

DHS/LAW ENFORCEMENT PROTOCOL

Investigation of Child Abuse

Student Name: _____ **School:** _____ **Date:** _____

Student ID#: _____ **Grade:** _____

INTERVIEW ONLY:

When DHS and/or Law Enforcement wants to interview a child and the child is not a suspect, check identification of DHS caseworker and/or law enforcement officer:

Step 1. Fill out below the name, title, and identification number (if applicable)

Step 2. Check whether the parent has been informed of the interview

Step 3. Sign below

Step 4. Notify your administrator

Step 5. Retrieve the student

Step 6. Provide a private space for the interview

Name, Title and ID Number (if applicable) of Caseworker/Law Enforcement Officer:

Has the parent been notified of the interview by the caseworker/law enforcement officer?

Yes No

School Administrator notified: _____

Child participated in interview. Child refused to participate in interview.

Administrator/staff participated in interview: (Name) _____

Caseworker/Law Enforcement Officer Signature: _____ **Date:** _____

School Administrator/Office Staff Signature: _____ **Date:** _____

REMOVAL ONLY:

*When DHS or law enforcement wants to **remove a child** from school premises during regular school hours:*

Step 1. Obtain the signed acknowledgement below from the caseworker/law enforcement officer

Step 2. Request contact information (business card) from the caseworker/law enforcement officer

Step 3. Inform the caseworker/law enforcement officer that you will pass along the contact information to the parent, if contacted.

Caseworker/Law Enforcement Officer Signature: _____ **Date:** _____

School Administrator/Office Staff: _____ **Date:** _____

PLACE IN A SEPARATE SECURE FILE AND NOT IN STUDENT'S FILE

Updated 4/5/18