**DESIGNATION OF INTAKE AND OTHER HUMAN SERVICES**
**CHAPTER 48 – Children In Need of Protection or Services (CHIPS)**

POLICY

Staff assigned by the Department of Human Services to provide Child Protective Service Intake functions are, in addition to performing other duties required under Chapter 48, recognized by the Court as the intake staff to provide services pursuant to §48.067 and for the purpose of taking a child/juvenile into custody if necessary under §48.08.

Staff assigned by the Department of Human Services to provide Child Protective dispositional functions are recognized by the Court to have the powers and duties outlined in ♣48.069.

The Department of Human Services may organizationally divide workers into Intake and "on-going"/dispositional units in order to accomplish the objectives of Chapter 48. This policy does not preclude staff from one unit performing duties of the other unit depending on the needs of the child/family and the Department. For example, a worker providing dispositional services may, at the discretion of the Department, also act as an intake worker under authorizing statutes or vice versa.

For a petition filed by a private party (i.e., someone other than the district attorney, corporation counsel or other appropriate official under § 48.09), the following procedures and rules shall apply:

1. Upon the filing of a petition, the Court Clerk shall forward the petition to corporation counsel to assess the interest of the public with regard to any action taken as required by § 48.24(1). Corporation counsel may consult with DCDHS regarding the petition. Corporation counsel shall provide to the parties and the court a recommendation in the interest of the public at or before the initial plea hearing on the petition.
2. The Juvenile Court shall schedule an initial plea hearing on the petition within 10 business days of the filing of the petition, and advise the parties and corporation counsel of the hearing date and time. Corporation counsel will not become a party unless, upon motion, intervention is granted by the court.