

City of New York
Administration for Children's Services

SUBJECT: Application of the Instant Response Team (IRT) Protocol for Emergency Children's Services (ECS)	
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DATE: December 20, 2012	IMPLEMENTATION RESPONSIBILITY: Division of Child Protection (DCP) – Emergency Children's Services (ECS)

The following applies to staff assigned to Emergency Children's Services.

PURPOSE:

- To outline the utilization of the IRT Protocol at ECS.
- To clarify the assignment of IRT cases to ECS staff.

POLICY:

Process for determining if a report meets the criteria for an IRT enhancement:

When a report comes into the Application unit from the SCR, the Application staff will review the report and based on its content (the narrative, allegations, and/or High Priority {HP} coding), will determine if the report is to be forwarded to the Instant Response Team Coordinator (IRTC) for further review. The IRTC will review the report and determine whether or not it will be enhanced to become an IRT. The IRTC may discuss the case with the assigned investigative unit's supervisor, but ultimately the IRTC will make the final decision regarding whether or not the report will be enhanced. Note that the IRTCs have access to the Application staff workloads and have the ability to proactively look for reports with HP codes 1, 3, 4, 5, and 6 that automatically require their review.

Reports designated IRT at the beginning of a shift before staff leave for the field:

Reports designated IRT at the beginning of the shift will be assigned immediately to the identified unit. The unit supervisor will select the team for the IRT assignment and the IRTC will coordinate with the unit supervisor and NYPD to schedule the joint visit. Where the joint visit appointment is scheduled imminently, the identified team will only receive the one case assignment. In instances where the response is delayed for an extended period of time, additional case assignments may be made to the CPS team with the IRT case at the discretion of the supervisor in consultation with a manager. After the joint visit with NYPD has occurred and all related CPS tasks are completed, the ECS team may be assigned additional cases if management determines that there is sufficient time remaining in the shift.

Reports designated IRT during the shift while staff is in the field:

When ECS CPS teams are already in the field working assigned cases, best efforts will be made to assign new IRT cases to CPS teams who are geographically proximate to the case address of the IRT case. In making these assignments, ECS management will take into consideration the following:

1. **The location of the CPS team who is closest to the address for the joint visit.**
2. **The current workload of the CPS team that is being assigned the IRT case -** management will need to determine the status of the team's existing assignments. If the team is midstream in an investigation and not able to make the joint visit by the designated time, management will need to assign the IRT report to another team who is able to respond.
3. **The Designated time of the joint visit.**

Managerial Oversight:

ECS management is required to monitor the effective execution of the IRT protocol in conjunction with the Central DCP IRT Coordinator. ECS management will play a role in determining the assignment of the IRT based on the dynamics of the report and the present location of staff in relation to the address of the joint visit for the most efficient use of staffing and to expedite the response.