

Description of the Investigation Process (CS-24) Instructions

Purpose:

The CS-24 *Description of the Investigation Process* is a one page document used in child abuse/neglect investigations to inform families, alleged perpetrators, and other individuals related to an investigation about the following:

- Statutory basis for CD's child abuse/neglect investigations
- Brief description of the investigation procedure
- Description of possible Investigative outcomes
- Description of the *Alleged Perpetrator Appeal Process*
- A list of Client Rights

Instructions for Use:

The CS-24 is given to the alleged perpetrator at the time of initial contact. If it is not possible to personally give the CS-24, it may be mailed. The CS-24 to the family and may be given to other individuals related to the investigation at anytime during the investigation.

Documentation:

Staff will document in the case record and on *FACES Manual Activity* screen, who and when the CS-24 was given.

Memoranda History:

CD08-22, CD11-75