

**MARIN COUNTY SHERIFF'S OFFICE
INVESTIGATIONS DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 2 - JUVENILE
INV-02-06
Page 1 or 19**

**DATE
3/1/81
Rev. 2/22/02**

CHILD ABUSE INVESTIGATION

POLICY

The Sheriff's Office's investigation of child abuse has, as its primary purpose, the protection of the child. A member has both the authority and responsibility to take immediately into custody any children who are found in situations where they are subject to violence or injury. The order of these two basic police responsibilities: (1) protection and (2) investigation. The investigating officer should keep these in mind at all times.

REFERENCE

The Department of Health & Human Services, Child Protection Service (which will be referred to as C.P.S. in this procedural directive) has the responsibility of furnishing placement of the child; placing a juvenile court hold on the child when hospitalized; filing a 300 WIC petition in juvenile court; and child/family counseling.

The function of the Sheriff's Office is protection of the child, investigation of any crime, apprehension of criminal suspect(s) and assisting the District Attorney with prosecution.

PROCEDURE

A. Identification of child abuse

1. Child abuse is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This include:
 - a. Physical abuse and corporal punishment
 - b. Emotional abuse
 - c. Emotional deprivation
 - d. Physical neglect and/or inadequate supervision
 - f. Sexual abuse and/or exploitation
- (1) In order to properly investigate cases of abuse, one must first be able to identify the indicators of suspected abuse.
- (2) When a child tells someone that he/she has been abused, it is essential that the child not be ignored, nor the gravity of the situation minimized.
2. Bruises
 - a. Unexplained bruises and welts located on the face, lips, mouth, torso, back, buttocks or thighs, which often reflect the shape of the object used to inflict the injury, e.g., electric cords, belt buckles and sticks.
 - b. Lash marks or belt buckle marks are unequivocal evidence of inflicted trauma.
3. Burns

- a. In unusual places, especially on the soles of the feet, palms of the hand, the back and the buttocks.
 - (1) These burns are often caused by cigars and cigarettes.
- b. Resembling sock-like or glove like markings on the hands or feet or "doughnut" burns on the buttocks or genital area.
 - (1) These burns are caused by forced immersion in scalding liquids.
 - (2) The reflex response of children who step into a hot tub of water is to sit down in it. This results in burns to the feet and the entire surface of the buttocks; however, when children are forcibly held down in a sitting position in a tub of hot water, the center part of the buttocks is pressed tightly against the tub and it is spared from burning, thus resulting in a "doughnut" shape burn of the buttocks.
 - (3) When children are held by their hands and legs under a running hot faucet, the tissue on their abdomen and upper legs fold up preventing burning in the creases. Such examples of scalding are clearly evident and are called "zebra burns."
- c. Appliance or tool burns, which leave a pattern mark of the object, (i.e., iron, electric burner, fireplace tool, etc.)
- d. Rope burns on the arms, legs, neck or torso appear when children are tied to beds or other structures.

4. Fractures and other injuries

- a. Unexplained fractures (particularly to face) in various stages of healing.
 - (1) Fractures that are a result of child abuse frequently cannot be explained by one episode of trauma. They often have not healed properly and have some additional patterns of stress in terms of growth that are evident upon examination.
 - (2) Blows from heavy blunt objects, such as a baseball bat on soft tissue result in deep muscular hemorrhage. These are readily palpable and rarely discolored. In time, the collection of blood calcifies and can be seen on X-ray.
 - (3) Skull X-ray may reveal an "egg shell" fracture of the back of the skull. Since accidental trauma to the head usually involves the forehead, the blow to the skull rarely produces more than a single crack; however, when children are slammed against the wall or thrown there, the back of the head shatters in a multi-radiant fashion.
- b. Multiple fractures appearing in different parts of the body, (i.e., ribs, vertebrae compression or spiral fractures.)
- c. Injuries, which are in various stages of healing, are clustered or form regular patterns over the same injured area.
- d. Unexplained abrasions and lacerations to the mouth, lips, gums, eyes and external genitalia.
- e. Unexplained swelling of the abdomen, localized tenderness and constant vomiting.

- f. Human bite marks, especially when they are recurrent and/or appear to be adult size.
- g. Whiplash, Shaken Infant Syndrome.

- (1) Include intracranial and intraocular hemorrhages, in the absence of signs of external trauma to the head.

5. Physical neglect

- a. Failure to thrive (repressed personality.)
- b. Unsanitary or unsafe conditions exist in the home.
- c. Constant hunger (i.e., inadequate or spoiled foods are found in refrigerator or cupboards.)
- d. Poor hygiene.
- e. Inappropriate dress for weather conditions.
- f. Unattended physical or medical needs.
- g. Lack of supervision in especially dangerous situations or activities over long periods of time.
- h. Behavioral indicators
 - (1) Alcohol or drug abuse.
 - (2) Begging for or stealing food.
 - (3) Making statements that indicate there is no guardian or parent at home.
 - (4) Early arrival and late departure from school
 - (5) Constant fatigue.

6. Sexual abuse (these cases are investigated by a detective.)

- a. Unusually early development in sexual interest and sexual preoccupation.
- b. Indicators of a sexually stimulating environment or a sexually permissive environment.
 - (1) Indiscreet masturbatory activity.
 - (2) Vaginal discharge.
- c. Difficulty in walking or sitting.
- d. Torn, stained or bloody underclothing.
- e. Complaints of pain or itching in the genital area.
- f. Bruises or bleeding in external genitalia, vaginal or anal area.
- g. Venereal disease in the genital area, mouth or eyes.

