



District Compliance Office

9150 S. 500 W., UT 84070; 801-826-5350

CONFIDENTIAL INFORMATION—NOTICE OF INVESTIGATION FORM

This form contains confidential information and is to be kept by the school administrator.

DATE: _____ TIME OF DAY: _____ SCHOOL: _____

Name of Agency Represented: _____ **Badge Copy Attached YES**

Agency representative is associated with: Child Protective Services Law Enforcement

Provide (below) the name and position of the individual requesting action (ACTION is defined as a meeting, site inspection, or release from school into custody or protective custody):

Name: _____ Position: _____ Telephone: _____

Name, DOB, Age, and Grade of Student requested for Investigation and Action:

Student Name: _____ Age: _____ DOB: _____

Please Answer (Please Respond with a CLEAR "YES" OR "NO")

SITE INSPECTION

_____ The agency representative is only interested in seeing (for visual identification purposes) the student.

INTERVIEW—REVIEW THE INSTRUCTION SHEET

_____ Is the interview for purposes of investigating child abuse/neglect?

_____ If "YES," to above, do you want a school representative to sit with you during the student interview?

_____ Is the interview for purposes of a criminal investigation? **REMEMBER TO LOOK AT STUDENT'S AGE**

_____ If "YES," Please check the appropriate space(s):

The student is a suspect.

The student is a witness.

The student is a victim.

The interview is to gain information ONLY.

Has the parent/guardian been notified of this investigation? (PLEASE CHECK) YES NO

Please be advised that according to agency policy and procedure, the representative of the investigating agency has the responsibility to notify the parent/guardian regarding this investigation. **SCHOOL PERSONNEL DO NOT CONTACT THE PARENT/GUARDIAN REGARDING THE INVESTIGATION.**

Investigating Representative's Signature

School Representative's Signature (MUST be administrator or his or her designated substitute—CANNOT be secretarial staff)

To be completed by the investigating representative upon completion of the interview:

It has been determined by the investigating agency:

The child will be taken into custody

The child will be placed in protective custody and scheduled for a shelter hearing

The child will remain at school and will be allowed to return home after school

NOTE: In the principal's absence, an administrative substitute will be assigned to administer interview guidelines and procedures



INSTRUCTION SHEET TO ACCOMPANY CONFIDENTIAL INFORMATION—NOTICE OF INTERVIEW FORM

REMEMBER

1. There should be NO conversations regarding confidential information (student name, reason for interview, etc) in the presence of student helpers or staff members.
2. You should ALWAYS involve a school administrator or the designated teacher (if your school designates a teacher to be the contact person for agency investigations) in this process.

INSTRUCTIONS

STEP ONE: Secure a copy of the identification badge from the Agency representative.

STEP TWO: Complete the Confidential Information—NOTICE OF INFORMATION FORM

STEP THREE: Determine the nature of the interview. IS IT:

1. Child Abuse/Neglect

Step One:

Review the NOTICE OF INFORMATION FORM to see if parents have been notified of the interview.

Step Two:

IF parents HAVE been notified: Provide a room for the interview

IF parents HAVE NOT been notified: Have administrator (or designee) remind agency of parent notification responsibility and then provide a room for the interview.

2. Criminal Investigation

Step One:

ASK: Is the student a *SUSPECT*?

IF YES: Determine the AGE of the student

13 years or younger:

Step One: Agency MUST receive parent consent for the interview.

Step Two: IF consent IS GIVEN: Provide a room for the interview.

IF consent IS NOT GIVEN: Student must be taken into custody to be interviewed.

14 years or older:

Step One: Student is given the opportunity to WAIVE PARENT CONSENT rights.

Step Two: IF student WAIVES RIGHT TO PARENT CONSENT: Provide a room for interview.

IF student DOES NOT WAIVE RIGHT TO PARENT CONSENT: Student must be taken into custody to be interviewed.

ASK: Is the student a *WITNESS, VICTIM (OTHER THAN A SUSPECT)*?

IF YES: Act "In Loco Parentis" and have a school representative (administrator or designee) present during the interview.

ALWAYS REMEMBER: The AGENCY REPRESENTATIVE is responsible to notify parents regarding the interview.