



OSI CASE # _____

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: _____

SUBJECT EMPLOYEE'S INFORMATION

Name: _____ File Number: _____

Position: _____ Social Security No.: _____

Home Address: _____

Date of Birth: _____ License(s): _____

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

Years of Service: _____

Tenured: _____ Prob: _____ CPT: _____ PPT: _____ Per Diem: _____

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 report numbers:



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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: _____ Age: _____

Date of Birth: _____

Has student made prior allegations?

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

Yes

No

Narrative of student performance (conduct, etc.):

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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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)

ACTION TAKEN

The following information must be provided.

- _____ The allegation(s) were unsubstantiated (i.e., not substantiated).
- _____ The allegation(s) of verbal abuse were substantiated.
- _____ 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) of corporal punishment were substantiated.

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

STOP: Please submit pages 1-3 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.

TENURED SUBJECTS

The subject is a _____ tenured teacher _____ tenured administrator

If an allegation of misconduct is substantiated against a tenured teacher or tenured administrator, the punishment may include a letter of reprimand to the subject's personnel file, **and/or charges under State Education Law §3020-a**. If, after consultation with your assigned Senior Field Counsel, it has been determined that §3020-a charges might be warranted because of the serious or repetitive nature of the misconduct, or other factors concerning the teacher's or administrator's performance, the Deputy Counsel, Administrative Trials Unit ("ATU") of the Office of Legal Services *must* be consulted (212-374-6888).

_____ Senior Field Counsel was consulted on _____
Date

_____ Upon consultation, a letter to file was recommended. _____
Date

_____ Upon consultation, a Technical Assistance Conference was scheduled for _____
Date

_____ Upon consultation, other action was recommended _____
Date



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NON-TENURED PEDAGOGUES AND OTHER STAFF

_____ The Senior Field Counsel was consulted on

Date

_____ Upon consultation, a letter to file was recommended.

Date

_____ Upon consultation, the staff member was terminated on

Date

_____ Upon consultation, other action was recommended

Date

Report Preparer's Name

Title

Report Preparer's Signature

Date Prepared