7. Emotional abuse

a. Behavioral Indicators

- (1) Withdrawn, depressed, apathetic behavior.
- (2) Antisocial or "acting out" behavior.
 - (a) Overly rigid in conforming to instruction of authority figures.
 - 1) Displaying other signs of emotional turmoil, (i.e., repetitive, rhythmic movements, inordinate attention to details, no verbal or physical communication to others.)
 - a) Unwittingly makes comments about own behavior:
"Daddy always tells me I'm bad."

8. Emotional Deprivation

a. Physical Indicators

- (1) Speech disorders.
- (2) Lag in physical development, refusal to eat.
- (3) Failure to thrive.

b. Behavioral Indicators

- (1) Thumb or lip sucking (habit disorders).
- (2) Constantly "seeking out" or "pestering" other adults for attention and affection.
- (3) Attempted suicide.
- (4) Antisocial or destructive behavior.
- (5) Sleep disorders, neurotic traits.
 - (a) Behavior extremes (such as complaint/demanding, passive/aggressive.)
 - 1) Hysteria, phobias or compulsive traits.

9. Parental attitudes

a. Noticeable indicators in parental behavior that indicate abuse.

- (1) Blaming or belittling child
- (2) Overly defensive or abusive reaction when approached about problems concerning child.
- (3) Apathetic or unresponsive attitude.

- (4) Showing little concern about the child.
- (5) Finding nothing good or attractive in the child.

B. Investigation of Child Abuse

1. Sheriff's investigation of suspected child abuse has the primary purpose of protecting the child.

a. A member has both the authority and the responsibility to immediately take into custody any children who are found in a situation where they are liable to be subjected to violence or injury. (Sec. 305. (a) WIC. See attached Dependency Court Information 1/87.)

- (1) The member must notify CPS as quickly as possible, 24 hour number 499-7153.
- (2) The member must notify the on-call detective to permit a specialized investigation to begin immediately.

2. Placement of child in protective custody.

a. Hospitalization

- (1) Contact CPS worker -24 hour number **499-7153**
- (2) Contact the on-call detective before proceeding.
 - (a) Have Juvenile Court hold placed on child by CPS worker.
 - (b) Child may be taken into protective custody for 48 hours, before having to be released. At the end of 48 hours a petition must be filed in Juvenile Court for further detention. Sec. 313, (a) WIG.

b. Receiving Home

- (1) Contact CPS worker -24 hour number 499-7153.
- (2) Contact the on-call detective before proceeding.
 - (a) CPS worker will arrange neutral meeting place to pick up child from the member.

c. Investigating Officer's Responsibilities.

- (1) Determine type and extent of abuse without conducting an in-depth interview. Then contact the on-call detective.
- (2) Cases of SEXUAL ABUSE will be handled by a specialized investigator and will require a multi-disciplinary interview.
- (3) Examine the child for signs of injury;

- (a) Disrobe the child completely, there may be:
 - 1) Burns on the buttocks or bottom of the feet, or other injuries hidden under clothing.
 - 2) Take photographs
 - 3) Avoid embarrassing the child
 - (b) Be alert to possible evidence that may be needed at trial later, such as broom handle or belt.
- (4) Usually parents protect each other when questioned about abuse; however, the parents' story as to how the child received injuries will conflict with the nature of the injuries.
- (a) Interview parents separately.
 - 1) Intentional vagueness.
 - 2) Inconsistency of accounts.
 - 3) The change of time, place and nature of accident described by them to medical personnel when seeking treatment.
 - 4) Although they may show concern, the abusive parent may fail to visit the child while hospitalized.
 - (b) Document parents' statements.
 - 1) Relay information to examining physician who can conclude that injuries could not have been inflicted in that manner.
- (5) Check neighbors for witnesses or current complaint and other knowledge of abuse directed toward the victim or other siblings in the family.
- (6) Photograph victim (Digital if possible) backed up by regular colored film.
- (7) A written description of the injuries and general statement from the attending physician should be collected and supplemented to the initial report.
- (8) If known instrument was used to inflict the injury, the instrument should be treated as evidence.
- (a) Photographed.
 - (b) Collected
 - (c) Preserved.
- (9) The record of the incident must be complete as possible.
3. Child abuse interviews are often very difficult and require specialists.
- a. Methods of gathering evidence include numerous interviews with all parties involved in the case.

