### 6430 Conducting Inspections

LPPH ~~December 2012~~ DRAFT 8802-CCL

Policy

The investigator is required to conduct an unannounced inspection for all investigations assigned a Priority 1, 2, or 3.

When conducting an inspection, the investigator must always assess the safety of children and evaluate minimum standards and law described in [4140](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_4000.asp#LPPH_4140) Preparing for Inspections.

*DFPS Rules, 40 TAC* [*§§745.8401*](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8401)*;* [*745.8403*](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=92565&p_tloc=&p_ploc=1&pg=2&p_tac=&ti=40&pt=19&ch=745&rl=8403)*;* [*745.8407*](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=40&pt=19&ch=745&rl=8407)

##### 6312.1 Writing the Allegation

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Policy

The investigator documents a concise summary describing each allegation that is to be investigated under the *Allegations* section on the *Investigation Main* page in CLASS.

Procedure

When writing an allegation, the investigator avoids:

a. including first or last names of children or adults;

b. including specific ages or gender of children, or any other identifying information;

c. using abbreviations of words or phrases;

d. using legal terms, such as abuse or neglect, that are defined in the Texas Family Code or Texas Administrative Code;

e. using inflammatory or prejudicial words or phrases.

When writing an allegation, the investigator must:

• use good grammar and proper spelling; and

• be concise, yet descriptive.

Example:

*Incorrect:*It is alleged that a child was physically abused by his caregiver.

*Incorrect:*It is alleged that a 6-year-old male was whipped with a belt by his caregiver for wetting his pants. The boy has a two-inch welt on his lower back and several linear welts on his legs.

*Acceptable:* It is alleged that a child was inappropriately disciplined by his caregiver.

*Acceptable:* It is alleged that a caregiver disciplined a child by hitting the child with a belt and causing injuries to the child’s back and legs.