



New Jersey Department of Children and Families Policy Manual

Manual:	IAIU	Institutional Abuse Investigation Unit	Effective Date:
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Subchapter:	I	Institutional Abuse Investigation Unit	
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Introduction 7-31-2008

Complex investigations may reveal risk to the entire population of a facility:

- IAIU recognizes the potential of any child sexual abuse reports involving residents and facility staff to develop into a complex situation.
- IAIU's experience has shown that the full extent and complexity of some situations are not known until the investigation is completed.
- During the investigation of a single identified child victim:
- Other victims may be identified who, in turn, name more child victims;

OR

- A victim may identify a different alleged perpetrator from the one named in the original report taken at SCR;

OR

- A victim may mention a different location where the abuse occurred (i.e., away from the facility or resource family home).

Organization and coordination of efforts between IAIU, OOL, law enforcement, and CP&P is key, to meet the challenge of conducting numerous interviews while coping with the potential of unwanted publicity. See Appendices, [IAIU-I-A-1-2100](#), DCF/Law Enforcement Model Coordinated Response Protocol.

Work with/Assess the Facility Administrator 7-31-2008

If complexities are identified at screening, the assigned IAIU Investigator meets with the facility Administrator immediately, and asks the Administrator for a list of children who

may be potentially at risk due to exposure to the alleged perpetrator(s). The Investigator obtains parent identifying information - names, home addresses, and contact telephone numbers.

The IAIU Investigator takes action, as follows:

- Assess the relationship of the alleged perpetrator to the facility Owner or Administrator, when establishing protective measures for the children.
- If the Owner or Administrator responds appropriately during the interview (by demonstrating an understanding of the seriousness of the situation, displaying a willingness to take any steps necessary to stop the abusive activity, etc.), then the Investigator may feel reasonably confident that the children will be protected.
- Take administrative action to assure the safety of the children, including, but not limited to, such things as:
 - Initiate steps toward the voluntary or involuntary removal of the alleged perpetrator(s) during the investigation;
 - Closely monitor the alleged perpetrator's actions;
 - Reassign the alleged perpetrator to other duties until the conclusion of the investigation, pursuant to N.J.S.A. 9:6-3.1.

Involve the Office of Licensing 7-31-2008

If the Administrator of a licensed or regulated facility is alleged to be involved in the situation under investigation, or is being uncooperative in sharing information requested by the IAIU Investigator, seek assistance from the Office of Licensing. The Manual of Requirements for Child Care Centers (N.J.A.C. 10:122-2.69c) requires that New Jersey facilities cooperate fully in IAIU investigations.

The Office of Licensing can, by regulatory authority, provide to IAIU, or obtain for IAIU, facility floor plans, enrollment rosters, and/or home telephone numbers of parents.

When the IAIU Investigator has determined that there is on-going risk to the entire child population of a facility, or a legal injunction is pending to close a facility, IAIU can request that the Office of Licensing monitor the actions of the Administrator, to assure the safety and welfare of the children:

- • Monitoring may be accomplished through continuous or periodic on-site presence in a facility by licensing staff.
- IAIU and/or OOL Investigators may conduct unannounced, on-site spot checks at a facility, to assess child safety at varied times throughout the day.

- Through special arrangement with the CP&P Director, the Special Response Unit, SPRU (CP&P after-hours, on-call, emergency response staff) may conduct unannounced on-site spot checks at a facility, to assess child safety at varied times of the night or during weekends.

Protocols in Working with Law Enforcement 7-31-2008

When working with a multiple victim or multiple perpetrator abuse report, IAIU coordinates investigation efforts with law enforcement, to assure a thorough investigation. Initiate action in compliance with the DCF/Law Enforcement Model Coordinated Response Protocol. See protocol in Appendices, [IAIU-I-A-1-2100](#).

In accordance with the joint protocol, the IAIU Investigator reports the incident to the appropriate law enforcement entity BEFORE initiating a response.

The IAIU Investigator and law enforcement Officer establish procedures for their joint investigation, including, but not limited to:

- The scheduling of joint interviews,
- Where to hold interviews,
- The method of approach to the child victim and the alleged perpetrator, witnesses, and others,
- The timeframe for intervention,
- Information sharing.