- (1) Physical abuse occurring in the home is investigated jointly with CPS. Coordinate the interview with the CPS Emergency Response Worker.
 - (2) Physical abuse occurring outside the home is investigated without CPS involvement. (reporting requirements still apply) Young victims may require a specialized interviewer.
- b. If the child is old enough and given the opportunity, he/she may tell about the abuse. (sexual abuse cases require a multi-disciplinary interview handled by a specialized detective.)
- (1) The Jeannette Prandi Children's Center is located at 2 Jeannette Prandi Way, San Rafael. 499-3750. This is the facility designated for use by Marin law enforcement agencies, Social Services and the District Attorney for conducting interviews of child victims of sexual abuse. Interviews are multi-disciplinary in nature and serve several purposes with a single interview. This concept seeks to avoid repetitive interviews and lessen the psychological trauma that can result. Interviews conducted at this center require a specially trained child forensic interviewer and are arranged by the detective assigned to the case.
4. Sexual Assault Examination - within 72 hours after crime. (arranged by the detective).
- a. Child victims of sexual assault who are OVER 13 YEARS OLD receive an adult examination at Marin General Hospital by a specialized examiner.
 - b. Child victims of sexual assault who are UNDER 14 YEARS OLD receive a pediatric examination at either Oakland Children's Hospital, or the Jeannette Prandi Children's Center, depending upon the availability of a pediatric physician.
5. Sexual Assault Examinations occurring after 72 hours of the crime are arranged if deemed necessary by the detective assigned.
6. The Sexual Assault Examination should include the following components, regardless of the child's age.
- (1) Overall examination
 - (a) A complete physical examination should be performed with special attention toward identifying signs of physical abuse or neglect.
 - (b) Children under six years, a developmental examination and skeletal X-ray survey should be strongly considered.
 - (2) General examination
 - (a) To include careful inspection and description of genital anatomy with special attention to signs of urethral, genital and/or rectal trauma.
 - (b) In females the size of the vaginal opening (introitus), the condition of the hymenal ring and diameter of the hymenal opening should all be documented.
 - 1) An aspirate smear of the vagina should be done for presence of sperm.
 - 2) Presence of foreign objects in the urethra, vagina or rectum should be carefully documented and investigated.

(3) Venereal Disease follow-up:

(a) Special cultures to check for gonorrhea and/or syphilis from the following areas:

- 1) Throat (pharynx)
- 2) Urethra (urine)
- 3) 3) Rectum (anus)
- 4) Vagina

(b) Hospital and/or physician must be instructed to save and preserve tests and test results for venereal disease.

(c) The investigating officer must see that smears and cultures are received in evidence after being processed, refrigerated and preserved.

C. Laws Pertaining to Child Abuse.

1. Section 300 of the Welfare and Institutions Code-Dependent Children

a. Any person under the age of 18 years who comes within any of the following descriptions is within the jurisdiction of the Juvenile Court, which may adjudge such person to be a dependent child of the court.

- (1) 300 (a) WIG, No parental care or control
- (2) 300 (b) WIG, Not provided the necessities of life, not provided with a home or suitable place of abode.
- (3) 300 (C) WIG, Physically dangerous to the public because of mental or physical deficiency, disorder or abnormality.
- (4) 300 (d) WIG, Whose home is an unfit place for him/her by reason of neglect, cruelty, depravity, physical abuse of either or both parents, or of his/her guardian or other person in whose custody or care he/she is:
 - (a) 300 (d) WIG, Physical abuse
 - (b) 300 (d) WIG, Sexual molestation
 - (c) 300 (d) WIG, Unfit home
 - (d) 300 (d) WIG, Endangering

b. 305 WIG, Temporary custody and detention. A peace officer may, without a warrant, take into temporary custody a minor:

- 1) Who is under the age of 18 years when such officer has reasonable cause for believing that such minor is a person described in Section 300 WIG.
- (2) Who is a dependent child of the juvenile court or concerning whom an order has been made under Section 320 WIG or 356 WIG when such officer has reasonable cause for believing that person has violated an order of the Juvenile

- court or has escaped from any commitment ordered by the juvenile court, or;
- (3) Who is under the age of 18 years and who is found in any street or public place suffering from any sickness or injury that requires care, medical treatment, hospitalization or other remedial care.
- c. 313 (a) WIG, A child may be taken into protective custody but may not be held for more than 48 hours without a petition being filed with the Juvenile Court requesting further detention.

3. Reporting Laws

a. Penal Code Section:

11164. Citation of article; Intent.
11165. "Child".
- 11165.1. "Sexual abuse"; "Sexual assault"; "Sexual exploitation".
- 11165.2. "Neglect"; "Severe neglect"; "General neglect".
- 11165.3. "Willful cruelty or unjustifiable punishment of a child".
- 11165.4. "Unlawful corporal punishment or injury".
- 11165.5. "Abuse in out-of-home care".
- 11165.6. "Child abuse".
- 11165.9. "Child protective agency".
- 11165.11. "Licensing agency".
- 11165.12. "Unfounded report".
- 11165.14. Investigation of child abuse complaint.
11166. Duty to report of child care custodian, health practitioner, or agency employee; Commercial film processor; County probation or welfare department; Law enforcement agency.
- 11166.1. Duty of child protective agency.
- 11166.2. Additional duty of child protective agency.
- 11166.3. Coordination of duties in connection with investigation of suspected child abuse cases.
11170. Department of Justice index of reports of child abuse; Notifications.
- 11171.5. Peace officer's application of order directing X-rays of suspected child abuse victim.
11174. Guidelines for investigation of abuse in out-of-home care.
- 11174.1. Guidelines for investigation of child abuse in day care facilities.
- 11174.3. Interview with suspected victim of child abuse at school; Presence of school staff member at interview, Confidentiality; Notification of requirements.

4. Mandatory Reporting Forms:

- a. Form ss 8472 to be completed by mandated reporting party - Section 11166 PC.
- b. Form ss 8583 To be completed by the detective reviewing the report.

