

SECTION 2011 – REPORTS OF A/N/E INVOLVING DHS EMPLOYEES

<p>SUMMARY STATEMENT:</p>	<p>When an Adult Protective Services (APS) report of abuse, neglect, or exploitation is received which involves a current DHS employee (as either the victim or as the alleged perpetrator), including a member of his/her immediate family, the report will be handled administratively and not at the level of Central Intake (CI).</p>
<p>BASIC CONSIDERATIONS</p>	<p>"Immediate family" is defined as husband/wife, children, parents or grandparents, brother/sister, mother-in-law and father-in-law, niece, nephew, and brother-in-law or sister-in-law or partner.</p> <p>All reports require CI Specialist to:</p> <ul style="list-style-type: none"> • be sensitive to issues; • be confidential with information; and • protect the anonymity of all persons involved.
<p>PROCEDURES</p>	<p>CI will take the following steps when receiving reports involving DHS Employees:</p> <ul style="list-style-type: none"> • Document the report on a Word document. The report should not be entered into the DAS Data System unless under the instruction of the APS Section Manager. • Notify CI Supervisor, APS Section Manager and APS Field Operations Manager by email so that a decision can be made regarding who will conduct the investigation. • Send the intake report to the APS Section Manager for storage to limit access by staff. <p><i>Refer to Chapter 3 of this manual for investigative policy on reports of A/N/E involving DHS employees</i></p>
<p>REFERENCES</p>	<p><u>Aging Services MAN5500: Adult Protective Services Manual</u></p>