

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment (Investigation)	Effective Date: July 1, 2007
	Section 4: Required Interviews	Version: 1

POLICY	OLD POLICY: 205
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- **[POLICY CHANGE]** The Indiana Department of Child Services (DCS) will conduct the following required interviews during **all** CA/N assessments (investigations):
 1. The alleged child victim;
 2. All other children living in the home and any children not living in the home who were present at the time of the alleged incident;
 3. The parent/guardian/custodian;
 4. The alleged perpetrator;
 - Exception: DCS will not interview the alleged perpetrator when certain conditions apply; See separate policy, [Interviewing the Alleged Perpetrator](#).
 5. The reporting source (unless the reporting source is anonymous);
 6. Identified witnesses;
 7. Professionals believed to have first-hand knowledge that relates to the allegation(s), if such professionals are accessible.
- DCS will conduct any additional interviews necessary to gain adequate information from which to draw conclusions about the validity of the allegation(s).

Note: Legitimate exceptions to this policy are discussed in the individual policies for each interview type (i.e., [Interviewing the Alleged Perpetrator](#)) as well as in the policy [Locating the Subjects](#).

Code References

- N/A

PROCEDURE

The FCM will conduct the following interviews in the following manner for all assessments (investigations):

1. An **in-person** interview with the **alleged child victim**. See separate policy, [Interviewing Children](#).
2. An in-person interview with **all other children** living in the home and any other children present in the home at the time of the alleged incident.
3. An **in-person** interview with one or both of the **parents/guardians/custodians**. The interview will take place on the same day that the interview takes place with the alleged child victim, unless not possible. See separate policy, [Interviewing the Parent/Guardian/Custodian](#).
4. An **in-person** interview with the **alleged perpetrator**. See separate policy, [Interviewing the Alleged Perpetrator](#).
5. An in-person or phone interview with the **reporting source** (unless the reporting source is anonymous).

6. An in-person or phone interview with every person who is known to have **witnessed** the incident. The FCM will document if no witnesses exist.
7. An in-person or phone interview with **professionals** who did not make the report, but believed to have first-hand knowledge that relates to the allegation(s), results of the incident, injury to the child victim, or circumstances of the family being assessed (investigated), if such professionals are accessible. The FCM will document if no such professionals exist.

RELATED INFORMATION

Professionals

Examples include, but are not limited to, therapists, social workers, school personnel, medical professionals, and religious leaders (priests, rabbis, ministers, etc.). Professionals in this context **do not** include DCS employees (Directors, Supervisors, etc.).

Witnesses

Based on the information uncovered during the assessment (investigation), the FCM may become aware of one or more persons who witnessed the alleged CA/N. The FCM should seek to locate and interview those persons.

FORMS AND TOOLS

- N/A