ADDENDUM

- A. Glossary of terms.
- B. Child Abuse Investigation Report (DOJ 8583)
- C. Suspected Child Abuse Report (DOJ SS 8572)

RELATED STANDARDS

AFFECTED DIVISIONS

Investigations
Patrol

DATE OF REVISIONS

3/1/81
4/21/00 [Replace General Order GN-81-13
2/22/02

By Order of:

Daniel Payne, Captain
Bureau of Field Services

GN 81-13
ADDENDUM A.

GLOSSARY

Abrasions - A rubbing or scraping off of outer skin layers.

Chicken (slang) - A young boy under the age of 18 years.

Chicken Hawk (slang) - An adult male or female who seeks sexual gratification from young boys.

Child Molester - An adult male or female who seeks sexual gratification from young girls.

Copious - Abundance

Genitals - The reproductive organs. In the male commonly referred to as the penis; in the female the vagina.

Genitalia - The external genitals.

Hemorrhage - A copious escape of blood from the vessels; bleeding.

Incest - Sexual relations between those related by blood.

Intracranial - Within the skull.

Intraocular - Within the eye.

Lacerations - A wound made by tearing.

Palpable - Perceptible by touch.

Pedophile - One with a sex perversion in which children are the preferred sexual object.

Repressed personality - To prevent the natural or normal expression, activity or development.

Spiral fractures - One in which the bone has been twisted apart.

Syndrome - A group of signs and symptoms that occur together and characterize a particular abnormality.

Trauma - A wound or injury.

Unequivocal - Leaving no doubt.

Urethra - A membranous canal conveying urine from the bladder to the surface.

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

I. REPORTING RESPONSIBILITIES

- No child care custodian or health practitioner or commercial film and photographic print processor reporting a suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by this article (California Penal Code Article 2.5). Any other person reporting a suspected instance of child abuse shall not incur civil or criminal liability as a result of any report authorized by this section unless it can be proved that a false report was made and the person knew or should have known that the report was false.
- Any child care custodian, health practitioner, commercial film and photographic print processor or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she reasonably suspects has been the victim of child abuse shall report such suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hour* of receiving the information concerning the incident.
- Any childcare custodian, health practitioner, commercial film and photographic print processor, or employee of a child protective agency, who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or it's emotional well-being is endangered in any other way may report such suspected instance of child abuse to a child protective agency. Infliction of willful and unjustifiable mental suffering must be reported.

II. DEFINITIONS

- "Child care custodian means a teacher: an instructional aide, a teachers aide, or a teachers assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the State

Department of Education: a classified employee of any public school who has been trained in the duties imposed by this article, if the school has so warranted to the State Department of Education: an administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school: an administrator of a public or private day camp: an administrator or employee of a public or private youth center, youth recreation program, or youth organization: an administrator or employee of a public or private organization whose duties require direct contact and supervision of children: a licensee, an administrator, or an employee of a licensed community care or child care facility: a headstart teacher: a licensing worker or licensing evaluator: a public assistance worker: an employee of a child care institution including but not limited to foster parents, group home personnel and personnel of residential care facilities: a social worker, probation officer, or parole officer; an employee of a school district police or security department: any person who is an administrator or presenter of or a counselor in a child abuse prevention program in any public or private school: a district attorney investigator, inspector, or family support officer unless the investigator, inspector, or officer is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor; or a peace officer as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of this code who is not otherwise described in this section.

- "Health practitioner" means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code; a marriage, family, and child counselor; any emergency medical technician I or *LI*,

paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code; a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code; a marriage, family and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code; an unlicensed marriage, family and child counselor intern registered under Section 4980.44 of the Business and Professions Code; a state or county public health employee who treats a minor for venereal disease or any other condition; a coroner: a medical examiner, or any other person who performs autopsies; or a religious practitioner who diagnoses, examines, or treats children.

“Commercial film and photographic print processor” means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person: it does not include a person who develops film or makes prints for a public agency.

Child protective agency means a police or sheriffs department, a county probation department, or a county welfare department. It does not include a school district police or security department.

III. INSTRUCTIONS

(Section A to be completed by investigating child protective agency~

SECTION A. ‘CASE IDENTIFICATION’: Enter the victim name, report number or case name, and date of report.

(Sections B through E are to be completed by reporting party)

SECTION B - ‘REPORTING PARTY’: Enter your name/title, Address, phone number, date of report, and signature.

SECTION C - ‘REPORT SENT TO’: (1; Check

the appropriate box to indicate which child protective agency (CPA) this report is being sent: 2; Enter the name and address of the CPA to which this report is being sent: and 3) Enter the name of the official contacted at the CPA, phone number, and the date/time contacted.

SECTION D - ‘INVOLVED PARTIES’:

a. **VICTIM:** Enter the name, address, physical data, present location, and phone number where victim is located (attach additional sheets if multiple victims).

h. **SIBUNGS:** Enter the name and physical data of siblings living in the same household as the victim.

c. **PARENTS:** Enter the names, physical data, addresses, and phone numbers of father/stepfather and mother/stepmother.

SECTION E- ‘INCIDENT INFORMATION’:

1) Enter the date; time and place the incident occurred or was observed, and check the appropriate boxes: (2) Check the type of abuse: ~3) Describe injury or sexual assault where appropriate, attach Medical Report - Suspected Child Abuse Form DOJ 900 or any other form desired):

4; Summarize what the child or person accompanying the child said happened: and (5) Explain any known prior incidents involving the victim.

