

## **REPORT TO PROBATION AND PAROLE (CA/N-5) INSTRUCTIONS**

### **PURPOSE:**

This form is designed to provide a summary of Children's Division involvement with an alleged perpetrator of child abuse and neglect. It is intended to provide information to Probation and Parole officers and/or presentencing investigator. The report provides information on all prior Preponderance of Evidence, Probable Cause, or Court Adjudicated child abuse and neglect reports. It also provides a summary of the treatment provided to the alleged perpetrator as well as available treatment plans which the court may wish to consider.

### **NUMBER OF COPIES AND DISTRIBUTION:**

Two (2) copies will be completed by the investigative worker. One copy will be mailed with a cover letter to the presentencing investigator. The second copy will be filed in the case record.

The CA/N-5 is to be completed when an alleged perpetrator of a child abuse and neglect hotline is arrested or convicted in a criminal court on a charge related to the custody or neglect of a child, whether or not the child is in the custody of the Children's Division.

### **INSTRUCTIONS FOR COMPLETION:**

**TO:** Enter the name and address of the Probation and Parole Officer or presentencing investigator.

**FROM:** Enter the name, county address, and phone number of the Children's Service Worker submitting the report.

### **SECTION I: PRIOR CHILD ABUSE AND NEGLECT REPORTS**

Enter summary of all prior reports of child abuse/neglect which were found Preponderance of Evidence, Probable Cause, or Court Adjudicated. The summary should contain a statement of each allegation, date of occurrence, indication if same or different victim, the facts ascertained, and the disposition of each report. Attach extra sheets of paper as necessary.

### **SECTION II: PRIOR TREATMENT SERVICES PROVIDED**

A narrative summary is to be entered in this section. The summary will indicate all relevant treatment (both purchased and direct) provided to the alleged perpetrator since contact with the Children's Division. A statement of whether the treatment was completed should also be included as well as what treatment was planned but not implemented prior to arrest/conviction.

### **SECTION III: TREATMENT RESOURCES WHICH MAY BE APPROPRIATE**

This section serves as an instrument to provide the presentencing investigator, and eventually the court, with alternatives to incarceration. On the basis of the professional judgment of the worker, in consultation with their supervisor, as well as other knowledgeable agency staff and community resources, a suggested list of alternative treatment resources may be described. If incarceration of the perpetrator may not be the best solution, staff may with this section, advise the court of other alternatives available locally, regionally, and statewide.

NOTE: This section should not be used to recommend or advise, only to supply information on treatment resources for consideration by the court.

**SECTION IV: COMMENTS**

This section may be used to provide additional comments, as appropriate.

**SECTION V: CERTIFICATION**

The Children's Service Worker and his/her immediate supervisor sign and date the report.

**Memorandum History:**

CS88-42, CS94-45, CD09-69