IAIU recognizes that joint interviewing of child victims may be difficult and time consuming due to the numbers of potential children involved. By joint interviewing, however, consistency between the two investigating agencies is assured, child victims are spared the trauma of having to repeat their disclosures, while the integrity of the criminal aspects of the investigation is preserved.

Coordinated joint law enforcement/IAIU interviewing is vital when working with young children, as several attempts may be necessary before a child is relaxed enough to answer questions. Consistency in the use of the same interviewer(s) is essential. See Appendices, [IAIU-I-A-1-1300](#), Interviewing Practices and Techniques.

Where practical, make a chart to illustrate all the involved children's names with their individual accounts of the allegations, including their claims as to where the incident(s) took place and who else was present. Charts are helpful, when attempting to keep track of a large quantity of information.

Consider use of a floor plan of the facility (or a facsimile of the floor plan) during interviews, and later, when organizing all accumulated information.

When the IAIU and law enforcement disagree over the approach to an investigation, seek relief in accordance with the established protocol.

Parents and Complex Reports 10-27-2008

The IAIU Investigator makes every effort to keep multiple investigations as quiet and confidential as possible. In a multiple victim investigation, it is more difficult to assure confidentiality because of the number of children involved.

Inform parents about the investigation process; caution parents not to discuss the situation outside the home:

- • By contacting the parents before interviewing the child victims, the IAIU Investigator can reassure the parents, and advise them as to what to expect over the course of the investigation.
- • By contacting parents early in the investigation process, rumors may be successfully diverted.
- By preparing the parents, the IAIU Investigator encourages their support of the child, which, in turn, can make it easier for the child victim to participate in the investigation.
- Advise, request, and instruct parents not to question their children regarding the matter under investigation.
- In some instances parents may refuse permission for IAIU to interview their child:
 - Tell the parent the types of possible behavior changes in the child that might occur in response to the abuse.
 - Identify the types of services which may be available to help the child and family.
 - Encourage the parents to contact IAIU at a later date, should they wish to reconsider.
- For child sexual abuse investigations, instruct the parents to take the child to be physically examined by a child sexual abuse unit or a pediatrician who specializes in child sexual abuse.

Regional Diagnostic Treatment Centers may serve this purpose. The IAIU Investigator consults the respective CP&P Resource Development Specialist for details/local procedures for access/referral:

- After the child is medically examined, caution the parent(s) to observe the child for any immediate or future changes in behavior/negative reactions which may indicate the need for counseling, enhanced treatment/support, or other services.
- CP&P or the Children's System of Care may assume the financial cost of medical or therapeutic services during the investigation or, if necessary, during trial proceedings.

Note: The IAIU Investigator advises the parents of child victims when investigating incidents pertaining to facilities. In resource family home investigations, generally the assigned CP&P Worker, who has an established working relationship with the parent(s), advises the parent(s) of the allegation, particularly if the child is injured or in distress.

Confidentiality and the Media7-31-2008

The Director of IAIU or designee notifies the Department of Children and Families' Public Information Officer of any CPS-IAIU investigations involving multiple victims/perpetrators/sites, or any other serious allegations which have received, or are likely to attract, media attention.

The Public Information Officer handles all questions from the media.

See [CP&P-IX-G-1-100](#), Disclosure of Client Information, and [CP&P-IX-G-1-200](#), Collection and Retention of Client Information, for CP&P policy and procedures regarding the collection and disclosure of client information. Specifically, see [CP&P-IX-G-1-100](#), Response to Inquiries from the Public, Including the Media.

Alternate Approaches to Investigating Complex Reports7-31-2008

A complex investigation involving multiple child victims, perpetrators and/or sites is time consuming because of the number of persons to be interviewed, and the amount of information that needs to be coordinated. The Supervisor considers whether to name a team of IAIU investigators to assist the assigned primary IAIU Investigator, to allow for a more timely completion of the overall investigation. (Timely interviewing reduces the possibility of collusion among the child victims and/or their parents.)

Case recording responsibilities:

- Each IAIU Investigator completes his or her own, discreet case recording in NJ SPIRIT, to document his or her individual, first-hand work. Use the Contact Activity Note in NJS (printed as a Contact Sheet, CP&P [Form 26-52](#)).
- The primary IAIU Investigator is responsible for documenting the Investigation Summary in NJS.