IV. DISTRIBUTION

A. **Reporting Parts’:** Complete Suspected Child Abuse Report Form SS 8572. Retain yellow copy for your records and submit top three copies to a child protective agency.

B. **Investigating Child Protective Agency:** Upon receipt of Form **SS 8572**, **within 36 hours** send white copy to police or sheriff, blue copy to county welfare or probation, and green copy to district attorney.

SUSPECTED CHILD ABUSE REPORT
To Be Completed by Reporting Party
Pursuant to Penal Code Section 11166

To be completed by
INVESTIGATION CPA
VICTIM NAME: _____

REPORT NO/CASE NAME: _____

DATE OF REPORT: _____

NAME/TITLE			
ADDRESS			
PHONE ()	DATE OF REPORT	SIGNATURE	
<input type="checkbox"/> POLICE DEPARTMENT COUNTY PROBATION	<input type="checkbox"/> SHERIFF'S OFFICE	<input type="checkbox"/> COUNTY WELFARE	
AGENCY		ADDRESS	
OFFICIAL CONTACTED		PHONE ()	DATE/TIME
NAME (LAST, FIRST, MIDDLE) RACE		ADDRESS	BIRTHDATE SEX
PRESENT LOCATION OF CHILD			PHONE ()
RACE	NAME	BIRTHDATE	SEX
RACE	NAME	BIRTHDATE	SEX
1. _____			
4. _____			
2. _____			
5. _____			
3. _____			
6. _____			
NAME (LAST, FIRST, MIDDLE) SEX RACE	BIRTHDATE	SEX	RACE
NAME (LAST, FIRST, MIDDLE)	BIRTHDATE		
ADDRESS		ADDRESS	
HOME PHONE	BUSINESS PHONE	HOME PHONE	BUSINESS PHON
IF NECESSARY, ATTACH EXTRA SHEET OR OTHER FORM AND CHECK THIS BOX. <input type="checkbox"/>			
1. DATE/TIME OF INCIDENT	PLACE OF INCIDENT	(CHECK ONE)	<input type="checkbox"/> OCCURRED <input type="checkbox"/> OBSE
IF CHILD WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE:			
<input type="checkbox"/> FAMILY DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> COSTER FAMILY HOME <input type="checkbox"/> SMALL FAMILY HOME GROUP HOME OR INSTITUTION			
2. TYPE OF ABUSE: (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL ASSAULT NEGLECT <input type="checkbox"/> OTHER			
3. NARRATIVE DESCRIPTION:			

4. SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED:

5. EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD:

INSTRUCTIONS AND DISTRIBUTION ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is **not** unfounded.

CHILD ABUSE INVESTIGATION REPORT
DEPARTMENT OF JUSTICE (DOJ) FORM SS 8583
Guidelines for Use and Completion of Form SS 8583

For immediate information on potential suspects/victims, please contact the Child Abuse Unit at (916) 227-3285.

Who Must Report

Interagency Reporting

A child protective agency (CPA - i.e., police and sheriff's department, county welfare and probation department) must report every suspected incident of child abuse it receives to:

- another CPA in the county
the agency responsible for investigations under Welfare and Institutions Code 300
- the district attorney's office

DOJ Reporting

A CPA must report every incident of suspected child abuse for which it conducts an active investigation to DOJ on the Form SS 8583.

NOTE: Reports are not accepted from agencies other than California CPAs.

What Incidents Must Be Reported

Abuse of a minor child, i.e., a person under the age of 18 years, involving any one of the below abuse types:

Interagency Reporting

sexual abuse . mental/emotional abuse
physical abuse - severe neglect
general neglect

(Refer to Section 11165.1 through 11165.6 PC for PC citations and definitions)

DOJ Reporting

All of the above, excluding general neglect.

- Deaths of minors resulting from abuse or neglect.

What Incidents Must Not Be Reported

Interagency Reporting

Incidents specifically exempted under cooperative arrangements with CPAs in your jurisdiction.

DOJ Reporting

- Unfounded reports - Reports which are determined to be
- false, to be

inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined under Section 11165.12 PC.

Acts of consensual sexual behavior between minors under the age of 14 years who are of similar age.

Acts of negligence by a pregnant woman or other person(s) which adversely effect the well-being of a fetus.

- Reports of adults who report themselves as the victims of prior child abuse.

Child stealing as defined in Sections 277 PC and 278 PC; unless involving sexual abuse, physical abuse, mental/emotional abuse, and/or severe neglect.

Reasonable and necessary force by school employees to quell a disturbance threatening physical injury to person or damage to property (Section 11165.4 PC).

Statutory rape, as defined in Section 261.5 PC.

Mutual fights between minors (Section 11165.6 PC).

When Must the Report be Submitted

Interagency Reporting

Telephone notification - immediately or as soon as practical. Written notification - within 36 hours of receiving information concerning the incident.

DOJ Reporting

A Form SS 8583 must be submitted after an active investigation has been completed and the incident has been determined not to be unfounded.

NOTE: No other form will be accepted in lieu of the Form SS 8583.

What Information is Required

General Instructions

All information blocks contained on the Form SS 8583 should be completed by the investigating CPA. If information is not available, indicate UNK in the applicable information block.

Specific Instructions

- INFORMATION BLOCKS ON THE FORM SS 8583 WHICH ARE SHADED GRAY MUST BE COMPLETED (An exception are the VICTIMS and SUSPECTS information blocks. Either a victim or suspect must be entered on the form. If a date of birth for either is not known, enter an approximate age, otherwise 'UNK' may be entered.)
 IF ANY ONE OF THESE BLOCKS IS NOT COMPLETED, THE FORM WILL BE RETURNED TO THE CONTRIBUTOR.

