1. **Comment:** Page 6, Procedure #1C: It does not seem like our finding being contingent upon law enforcement’s finding is a good idea. The burden of proof is different and there are times where law enforcement cases can take years to reach a conclusion.

**Response:** CPS findings are not contingent upon law enforcement’s findings. In cases where law enforcement asks CPS staff to delay making their finding so as not to compromise a law enforcement investigation, CPS staff should seek guidance from regional office. This information has been added as a footnote to the SOP.
2. **Comment:** Page 6, Procedure #2: Suggest clarifying how the SRAA will approve the extension request (i.e. verbal or in TWIST).

**Response:** Extension requests are made through written documentation in TWIST or by sending an e-mail to the FSOS or SRAA if TWIST is not available. This has been added to procedure #3 under Contingencies and Clarifications.
3. **Comment:** Should there be an option to have an extension for FINSAs and investigations taken as second incidents?

**Response:** Extensions for FINSAs are at the discretion of the SRA, but generally, second incidents fall under the same guidelines as the original referral.
4. **Comment:** Currently, an extension can be requested regardless of how past due the referral is. Maybe there should be a timeframe inserted so that after a predetermined number of days that the referral has been past due, an extension request is not allowed (i.e. past due over 15 days).

**Response:** An extension must be requested prior to the 45th day of the receipt of the investigation.