

# CARELINE AND INTAKE

## Education Professionals Investigation Unit

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### Policy

The Department of Children and Families' (DCF) Education Professionals Investigation Unit (EPIU) shall investigate all accepted Careline reports regarding allegations of child abuse or neglect in:

- a school setting when the alleged perpetrator is acting in a professional capacity as a school employee as defined by C.G.S. section 53a-65.
- daycares, camps and transportation companies licensed or contracted by a board of education or Office of Early Childhood.

**Note:** The victim in an EPIU investigation report may include young adults between the ages of 18 and 21 years attending a K-12 school.

**Legal reference:** C.G.S. section 17a-93

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### Notification of Report

Upon assignment of a new report, EPIU shall send notification to the following:

- State Department of Education (SDE)
  - Superintendent
  - executive director or private school administrative leadership
  - Office of Early Childhood
  - local or state police, pursuant to C.G.S. section 17a-101b
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### Commencement

Contact with at least one of the following parties is required to meet the commencement timeframe:

- alleged victim(s)'s parents or legal guardians
- Superintendent /Principal/Head of School
- reporter
- transportation director
- Office of Early Childhood
- camp director
- contracted provider

Contact via telephone or email with the parties noted above shall constitute commencement of the EPIU investigation.

**Cross reference:** DCF Policy 22-2, Intake  
DCF Policy 22-2-2, Child Protective Investigations

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**Face to Face Contact** The investigator will need to obtain permission from a parent to schedule face to face contact with the alleged victim(s) if under the age of 18. Contact will be made with identified victims as information is obtained. If contact is not possible, the investigator will document efforts made.

Face to face contact with an alleged perpetrator(s) is required but may need to be coordinated with union or legal representatives.

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**Disposition** Upon completion of an investigation, the investigator, in consultation with the investigator's supervisor, shall make a determination regarding whether each individual allegation is either:

- substantiated (reasonable cause exists to believe that child abuse or neglect has occurred) or
- unsubstantiated (lack of reasonable cause to believe that child abuse or neglect has occurred).

If the allegations are recommended for substantiation, the investigator and EPIU unit supervisor shall consult with the EPIU program supervisor and the DCF legal director or assistant legal director to determine legal sufficiency for the finding and obtain any additional recommendations regarding the investigation findings.

The consultation will also include a discussion of whether to recommend placement of the alleged perpetrator on the DCF Central Registry of Abuse or Neglect based on the sufficiency of the evidence that the person poses a threat to the health, safety or well-being of children.

**Cross reference:** DCF Policy, 22-2-2, Child Protective Investigations

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**Notification of Investigation Results** Upon completion of the investigation, EPIU shall send the following notifications as applicable:

- DCF-2210 - "Notification of Investigations Results"
- DCF-2210 B - "Request for Appeal of Substantiation Finding(s)/ Recommendation for Placement on the Central Registry" and
- DCF-2210 C - "Notification of Investigation Results (Non-Perpetrator Parent or Guardian).

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

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**Notification  
of  
Investigation  
Results**  
(Continued)

EPIU shall forward a copy of the completed and approved investigation protocol to the following:

- State Department of Education (SDE)
- superintendent
- executive director or private school administrative leadership
- Office of Early Childhood
- local or state police (substantiations of serious physical abuse, serious physical neglect or sexual abuse.

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

EPIU investigator shall document the sending of these notifications including date and recipient in the DCF electronic case record.

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