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| LOCAL COMMISSIONERS MEMORANDUM |
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Transmittal No: 91 LCM-145

Date: August 16, 1991

Division: Family and Children
Services

TO: Local District Commissioners

SUBJECT: Child Abuse or Maltreatment Reports
Involving Local District Staff

ATTACHMENTS: CPS Program Manual, Chapter VIII,
Section O, Pages 1 and 2 (not available on line)

This memorandum is intended to reiterate the Department's policy in relation to child abuse or neglect reports and subsequent investigations when the subject of the report is a local district child welfare employee or other individual for whom it may be difficult to ensure an impartial handling of the case. This policy is currently contained in the Child Protective Services Manual, Chapter VIII, Section O, pages 1-2 (Appendix A).

Social services districts have periodically expressed concern regarding problems arising from the investigation of reports when the subject is an individual who may have a professional relationship with the district in either a direct or indirect capacity. In such instances, the investigating district may request that a neighboring district conduct the investigation. These requests can be made through the State Central Registry on a case-by-case basis, or preferably, through a pre-existing agreement with a neighboring district(s). In all cases in which a report is handled by a district other than the district from which the report subject is located, the State Central Registry must be notified.

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Regional Office staff are available, upon request, to provide technical assistance and on-site support to assist you in proceeding with this type of child abuse or maltreatment report and investigation. The Department is committed to strengthening the ability of districts to effectively carry out their child protective responsibilities and urges districts to consult with Regional Office and State Central Registry staff on special circumstances of this kind.

If you need assistance in these matters, please contact your Family and Children Regional Office Representative.

Joseph Semidei
Deputy Commissioner
Division of Family
and Children Services