Section A. "INVESTIGATING AGENCY", information block 10. ACTION TAKEN must be completed in accordance with the following definitions. (Check one of the boxes):

10. ACTION TAKEN (check only one box):	(3) SUPPLEMENTAL INFORMATION (Attach copy of original report)
<input type="checkbox"/> (1) SUBSTANTIATED (Credible evidence of abuse)	<input type="checkbox"/> (a) UNSUBSTANTIATED
<input type="checkbox"/> (2) UNSUBSTANTIATED (Insufficient evidence of abuse, not unfounded)	<input type="checkbox"/> (b) UNFOUNDED (false report, accidental. Improbable)
	<input type="checkbox"/> (c) ADDITIONAL INFORMATION

1. SUBSTANTIATED - Acts determined, based upon some credible evidence, to constitute child abuse or neglect, as defined in Section 11165.6 PC.
2. UNSUBSTANTIATED - Acts determined not to be unfounded, but there is insufficient evidence to determine whether child abuse or neglect, as defined in Section 11165.6 PC, has occurred.
3. SUPPLEMENTAL INFORMATION - Attached information is being provided to supplement a previously submitted Form SS 8583.
 - (a) UNSUBSTANTIATED - A previously submitted Form SS 8583 indicated as 'SUBSTANTIATED' is being reclassified to UNSUBSTANTIATED.
 - (b) UNFOUNDED - A previously submitted Form SS 8583 indicated as 'SUBSTANTIATED or UNSUBSTANTIATED' is being reclassified to "UNFOUNDED".
 - (c) ADDITIONAL INFORMATION - Supplementary information is being provided for a previously submitted Form SS 8583.

Where To Send The Report, Form SS 8583

(For DOJ reporting only)
 Department of Justice
 Bureau of Criminal Information and Analysis
 P. O. Box 903387
 Sacramento, CA 94203-3870
 ATTENTION: Child Abuse
 Central Index

REMEMBER

Submit completed Forms SS 8583s to DOJ as soon as possible because the case information may contribute to the success of another investigation. It is essential that the reports be complete, accurate and timely to provide the maximum benefit in protecting children and identifying and prosecuting suspects. If you have questions about DOJ REPORTING or need a victim or suspect name check, call the DOJ Child Abuse Unit at (916) 227-3285 or CALNET 498-3285.

**CHILD ABUSE INVESTIGATION REPORT
DEPARTMENT OF JUSTICE (DOJ) FORM SS 8583
Guidelines for Use and Completion of Form SS 8583**

(For Specific Requirements Refer to the Child Abuse Reporting Law, California Penal Code Section 11165 through 11174.5)

For immediate information on potential suspects/victims, please contact the Child Abuse Unit at (916) 227-3285.

Who Must Report

Interagency Reporting

- Any police or sheriff's department, county welfare department, or county probation department (if designated by the county to receive mandated reports) must report every suspected incident of child abuse it receives to:
 - the law enforcement agency having jurisdiction over the case
 - the agency responsible for investigations under Welfare and Institutions Code Section 300
 - the district attorney's office

DOJ Reporting

- An agency must report every incident of suspected child abuse for which it conducts an active investigation and determines not to be unfounded to DOJ on the Form SS 8583.

NOTE: Reports are not accepted from non-California agencies.

What Incidents Must Not Be Reported

Interagency Reporting

- Incidents specifically exempted under cooperative arrangements with other agencies in your jurisdiction.

DOJ Reporting

- Unfounded reports - Reports that are determined to be false, to be inherently improbable, to involve an accidental injury, or not to constitute child abuse or neglect, as defined in Section 11165.6 PC (Section 11165.12 PC).
- Acts of nonexploitive, consensual sexual behavior between minors under the age of 14 years who are of similar age.
- Acts of negligence by a pregnant woman or other person(s) which adversely affect the well-being of a fetus.
- Past abuse of a child who is an adult at the time of disclosure.
- Child stealing, as defined in Sections 277 PC and 278 PC, unless it involves sexual abuse, physical abuse, mental/emotional abuse, and/or severe neglect.
- Reasonable and necessary force by school employees to quell a disturbance threatening physical injury to person or damage to property (Section 1165.4 PC).
- Statutory rape, as defined in Section 261.5 PC, except Section 261.5(d) PC (Statutes of 1997).
- Mutual fights between minors (Section 11165.6 PC).

What Incidents Must Be Reported

- Abuse of a minor child, i.e., a person under the age of 18 years, involving any one of the below abuse types:

Interagency Reporting

- sexual abuse
- physical abuse
- general neglect
- mental/emotional abuse
- severe neglect

(Refer to Section 11165.1 through 11165.6 PC for citations and definitions)

DOJ Reporting

- All of the above, excluding general neglect.
- Deaths of minors resulting from abuse or neglect.

When Must the Report be Submitted

Interagency Reporting

- Telephone notification - immediately or as soon as practical.
- Written notification - within 36 hours of receiving information concerning the incident.
- When an agency takes a report for which it lacks jurisdiction the agency shall immediately refer the case by telephone, fax, or electronic transmission to an agency with proper jurisdiction.

