

Chapter Leader's Guide to Investigations

	<i>Principal</i>	<i>OEO</i> (Office of Equal Opportunity)	<i>OSI</i> (Office of Special Investigations)	<i>SCI</i> (Special Commissioner of Investigations)	<i>NYPD</i> School Related	<i>NYPD</i> Non-School Related
What types of allegations are investigated?	Minor infractions at the school level, corporal punishment and verbal abuse	Educational and employment discrimination, sexual harassment, and verbal abuse	Improper and unlawful behavior, including corporal punishment and verbal abuse	Fraud, misconduct, conflicts of interest, and other wrongdoing within DOE	Assault, sex-related crimes	Assault, DWI, and other criminal offenses
Who needs to be immediately notified?	District Representative or Assigned Special Representative	UFT Borough Office or Assigned Special Representative			UFT Borough Office, Principal & DOE Office of Personnel Investigations (OPI) (Notify principal & OPI in writing.)	
Who represents the member at the interview?	Chapter Leader	UFT Representative from Borough Office or Assigned Special Representative		UFT will arrange for an attorney.		Member is responsible for retaining an attorney.
Where does the interview take place?	At the school	At the Department of Education - 65 Court Street			At the precinct	
What are the possible consequences?	Counseling memo, disciplinary letter for file, suspension and/or reassignment with pay, suspension without pay, 3020-a charges, termination	Any investigation by OSI, SCI, or OEO will conclude with a written report with disciplinary recommendations that will be provided to the Principal. The Principal is then required to conduct an investigation at the school level to determine if the recommendation will be followed.			Once the criminal proceedings are concluded and a disposition issued, OPI determines what steps will be taken next.	

"I am certainly willing to meet with you. May I please have your card so that my union representative or attorney may get in touch with you to arrange a meeting?"

NYC Department of Education

Employee Arrest Procedures

- 1. Notify OPI (Office of Personnel Investigations)
Immediately!!!!!!!!!!!!**

ALL NOTIFICATIONS MUST BE IN WRITING USING:

OPI FAX # (718) 935-4366 **or**
Email Address: OPIArrestNotification@schools.nyc.gov

(WALK-IN FOLLOW-UP REPORTING IS ENCOURAGED)

- 2. Notify School/Worksite Administration**
- 3. Notify Union Affiliation**
- 4. Reference Chancellor's Regulation C-105 for further
Information**

Inquiries concerning this regulation should be directed to:

Administrator, Office of Personnel Investigation
New York City Department of Education
65 Court Street - Room 223
Brooklyn, New York 11201
Telephone: 718-935-2666/2668 Fax: 718-935-4366