

INSTRUCTIONS

CFS-261-O (Notice of Overturned True Child Maltreatment Investigative Determination to Law Enforcement and Prosecuting Attorney)

Purpose:

This notice, of an overturned determination that was originally found true by the investigator, is used to provide notification that the investigative determination, which was appealed by the alleged offender, has been overturned by an Administrative Law Judge. Notice should be sent within ten working days after Central Registry receives the order of Overturned to local law enforcement and the prosecuting attorney.

Note: Law enforcement and the prosecuting attorney will be notified only in cases of severe maltreatment.

Completion:

To: Type or write the name and title of the law enforcement official or prosecuting attorney.

Address: Enter the full address of the law enforcement official or prosecuting attorney.

From: Enter the name, full address, and county of the DCFS staff sending the notice.

County of Referral: Enter the county where the alleged offense took place.

Primary Assigned County: Enter the county assigned as primary.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Victim(s): Enter the name of alleged victim(s) involved in the allegation of maltreatment.

Name of Alleged Offender: Enter the name of the alleged offender.

Date of Allegation: Enter the date the allegation was originally made.

Allegation: Insert a brief description of the suspected child maltreatment.

Signature: Print and sign the name of the staff member who is sending the form.

Mailed by: Write in the name of the DCFS Central Office Notification Unit staff who is mailing the form.

Routing:

1. Send a copy to the law enforcement official or the prosecuting attorney within **ten working days** after Central Registry receives the order of Overturned.
2. Retain a file copy.