DOJ Reporting

- A Form SS 8583 must be submitted after an active investigation has been conducted and the incident has been determined not to be unfounded. DOJ defines "active investigation" as: the activities of an agency in response to a report of known or suspected child abuse. For purposes of reporting information to the Child Abuse Central Index, the activities shall include, at a minimum: assessing the nature and seriousness of the suspected abuse; conducting interviews of the victim(s), and any known suspect(s) and witness(es); gathering and preserving evidence; determining whether the incident is substantiated, inconclusive or unfounded; and preparing a report that will be retained in the files of the investigating agency.

NOTE: No other form will be accepted in lieu of the Form SS 8583.

The suspect(s) must be notified in writing that he/she has been reported to the Child Abuse Central Index per PC Section 11169(b).

What Information is Required

General Instructions

- All information blocks contained on the Form SS 8583 should be completed by the investigating agency. If information is not available, indicate "UNK" in the applicable information block.

Specific Instructions

- INFORMATION BLOCKS ON THE FORM SS 8583 WHICH ARE SHADED GRAY MUST BE COMPLETED. **THE SUBMITTED FORM WILL BE RETURNED TO THE CONTRIBUTOR WITHOUT FURTHER DEPARTMENT OF JUSTICE ACTION IF THE CONTRIBUTOR FAILS TO COMPLETE ANY OF THE FOLLOWING ITEMS:** the agency name and type, the agency's report number or case name; the action taken by the investigating agency; the specific type of abuse; the victim's name, birthdate or approximate age, and gender; and the suspect's name and birthdate or approximate age, and gender. If the suspect is not known, UNKNOWN must be entered. Verification must be provided that an active investigation was conducted, that victim(s), and any known suspect(s), and witness(es) were contacted. An explanation must be provided if these contacts were not made. Verification must be provided that the suspect was given written notification that he/she has been reported to the Child Abuse Central Index per Section 11169(b) PC. An explanation must be provided if there was no notification.

Section A. "INVESTIGATING AGENCY," information block 10. "ACTION TAKEN" or 10A. "SUPPLEMENTAL INFORMATION" must be completed in accordance with the following definitions (Check one of the boxes):

<p>10. ACTION TAKEN (check only one box):</p> <p><input type="checkbox"/> (1) SUBSTANTIATED (Credible evidence of abuse)</p> <p><input type="checkbox"/> (2) INCONCLUSIVE (Insufficient evidence of abuse, not unfounded)</p>	<p>10A. SUPPLEMENTAL INFORMATION (Attach copy of original report)</p> <p><input type="checkbox"/> (a) INCONCLUSIVE</p> <p><input type="checkbox"/> (b) UNFOUNDED (false report, accidental, improbable)</p> <p><input type="checkbox"/> (c) ADDITIONAL INFORMATION</p>
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10. ACTION TAKEN

- ① SUBSTANTIATED - Acts determined, based upon some credible evidence, to constitute child abuse or neglect, as defined in Section 11165.6 PC.
- ② INCONCLUSIVE - Acts determined not to be unfounded, but there is insufficient evidence to determine whether child abuse or neglect, as defined in Section 11165.6 PC, has occurred.

10A. SUPPLEMENTAL INFORMATION - Only use this section to update information previously submitted on Form SS 8583.

- (a) INCONCLUSIVE - A previously submitted Form SS 8583 indicated as "SUBSTANTIATED" is being reclassified to "INCONCLUSIVE."
- (b) UNFOUNDED - A previously submitted Form SS 8583 indicated as "SUBSTANTIATED," "UNSUBSTANTIATED" or "INCONCLUSIVE" is being reclassified to "UNFOUNDED."
- (c) ADDITIONAL INFORMATION - Supplementary information is being provided for a previously submitted Form SS 8583.

Where To Send The Report Form SS 8583

(For DOJ reporting only)

Department of Justice
Bureau of Criminal Information and Analysis
P. O. Box 903387
Sacramento, CA 94203-3870
ATTENTION: Child Abuse Unit

REMEMBER

Submit completed Form SS 8583 to DOJ as soon as possible after completion of the investigation because the case information may contribute to the success of another investigation. It is essential that the report be complete, accurate and timely to provide the maximum benefit in protecting children and identifying and prosecuting suspects. If you have questions about DOJ REPORTING or need a victim or suspect name check, call the DOJ Child Abuse Unit at (916) 227-3285 or CALNET 498-3285.

CHILD ABUSE INVESTIGATION REPORT

To be Completed by Investigating Child Protective Agency Pursuant to Penal Code Section 11169

(SHADED AREAS MUST BE COMPLETED)

R
C
N

A
G
Y

FOR DOJ USE ONLY

A. INVESTIGATING AGENCY

1. INVESTIGATING AGENCY (Enter complete name and check type):		<input type="checkbox"/> POLICE	<input type="checkbox"/> WELFARE	2. AGENCY REPORT NO./CASE NAME:	
		<input type="checkbox"/> SHERIFF	<input type="checkbox"/> PROBATION		
3. AGENCY ADDRESS: Street City Zip Code		4. AGENCY TELEPHONE: () EXT: ()			
5. NAME OF INVESTIGATING PARTY: TITLE		6. DATE REPORT COMPLETED: MO DA YR			
7. AGENCY CROSS-REPORTED TO:		8. PERSON CROSS-REPORTED TO:		9. DATE CROSS-REPORTED: MO DA YR	
10. ACTION TAKEN (check only one box):		10A. SUPPLEMENTAL INFORMATION (Attach copy of original report)			
<input type="checkbox"/> (1) SUBSTANTIATED (Credible evidence of abuse)		<input type="checkbox"/> (a) INCONCLUSIVE		<input type="checkbox"/> (c) ADDITIONAL INFORMATION	
<input type="checkbox"/> (2) INCONCLUSIVE (Insufficient evidence of abuse, not unfounded)		<input type="checkbox"/> (b) UNFOUNDED (false report, accidental, improbable)			
11. Active investigation conducted per PC 11169(a)? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Victim(s) contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No*		Suspect(s) contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> No Suspects	
Witness(es) contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> No witnesses		*Explain in comments field A.12.			
12. COMMENTS:					

B. INCIDENT INFORMATION

1. DATE OF INCIDENT: MO DA YR	2. TIME OF INCIDENT:	3. LOCATION OF INCIDENT:			
4. NAME OF PARTY REPORTING INCIDENT: TITLE:		5. EMPLOYER:		6. TELEPHONE: ()	
7. TYPE OF ABUSE (check one or more): <input type="checkbox"/> (1) PHYSICAL <input type="checkbox"/> (2) MENTAL <input type="checkbox"/> (3) SEXUAL <input type="checkbox"/> (4) SEVERE NEGLECT <input type="checkbox"/> (5) GENERAL NEGLECT					
8. IF ABUSE OCCURRED IN OUT-OF-HOME CARE, CHECK TYPE <input type="checkbox"/> (1) FAMILY DAY CARE <input type="checkbox"/> (2) CHILD CARE CENTER <input type="checkbox"/> (3) FOSTER FAMILY HOME <input type="checkbox"/> (4) SMALL FAMILY HOME <input type="checkbox"/> (5) GROUP HOME OR INSTITUTION-Enter name and address:					

C. INVOLVED PARTIES

VICTIMS

1. NAME Last First Middle AKA		DOB MO DA YR	APPROX. AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *
ADDRESS: Street City Zip Code		DID VICTIM'S INJURIES RESULT IN DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PRESENT LOCATION OF VICTIM:		NATURE OF INJURIES:			
TELEPHONE NUMBER:		IS VICTIM DEVELOPMENTALLY DISABLED [4512(a) W&J]? <input type="checkbox"/> YES <input type="checkbox"/> NO			
2. NAME Last First Middle AKA		DOB MO DA YR	APPROX. AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *
ADDRESS: Street City Zip Code		DID VICTIM'S INJURIES RESULT IN DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO			
PRESENT LOCATION OF VICTIM:		NATURE OF INJURIES:			
TELEPHONE NUMBER:		IS VICTIM DEVELOPMENTALLY DISABLED [4512(a) W&J]? <input type="checkbox"/> YES <input type="checkbox"/> NO			

SUSPECTS

1. NAME Last First Middle AKA		DOB MO DA YR	APPROX. AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *
ADDRESS: Street City Zip Code		HGT	WGT	EYES	HAIR
RELATIONSHIP TO VICTIM: <input type="checkbox"/> (1) PARENT/STEPPARENT <input type="checkbox"/> (2) SIBLING <input type="checkbox"/> (3) OTHER RELATIVE <input type="checkbox"/> (4) FRIEND/ACQUAINTANCE <input type="checkbox"/> (5) STRANGER		SOCIAL SECURITY NUMBER: DRIVER'S LICENSE NUMBER:			
Suspect given written notice per PC 11169(b) <input type="checkbox"/> Yes <input type="checkbox"/> No		Date notice given: MO DA YR		If notice not given, explain in comments field A.12.	
2. NAME Last First Middle AKA		DOB MO DA YR	APPROX. AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *
ADDRESS: Street City Zip Code		HGT	WGT	EYES	HAIR
RELATIONSHIP TO VICTIM: <input type="checkbox"/> (1) PARENT/STEPPARENT <input type="checkbox"/> (2) SIBLING <input type="checkbox"/> (3) OTHER RELATIVE <input type="checkbox"/> (4) FRIEND/ACQUAINTANCE <input type="checkbox"/> (5) STRANGER		SOCIAL SECURITY NUMBER: DRIVER'S LICENSE NUMBER:			
Suspect given written notice per PC 11169(b) <input type="checkbox"/> Yes <input type="checkbox"/> No		Date notice given: MO DA YR		If notice not given, explain in comments field A.12.	

OTHER

1. NAME Last First Middle		<input type="checkbox"/> (1) PARENT/STEPPARENT <input type="checkbox"/> (2) SIBLING	DOB MO DA YR	APPROX. AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *
2. NAME Last First Middle		<input type="checkbox"/> (1) PARENT/STEPPARENT <input type="checkbox"/> (2) SIBLING	DOB MO DA YR	APPROX. AGE:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	RACE *

*RACE CODES: W-White, B-Black, H-Hispanic, I-American Indian, F-Filipino, P-Pacific Islander, C-Chinese, J-Japanese, A-Other Asian, Z-Asian Indian, D-Cambodian, G-Guamanian, U-Hawaiian, K-Korean, L-Laotian, S-Samoan, V-Vietnamese, O-Other, X-Unknown

CHECK HERE IF ADDITIONAL SHEET(S) IS ATTACHED.