investigations Unit Employees
<b>Policy Statement:</b>	
DCS shall coordinate at least one Child Protective Investigative Team (CPIT) in each county for the purpose of conducting child sex abuse and severe child abuse investigations to provide safety for the child but also to preserve and protect evidence for future criminal prosecution.	
<b>Purpose:</b>	
To establish the roles and guidelines for CPIT teams. The role of the CPIT team is to conduct child protective investigations and to support and provide services to severely abused and sexually abused children as deemed by the team to be necessary and appropriate.	
<b>Procedures:</b>	
<b>A. CPIT Team composition</b>	<ol style="list-style-type: none"> <li>1. For the purpose of determining investigative tasks and procedures, each team will be composed of:               <ol style="list-style-type: none"> <li>a) One staff member from DCS - CPS,</li> <li>b) One representative from the office of District Attorney General,</li> <li>c) One juvenile court officer or investigator from a court of competent jurisdiction, and</li> <li>d) One law enforcement officer with countywide jurisdiction from the county where the child resides or where the alleged abuse occurred.</li> </ol> </li> <li>2. For the purposes of determining classification and treatment issues, other team members may include a representative from the medical and mental health field and an employee of a Child Advocacy Center (CAC) in jurisdictions where CAC's exist.</li> </ol>
<b>B. Notifying/ Convening CPIT</b>	<ol style="list-style-type: none"> <li>1. CPS will <b>immediately</b> convene the appropriate CPIT team when a report of child sexual or severe physical abuse has been received.</li> </ol>

	<ol style="list-style-type: none"><li>2. The CPIT team must submit written documentation notifying the District Attorney within three (3) days of convening CPIT of a case alleging sexual abuse or severe child abuse.</li><li>3. The team will determine:<ol style="list-style-type: none"><li>a) Child's family composition and demographics, including which person or persons is responsible for the child's welfare and if there are other children in the care of the same person.</li><li>b) Whether there is any indication that any child in the household is severely abused and/or sexually abused.</li><li>c) Person or persons responsible for causing the abuse</li><li>d) Immediate and long-term risks to each child if allowed to remain in the existing home environment</li><li>e) Services necessary to safeguard the child's well-being and if possible, to preserve and stabilize family life.</li></ol></li><li>4. The team will seek to interview the child in a neutral setting, other than where the alleged abuse occurred when at all possible.</li><li>5. In jurisdictions where CACs exist, the team will seek to utilize this facility for the interview, and employ the services of the CACs forensic interviewer when possible.</li><li>6. The team will seek to keep interviews with the victimized child to a minimum.</li><li>7. Classification of CPIT Cases:<ol style="list-style-type: none"><li>a) The child protective services investigator (CPSI) will review the case with the Supervisor and determine that all relevant information is included and documented on the appropriate screens or case recordings in the <i>current child welfare information system</i><sup>1</sup>.</li><li>b) The Supervisor will determine that the case is ready to go to CPIT for classification.<ol style="list-style-type: none"><li>a) The CPSI will discuss the classification with all members of the investigative team, and each member will be polled to determine whether there is agreement with the recommended classification for case closure.</li><li>b) Members of CPIT will recommend a classification based on information currently available to their respective discipline, however, the final classification decision will be at the discretion of the Department.</li></ol></li><li>e) The CPIT form, <b>CS-0561, Child Protective Investigative Team Review</b>, will be completed to indicate the outcome of the staffing and whether each CPIT team member agrees or disagrees with the recommended</li></ol></li></ol>
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<sup>1</sup> **NOTE:** TNKids is the current DCS child welfare information system and will be replaced by the new system "TFACTS" in the near future. When TFACTS is fully implemented, all references to TNKids or "*current child welfare information system*" will mean TFACTS.

	<p>classification. Each team member will sign the CPIT form.</p> <p>f) Any disagreeing CPIT member's concerns about classification will be noted on the CPIT form.</p> <p>g) The case worker will document the CPIT discussion and classification.</p> <p>h) If the CPIT team members do not reach consensus as to a classification, then the case worker will request through the team leader (TL), a review of the case by the regional administrator (RA) or his/her designee. CPIT members will be offered the opportunity to submit additional information to the RA for consideration.</p> <p>i) The RA will conduct a review of the request and make a final classification decision and send written notification to the TL within ten (10) business days of the review.</p> <p>j) The TL will notify the case worker and CPIT members of the classification assigned by the RA.</p> <p>k) The TL will document the CPIT classification decision in on the appropriate screens or case recordings in the current <i>child welfare information system</i> and will classify the case.</p>
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<b>Forms:</b>	<a href="#"><u>CS-0561, Child Protective Investigative Team Review</u></a>
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<b>Collateral Documents:</b>	None
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<b>Glossary:</b>	
<b>Term</b>	<b>Definition</b>
<b>Child Protective Services Investigative Team (CPIT):</b>	A legally mandated multi-disciplinary team that conducts an investigation of alleged sexual abuse or other severe child abuse. A CPIT includes one DCS case worker, one representative from the District Attorney's office, one juvenile Court officer or investigator from a Court of competent jurisdiction, one properly trained law enforcement officer with county-wide jurisdiction from the county where the child resides or where the abuse/neglect occurred, and one representative from the mental health profession (optional).