

POLICY GUIDE 2000.02

REDACTING POLICE REPORTS FROM CANTS FILES

Distribution X, Z, C-3

RELEASE DATE: March 1, 2000

TO: Rules and Procedures Bookholders and Child Protective Investigative Staff

FROM: Jess McDonald, Director

EFFECTIVE DATE: March 15, 2000

I. PURPOSE

The purpose of this Policy Guide is to issue a protocol governing the removal of police reports from indicated child abuse and neglect investigation files when there is an appeal of the investigation findings or the subject of the investigation requests a copy of his or her file from the local field office.

II. Primary Users

The primary users of this Policy Guide are child protective investigative staff of the Department and purchase of services agencies, and staff of the Administrative Hearings Unit.

III. Background Information

This protocol has been developed to address police concerns that criminal investigations/prosecutions may be jeopardized when police reports are released to subjects of investigations from sources other than the involved police departments.

IV. Protocol for Redacting Police Reports

The following procedure shall be followed when an appeal of an indicated report of child abuse or neglect has been filed with the Administrative Hearings Unit:

- the complete child abuse and/or neglect investigation file, including police report documentation, shall be sent to the Administrative Hearings Unit;
- the Administrative Hearings Unit shall redact the file, removing police reports;

- the Administrative Hearings Unit shall document the removal of police reports from the file using the **Police Report Redaction Notice (CANTS 13)**; or
- use the CANTS 13 to document that police reports were not part of the documentation contained in the investigative file; and
- forward the redacted file with the CANTS 13 to the appellant or the appellant's authorized representative.

The following procedure shall be followed when the subject of an indicated report of child abuse or neglect requests a copy of his or her file from the local field office:

- the Child Protection Unit shall redact the file, removing police reports;
- the Child Protection Unit shall use the **Police Report Redaction Notice (CANTS 13)** to either document the removal of police reports or that documentation contained in the investigative file did not include police reports; and
- forward the redacted file with the CANTS 13 to the subject.

V. Instructions for Completing the CANTS 13

- Enter the date the file is redacted.
- Enter the name and address of the appellant or the appellant's authorized representative.
- Enter the name of the person completing the form.
- Enter the State Central Register (SCR) number.
- Check either (a) that police report documentation has been removed from the investigative file or (b) that the file did not contain police report documentation.
- Enter the SCR number.
- The person completing the form shall sign the form on the signature line.

VI. Questions

Questions concerning this protocol may be directed to Tony Zaleski at 217/524-1983.

VII. Attachment

CANTS 13, Police Report Redaction Notice

VIII. Filing Instructions

File this Policy Guide immediately after Procedures 336, Appeal of Child Abuse and Neglect Investigation Findings.

State of Illinois
Department of Children and Family Services

Police Report Redaction Notice

DATE:

TO:

FROM:

RE:

A police report regarding this matter:

a: _____ is

b: _____ is not

contained in the investigative file of SCR # _____.

If “a” is checked above, the police report has been removed from the copy of the investigative file being provided to you. Due to the confidential nature of police investigations and the possibility that this investigation, if ongoing, may be jeopardized by the premature release of information, the Department of Children and Family Services is not including a copy of the report at this time.

In accordance with Department Rules 336 (Appeal of Child Abuse and Neglect Investigation Findings) you have the right to request a copy of all documents the Department intends to present to the Administrative Law Judge at your hearing. If the documentation will include the police report removed from your file, you may request a copy of the report by filing a written request with the Department after your first hearing date has been set.

If “b” is checked above, the file did not contain police reports.

Signature

**Departamento de Servicios para Niños y Familias
Aviso de redacción de informe policial**

FECHA:

PARA:

DE:

REF:

Un informe policial con respecto a este asunto:

a: _____ está

b: _____ no está

contenido en el archivo de investigación de SCR # _____.

Si se marca la opción anterior "a", el informe policial ha sido quitado de la copia del archivo de investigación que se le proporciona a usted. Debido a la naturaleza de las investigaciones policiales y la posibilidad de que esta investigación, si se está llevando a cabo en este momento, pueda peligrar debido a la revelación prematura de información, el Departamento de Servicios para Niños y Familias no incluye una copia del informe en este momento.

De acuerdo con las Normas del Departamento 336 (Apelación Sobre los Hallazgos de Investigación del Abuso y Descuido de Niño) usted tiene el derecho de pedir una copia de todo documento que el Departamento piensa presentar al Juez Administrativo de la Audiencia. Si la documentación incluyera el informe de la policía que fue quitado de su archivo, usted puede solicitar una copia de dicho informe al Departamento efectuando una solicitud por escrito después de que se haya programado la fecha de su primera audiencia.

Si se marca la opción anterior "b", el archivo no contenía informes policiales.

Firma del revisor