

Child Protective Services: Investigation

[←←BACK](#)

[CONTENTS](#)

[FORWARD⇒⇒](#)

2104.39 Investigation Documentation

Requirement

Summarize investigation findings on [Form 454 \(Investigative Conclusion\)](#), including a summary of all historical information.

Record all facts of the investigation as they are observed, learned and verified on Form 454 and Form 452 (Contact Sheet) **within the 30-day investigation period**. Investigation documentation is part of the investigation.

Procedures/Practice Issues

Any investigated report can lead to litigation. As such, it is necessary that documentation is complete, factual and unbiased. The CPS case record is the official document of all stages of the case, beginning at intake. Complete documentation is vital for every case opened for investigation ([See Social Services Manual, Chapter 80, Documentation](#)).

All documentation supporting investigation contacts and evidence gathering is required in the record at the completion of the investigation. Record on [Form 454 \(Investigative Conclusion Form\)](#) the outline of evidence collected; however, use Form 452 (Contact Sheet), as needed, for documentation purposes. A lack of investigation documentation in the record is not a reason for granting a waiver (See [2104.28](#)).