

FORMAT FOR INVESTIGATIVE REPORT: CHINS (A), (B) or (C) cases

INVESTIGATIVE REPORT

TO: State's Attorney **Date of Report:**
FROM: (Name of Caseworker) **Docket Number:**
CHILD: Name and Date of Birth
PARENTS: Names and addresses
CHILD LIVING WITH: Name and address

ALLEGATION:

- a) Describe the specific allegation(s) on which the petition is based and list the pertinent sections of 33 VSA 5502(as (A) or (B) or (C), whichever apply.
- b) Specify by whom and how child/family was referred to DSS.

WITNESSES:

List the names, addresses, and telephone number of persons who can give information relevant to the allegation(s). Include in this section all forms of evidence (not just verbal testimony), such as school records, video/audio tapes, and hospital records. List the relationships to the child, if any, of each person cited.

EVIDENCE RELEVANT TO THE ALLEGATIONS:

List specifically what each witness is able to testify to. The witnesses may be listed alphabetically, chronologically, or groups according to their knowledge regarding particular allegations. Discuss with your supervisor and/or the State's Attorney the most appropriate format. This section should also include the child's version of the facts if s/he is old enough to provide a statement.

CONCLUSION:

Do the facts collected support the allegation? The worker should, in summary form, explain that the facts presented under "evidence" supports the "allegation".

RECOMMENDATION:

The court should be requested to find the child in Need of Care and Supervision under the appropriate specific sub-section and to issue written "Findings of Fact".

Submitted by,

Social Worker

Date

Supervisor

Date

District Director

Date