



**State of Florida
Department of Children and Families**

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

DATE: June 8, 2021

TO: Regional Managing Directors
Sheriff Offices Conducting Child Protective Investigations

THROUGH: Taylor Hatch, Deputy Secretary

FROM: Patricia Medlock, Assistant Secretary for Child Welfare *Pat Medlock*
Robert Anderson, Assistant Secretary for Operations *Robert H. Anderson*

SUBJECT: Child Protective Investigation Assignments in FSFN

PURPOSE: The purpose of this memorandum is to provide direction on child protective investigation assignments in the Department's Florida Safe Families Network (FSFN).

BACKGROUND: FSFN is the Department's system of record for child welfare in Florida. It is critical that the information entered into FSFN reflects the activities and actions of Department and sheriff office staff who have been assigned to investigations. To ensure the safety of children involved in an investigation, it is critical that the primary and secondary assignment of a child protective investigation is made to staff who are available and have the capacity to engage the family in an appropriate timeframe.

Supervisors may not assign an investigation to a Child Protective Investigator in FSFN who is not physically available to conduct investigative activities. This includes staff who are on leave at the time of assignment and/or staff who have exited the role of CPI at the time of assignment.

ACTION REQUIRED: Please distribute this guidance to all child protective investigation units including sheriff offices conducting child protective investigations, regional licensing staff, and any other applicable staff as appropriate.

CONTACT INFORMATION: If you have any questions or need clarification regarding this memorandum, please contact Brooke Bass, CPI Practice and Policy Manager, at Brooke.Bass@myflfamilies.com or call (850) 717-4643.

cc: Regional Family and Community Services Directors
Stefanie Camfield, Assistant General Counsel
Center for Child Welfare

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency