

LCCS POLICY 320
Investigative and Administrative Procedure where an LCCS Employee is a Principal of a Report of Child Abuse/Neglect

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| See new Policy #: | |

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| Scope: | This policy applies to all LCCS Employees. |
| Responsibility: | Executive Director, Director of Human Resources and Associate Director of Services |
| Purpose: | To provide for the privacy of the LCCS employee/principal. To assure child safety and continuity of service and of agency operations. To ensure the impartiality of the investigative process. |
| Legal Cite: | O.R.C. §§ 2151.421, 5153.16; 5101:2-36-08 |
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POLICY STATEMENT

When an LCCS employee is a principal* and LCCS is the lead agency, the investigation of reports of child abuse/neglect (CA/N) will be conducted by Law Enforcement or another PCSA.

Screening criteria will be the same as that applied to the general public.

LCCS will cooperate with the investigating agency during the course of the investigation.

***"Principals of the report or case" are the alleged child victim, the parent or caretaker and the alleged perpetrator.**

PROCEDURE

When an allegation of CA/N is received involving an LCCS Employee the matter will be immediately referred, for all screening activity, to the Assessment Department Manager, or designee.

The **Assessment Department Manager** will, within the same day, inform the following of the situation:

- Associate Director of Services;
- Employee's Associate Director, if different from Associate Director of Services
- Director of Human Resources, or designee;
- Executive Director.

Where the CA/N investigation is being conducted by another PCSA, the **Assessment Department Manager, or designee** will gather information from the investigating PCSA and share the information with the individuals set forth above.

The **Director of Human Resources**, or designee, will meet with the following individuals to assess whether the employee should be placed on administrative leave:

- Assessment Department Manager
- Associate Director of Services
- The Employee's Manager
- The Employee's Associate Director/Director

The recommendation regarding administrative leave must be submitted, to the Executive Director, or designee for approval, during the same working day. In the event the employee is placed on administrative leave, the **Director of Human Resources**, or designee, will advise the employee, confidentially of the following:

- the specific right of the employee to have Union representation (for bargaining unit employees);
- general rights provided by LCCS policies;
- if placed on administrative leave, the expectation that the employee will maintain reliable accessibility, and respond to the Agency's communications within a reasonable timeframe;
- the right of all principals to confidentiality;
- expectations for professional behavior relative to seeking out information about investigative activities/findings and cooperation with the investigation;
- employee interviews will be conducted during the employee's working hours, if not placed on administrative leave.

The **Assessment Department Manager or designee** will, within 24 hours of screening in the referral, request the assistance of law enforcement as the third party if the child abuse or neglect report alleges a criminal offense, and request the assistance of another PCSA as the third party if the child abuse or neglect report does not allege a criminal offense and both agencies agree to participate in the assessment/investigation, including the delegation of investigatory responsibilities. The Assessment Department Manager or designee will follow up with a written request within three working days of the screening decision.

The **Assessment Department Manager or designee** will update those who participated in decision-making regarding administrative leave, on a regular basis, until the investigation/assessment is completed.

Upon completion of the investigation, **the Assessment Department Manager or designee** will re-convene the above parties to report the results of the assessment/ investigation and jointly

develop a recommendation as needed to address any concerns. The Executive Director will review the participants' recommendation.

A meeting will be held with the employee and/or their representative to explain the Agency's decision. Participants will include:

- Director of Human Resources or designee;
- Associate Director of Services or designee, if applicable;
- Assessment Manager or designee;
- Employee's Associate Director/Director.

In the event it is determined that discipline is warranted, the Director of Human Resources or designee will advise the employee's immediate supervisor and recommend the appropriate level of discipline. The appropriate professional licensing association will be notified, if applicable.

When there is need for a Family Case Conference, the **Case Review Manager** will facilitate the meeting and only management level staff will participate.

If a case is opened, it will be assigned to a unit Supervisor that does not have a current or recent affiliation with the employee. The **Manager of the department receiving such a case** will select an appropriate person to provide case planning/case management services.

Responsibility for any of the tasks in this policy will be assigned to a designee if a conflict of interest exists. (LCCS Policy # 145)

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Policy 145 (Conflict of Interest Policy)

LCCS Policy 600 (Family Case Conferences)