

Intake: Notifications**22-2-2.2****Policy**

The Department of Children and Families (DCF) is statutorily required to make certain notifications to various entities at the inception and/or conclusion of investigations.

Coordination with Law Enforcement

The appropriate law enforcement agency shall be notified (using the DCF-737, Notification to State or Local Police of Suspected Child Sexual Abuse, Severe Physical Abuse or Severe Neglect) within 12 hours of receipt of a report alleging sexual abuse or serious physical abuse including, but not limited to, a report that a child:

- has died
- has been sexually assaulted
- has suffered brain damage or loss or serious impairment of a bodily function or organ
- has been sexually exploited
- has suffered serious non-accidental physical injuries.

Legal reference: C.G.S. section 17a-101b

In addition to notifications mandated above, DCF staff shall also notify law enforcement in cases involving, but not limited to:

- assault on a child by a person who is not the child's caregiver
- a child under the age of 12 left unsupervised in a place of public accommodation or in a motor vehicle for a period of time that presents a substantial risk to the child's health or safety (e.g., stores, restaurants, parks, malls)
- serious domestic and intimate partner violence
- human trafficking.

Cross reference: DCF Policy 22-1, Careline

In a case with a companion criminal investigation, interviews of children shall be conducted jointly with law enforcement whenever possible. DCF interviews with all parties shall take place within the time frames designated in this policy.

Legal reference: C.G.S. 17a-101h

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Law enforcement may also be contacted in cases in which the safety of a person may be at risk during the field response, including the Intake Social Worker (ISW), and children found to be at imminent risk of harm.

Out of State Child Protection Agencies

If the reported incident of child abuse or neglect occurred out of state, the ISW shall contact the out-of-state child protection agency within one working day to make a referral.

If during the intake the ISW learns the family resided in a different state, the ISW shall request child protective service records from the previous state of residence.

If the family moves out of state during the intake and there are remaining child protection concerns, a report shall be made to the appropriate out-of-state child protection agency.

Investigations of Child Care Providers

The Office of Early Childhood (OEC) shall be notified if the investigation involves a licensed or unlicensed childcare provider.

The investigation shall be conducted in collaboration with OEC in accordance with the terms of the "Memorandum of Understanding between the Office of Early Childhood and the Department of Children and Families."

Notification to the Office of Early Childhood (OEC) Director of Child Care Licensing of abuse or neglect by a licensed childcare provider:

- notify and provide a copy of the investigation
- provide all related documents.

Legal reference: C.G.S. sections 19a-80f

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Intake: Notifications**22-2-2.2****Notification to Schools and Childcare Facilities**

Reports received for individuals who are employed to work with children in either an educational or residential facility will be investigated by either the Educational Professional Investigations Unit (EPIU) or the Special Education Unit (SIU) determined by their role and employer. Due to the nature of their employment, their employers shall be notified of the allegation and the commencement of DCF's investigation.

Note: These notifications shall be made regardless of whether the alleged perpetrator committed the acts in his or her professional capacity or personal capacity.

Legal references: C.G.S. sections 17a-101b(d), 17a-101g(a)

Cross reference: DCF Policy 22-1-4, Education Professionals Investigation Unit, 22-1-1, Special Investigation Policy

Notification to Child's Parents/Guardians of Investigation Results

Within five days of the completion of the investigation, DCF will send written notification to the parents/guardians of the outcome of the intake (in the family's preferred language).

Notification to Perpetrator of Results

Within five days of the approval of the investigation outcome, DCF shall ensure that the perpetrator, if one has been identified, is notified in writing (in the person's preferred language) of the intake outcome by mailing the DCF-2210, Notification of Investigation Results, to the person's last known address.

The notice shall include the DCF-2210B Request for Appeal of Substantiation Finding(s)/Recommendation for Placement on the Central Registry, if the report has been substantiated.

Notification of Results to Mandated Reporter, AMC, GAL

Within five days of the approval of the investigation outcome, DCF shall ensure the mandated reporter is informed of the outcome by use of the DCF-2122, Letter to Mandated Reporters.

DCF shall ensure within five business days that the attorney for

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the minor child and/or guardian ad litem, if any, is informed of the outcome by use of DCF 22F, Notice to Attorney for the Minor Child (AMC) and/or Guardian Ad Litem (GAL) Regarding a New Report of Abuse or Neglect.

Notification to State and Municipal Agencies

Upon completion of the investigation DCF shall ensure that the following state or municipal agencies are notified of substantiated abuse or neglect.

For cases of sexual abuse or serious physical abuse a notification and information pertaining to the investigation will be sent to:

- the Chief State’s Attorney, or designee, or a state attorney for the judicial district in which the child resides or in which the abuse or neglect occurred
- the appropriate local law enforcement authority.

Legal reference: C.G.S. section 17a-101j(a)

For cases of abuse or neglect at an institution or facility that provides care for children, and which is subject to licensure by the State of Connecticut:

- notification will be sent to the state agency responsible for such licensure of the institution or facility (e.g., Department of Developmental Services)
- records will be provided, whether or not created by DCF, concerning the investigation.

Legal reference: C.G.S. section 17a-101j(b)

The Department of Public Health (DPH) must be notified when DCF places an individual who is licensed or certified by DPH on the Central Registry.

Legal reference: C.G.S. section 17a-28(g)(30)

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Intake: Notifications**22-2-2.2****School and Facility Notifications**

Within five days of the approval of the investigation regarding a report that a child has been abused or neglected by a public school employee, DCF shall notify the employing superintendent and the Commissioner of the State Department of Education (SDE) of the results of such investigation, whether substantiated or unsubstantiated, by providing a copy of the investigation, regardless of whether or not the investigation was employment related.

Other records, whether or not created by DCF, concerning the investigation may be provided to the Superintendent and SDE if requested.

For clarification of school employees please see the definition provided in C.G.S. section 53a- 65.

Legal reference: C.G.S. section 17a-101i

Notification to Probate Court

The Intake Social Work Supervisor (ISWS) shall ensure that Probate Court Administration is notified, within five days of the approval of the investigation, of

- any person appointed by the Probate Court as a legal guardian for a child who is substantiated for abuse or neglect of any child (not just the person's ward)
- any member of a legal guardian's (appointed through Probate Court) household who is substantiated for child abuse or neglect.

The investigation shall be faxed to the Office of the Probate Court Administrator, Attn: Law Department, at 860-231-1055, for distribution to the Probate Court of jurisdiction.

Legal reference: C.G.S. section 17a-101j(c)