

MEMORANDUM OF UNDERSTANDING
Department of Corrections and
Department for Children and Families
CHILD PROTECTION MEASURES

OBJECTIVE:

To protect children from violent offenders by improving communication between staff of the Department of Corrections (DOC) and the Department for Children and Families (DCF).

Part 1: Child Safety

DOC WILL:

- When DOC has control (furlough, or probation and parole with residence restrictions) over the offender's residence, DOC will prohibit an offender who poses a risk of sexual abuse or physical injury to children from residing in a home where children live.
- When DOC does not have control over the offender's residence, DOC will make a child abuse report to DCF when DOC has reason to believe that an offender presents a risk of harm to children in a current or proposed residence.
- Review DCF client index, with a follow up inquiry to the local DCF office, on all matches for any offender under supervision for an offense of family violence or sexual offenses. Coordinate planning and actions to promote child protection.
- Provide the DCF Emergency Services Program and the DCF child protection hotline a current list of local DOC District Managers and Facility Superintendents.
- Contact the DCF Emergency Services Program or the local district office to secure information about the custody status and responsible district office for a juvenile that has been taken into DOC custody.
- Contact DCF when DOC field staff arrest or return an offender to jail, or facility staff admit an offender who reports that there is no appropriate adult to provide immediate care for the offender's minor child(ren).
- Create multidisciplinary case management teams for the purpose of collaborating and prioritizing community safety and the protection of former victims. These teams will include a representative from DCF.
- Provide DCF with copies of Pre-Sentence Investigation Reports on cases where the offense is against children or if the offender is on the DCF client index.
- Contact DCF on all offenders where elements of a sexual offense are present, for the purposes of preparing the Pre-Sentence Investigation Report.

DCF WILL:

- Upon request, share information with DOC about current or past clients of the Family Services Division for child protection purposes according to Family Services Division policy.
- Create and maintain a client index. The client index is an agreed upon subset of the DCF master index and will include the name and, when available, date of birth of those in the master index.

- Pursuant to Family Services policies, accept and investigate reports from DOC staff of suspected or potential child abuse.
- Check the DOC offender locator for all new DCF cases, and if there is a match, contact DOC staff to coordinate planning and actions to promote child protection.
- Consult with DOC before using any DOC case notes in a fact finding or judicial process. If local staff from both Departments cannot agree on the appropriate use of a case note, the decision will be made at the central office level in consultation with the Attorney General's office.
- Invite DOC staff to attend case plan reviews (and treatment team meetings, as appropriate) for children when DOC is supervising a family member.
- Ensure DOC representation at DCF Child Protection Team meetings.
- Provide ongoing training to DOC staff about child abuse and neglect issues.
- When copies of Pre-Sentence Investigation Reports are provided by the DOC, keep those documents confidential and do not subject them to public inspection.
- Provide DOC information regarding an offender's records maintained by DCF in the child protection registry if the offender was previously substantiated for child abuse or neglect, for DOC use in writing Pre-Sentence Investigation Reports.
- In the cases involving sex offenses, provide DOC with information pertaining to the juvenile court and law enforcement records for Presentence Reports. A complete juvenile record will be released pursuant to a court order or a validly executed release of information.

Part 2: Safeguarding Information
DOC AND DCF WILL:

- Ensure that their staff members know that information exchanged between the departments in any form is to be used only as needed to carry out professional responsibilities.
- Require staff to sign an acknowledgement of confidentiality requirements before being given access to the other department's databases.
- Inform the other department when it appears that an employee has misused case information and may be disciplined;
- Appropriately manage access of staff to automated information.
- Ensure that the other department is informed of any changes in policy requirements related to access to case information.
- Develop local protocols to promote regular and efficient communication and collaboration between the respective district offices.



 Andrew Pallito, Commissioner
 Department of Corrections
 11/9/09

 Date



 Stephen R. Dale, Commissioner
 Department for Children and Families
 11/9/09

 Date