

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Referrals  
**Policy Number:** 2.01.05  
**Policy Name:** Reports on Employees of CCDCFS

**Original Effective Date:** 06/30/1994  
**Revision Date(s):** 12/01/2014, 4/15/2009  
**Current Revision Date:** 07/01/2015  
**Approved By:** Thomas D. Pristow

**PURPOSE:** To ensure that timely, consistent, and impartial investigations are conducted in response to allegations of child abuse or neglect (CA/N) that identify agency staff as a principal of the report, and to restrict the level of information available on these cases in SACWIS to those staff assigned to the case.

**SCOPE:** This policy applies to all reports received regarding employees of CCDCFS where there are allegations of CA/N, dependency, or in need of services (CCDCFS CAPMIS screening guidelines, revised March, 2009) which are received by the 696-KIDS Hotline in accordance with 5153 of the Ohio Revised Code (ORC).

**POLICY**

- A. When the CCDCFS Hotline receives a report of CA/N, dependency, or family in need of services, involving an employee of CCDCFS and the employee is listed as a principal party, the investigation is set up and assigned to the agency's Special Investigations Unit (SIU) to avoid potential for breaches of confidentiality and / or conflicts of interest. As defined by ORC 5101:2-1-01, "Principals of the report or case" are the alleged child victim, the parent or caretaker, and the alleged perpetrator.

**PROCEDURES**

- A. The Hotline determines whether the report involves the employee's child or children, in which case the employee is a principal of the case, or whether the report deals with the employee being named as an alleged offender having access to the alleged child victim (ACV) by virtue of employment or affiliation.
- B. For all intakes regarding employees, regardless of the screening decision, the Hotline Supervisor notifies the Hotline Senior Supervisor who notifies the agency Director. The Hotline Supervisor or Hotline Senior Supervisor also notifies the Deputy Director for whom the employee works.

- C. The case name documented on the case route card is "CFS Employee". Once the report is screened in by the screening decision maker, the intake / case is restricted. Please refer to SACWIS on-line help for restricting an intake or case.
1. Reports concerning employees of CCDCFCS are NOT given to clerical staff to be logged for assignment.
  2. All reports on employees of CCDCFCS are logged and hand-delivered to the SIU department by a Hotline Supervisor or Senior Supervisor.
  3. Reports concerning employees of CCDCFCS are named as "CFS Employee" on the Hotline case assignment log.
  4. During regular business hours, all paper work delivery procedures noted above are implemented IMMEDIATELY in the case of Priority 1 reports and within four (4) hours in the case of Priority 2 and 3 reports.
- D. Upon receipt of the report, SIU Supervisor assigns the case to an SIU Social Worker and completes an alert for the Director and Deputy Directors.
- E. The SIU Supervisor contacts the employee's Senior Supervisor or designee to set up a meeting to inform the employee of the receipt of the report, their work duty status, and right to union representation if applicable.
- F. If the employee is listed as an alleged perpetrator of child abuse / neglect, that employee is placed on desk duty pending the outcome of the investigation. The Senior Supervisor has the discretion as to what activities the employee can perform while on desk duty. If the Senior Supervisor feels that desk duty is not appropriate the Senior Supervisor consults with his/her Deputy Director and/or Human Resource Specialist for further instruction.
1. Desk duty typically means the employees activities are restricted to work that can be completed in the office, including but not limited to: filing, scanning, completing case activity logs, etc. An employee on desk duty should not have any unsupervised contact with his/her clients including but not limited to: home visits, phone calls, court hearings, etc.
- G. The SIU Supervisor or SIU Investigator requests another PCSA, through mutual agreement of the agencies, to conduct interviews (refer to the 2007 Memorandum of Understanding for conducting third party assessments and / or investigation). The lead PCSA requests the assistance of the second PCSA within one working day from the time of the screened in report. The second PCSA completes the interviews within the time frames established pursuant to rule 5101:2-36-03, "PCSA requirements for intra-familial child abuse and / or neglect assessments / investigations."
1. The SIU Investigator is responsible for receiving the information from the assessment / investigation completed by the other PCSA. Upon receipt, the SIU Investigator reviews all the material.
  2. If after review of the other PCSA's assessment / investigation a determination is made that services are needed, the SIU staff transfers the case to a family services unit identified by the agency's Director or designee.
  3. If after review of the other PCSA's assessment / investigation a determination is made that services are not needed, the case is closed and the SIU Supervisor files the case with the record room.

- H. Upon completion of the employee investigation, the SIU Supervisor completes a follow up alert to the agency's Director and Deputy Directors informing them of the findings and case status (closed or transferred).
- I. The SIU Supervisor notifies the employee's senior supervisor or designee that the investigation has been completed and if the employee is able to return to regular duties if he / she were placed on desk duty.

**SEE ALSO:**

- **Memorandum of Understanding for Conducting Third Party Assessments and /or Investigation**