

**OFFICE OF SPECIAL INVESTIGATIONS (OSI)**

65 COURT STREET - ROOM 922

BROOKLYN, NY 11201

PHONE - 718-935-3800

ALLEGED CORPORAL PUNISHMENT AND/OR VERBAL ABUSE

REPORT OF INVESTIGATION

Date of Report: _____

OSI Case Number: _____

1. SUBJECT EMPLOYEE'S INFORMATION

Name: _____ File Number/Employee Number: _____

Position: _____ Home Address: _____

Date of Birth: _____ License(s): _____

School: _____ District: _____ Boro: _____ Region: _____

Years of Service: _____

Tenured: _____ Probationary: _____ CPT: _____ Per Diem: _____

2. EMPLOYEE HISTORY

Prior adverse ratings/actions: Yes ☐ No ☐

If yes, explain, including date(s):

Previous allegations of corporal punishment or verbal abuse: Yes ☐ No ☐

If yes, explain, including date(s) and punishment or verbal abuse report numbers:

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3. STUDENT (COMPLAINANT/VICTIM) INFORMATION (additional information/victims may be memorialized on a separate sheet(s), which must be attached to this document before its submission)

Name: _____ Grade: _____ Date of Birth: _____

Has student made prior allegations? Yes ☐ No ☐

If yes, explain, including date(s) and report number(s)

Narrative of student performance (conduct, etc.):

4. PARENT/GUARDIAN CONTACT INFORMATION

Name: _____

Address: _____

Home Telephone: _____

Business Telephone: _____

Email address: _____

Date Parent/Guardian Notified of Incident: _____

School Staff Member Who Notified Parent: _____

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5. STAFF/STUDENTS INTERVIEWED

#	Name	Position/Grade
1.		
2.		
3.		
4.		
5..		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

NOTE: If the interviewees are students, on a separate sheet(s) of paper, please list the students' names with the contact information for their parent(s).

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6. INCIDENT

IF STUDENT AND/OR STAFF MEMBERS MADE WRITTEN STATEMENTS, COPIES OF THOSE STATEMENTS MUST BE ATTACHED TO THIS FORM

Date of Incident: _____ Time: _____

Location: _____

Description of alleged incident: _____

After reviewing the statements and evaluating the credibility of the alleged victim, the witnesses, and the subject of this investigation, I have concluded that the following occurred: (If necessary, additional information can be included on a separate sheet(s) of paper, which must be attached)

7. FINDINGS

A determination is required. Select from the options below.

☐ The allegation(s) of corporal punishment were unsubstantiated (i.e., not substantiated).

☐ The allegation(s) of corporal punishment were substantiated.

☐ The allegation(s) of verbal abuse were unsubstantiated (i.e., not substantiated).

☐ The allegation(s) of verbal abuse were substantiated in that the conduct belittles, embarrasses or subjects the student to ridicule.

☐ The allegation(s) of verbal abuse were substantiated, and the conduct constitutes a material act of verbal abuse in that the language:

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1. Has or would have the effect of unreasonably and substantially interfering with the student's educational performance or ability to participate in or benefit from an educational program, school-sponsored activity or any other aspect of a student's education; or
2. Has or would have the effect of unreasonably and substantially interfering with the student's mental, emotional, or physical well-being; or
3. Reasonably causes or would reasonably be expected to cause the student to fear for his/her physical safety; or
4. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to the student.

☐ The allegation(s) were not substantiated, but the subject is found to have exercised poor judgment.

STOP: Please submit pages 1-5 of this document to your assigned Senior Field Counsel (SFC) for review. If disciplinary action is to be taken, it can be taken only after your SFC has reviewed all of the required documentation and deems the investigation complete.

Please note: In all cases where an allegation of corporal punishment and/or verbal abuse has been substantiated or where it has been concluded that poor judgment was exercised, disciplinary action or appropriate follow-up action must be taken.

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8. CONSULTATION WITH SENIOR FIELD COUNSEL

Action Taken	Date
☐ Senior Field Counsel consulted on	

9. ACTION TAKEN FOLLOWING CONSULTATION WITH SENIOR FIELD COUNSEL

Action Taken	Date
☐ Verbal Warning	
☐ Letter to File	
☐ Counseling Memo	
☐ Disciplinary charges recommended ¹	
☐ Termination of employment	
☐ Other (Specify)	

PARENTAL NOTIFICATION

Action Taken	Date
☐ Parent notified of findings	

Report Preparer's Name and Title: _____

Report Preparer's Signature: _____

Date Prepared: _____

¹ If the subject is a tenured employee, and disciplinary charges under State Education Law section 3020-a are recommended due to the serious or repetitive nature of the misconduct, or other factors concerning the employee's performance, the school must consult with the Deputy Counsel of the DOE's Administrative Trials Unit (212-374-6888).