



Type of Directive (Bureau Order, Division Memorandum, etc) <b>DIVISION MEMORANDUM</b>		Originating Bureau Division/District <b>OSC/SDD/YIB</b>		
Subject: <b>SUSPECTS 8 YEARS OLD AND UNDER</b>		Series <b>05</b>	Number <b>03</b>	Effective Date <b>09-23-05</b>
		<b>Remains Effective Until Rescinded</b>		

**Suspects Under 8 Years Old**

Allegations received where the suspect is under the age of 8 years, refer those cases out. Referrals may be made to CFSA if the incident is intra-family, DCPS School Security if the incident involves classmates, or other administrative investigation authority where applicable.

*Example: Caller reported the complainants are acting out sexually, observed lying on top of each other and putting their penis on one another. The complainants are 5 year-old twins. [Refer this case to CFSA]*



**Office Information File**

The following allegations may be handled as Office Information and filed accordingly.

- Allegations involving medical conditions or neglect;
- Allegations where the sexual act were between consenting individual between two children within four years of each other;
- Allegations where no criminal act is reported (child has a scratch on face, not by parent)

**Referral/Turn Over To (TOT)**

Physical abuse allegations that involve parental discipline that is not excessive in nature may be TOT to CFSA for investigation. Physical assaults between students at school may be TOT to the District Detectives if the suspect is 8 years or older, or to DCPS School Security if the suspect is under the age of 8 years.

*Example: Father admitted hitting child to discipline. There are no marks. Other child is dirty with ringworms [TOT to CFSA]*

*Example: Principal Sheila Miller hit 3 students with a tray as a form of discipline [TOT District Detectives DCPS Security will conduct administrative followup]*

William M. Overton  
Inspector Director

### Maintaining Current Information in Approach

Up-to-date information is not appearing in the "Approach" database in a timely manner. There are numerous investigations in "Approach" that have either been closed or have been classified as an "Offense" and a police report generated, however, this information is not documented in the "Approach" database. It is the responsibility of the **Watch Commander and/or sergeant** to ensure that every new abuse allegation received during their respective tour of duty is entered into the "Approach" system prior to checking off. Further, each investigative sergeant is responsible for ensuring that the "Approach" system is updated whenever new information is brought to their attention (i.e., CCN, event locations, suspect information, current dispositions, etc.) In the event the Watch Commander and/or sergeant takes leave prior to the end of their tour of duty, that individual shall ensure that someone is designated as acting sergeant and that the acting sergeant shall ensure that all new cases or updates are entered into the "Approach" system.

The "Approach" system is an excellent tool for tracking detectives' and detective sergeants' investigative and supervisory performances. It is also the only database used to provide statistical information regarding child abuse crimes. Therefore, it is imperative that the "Approach" database is continuously updated during each tour of duty; and that every investigative official be responsible and accountable for updating the "Approach" database with current information.

Furthermore, each oncoming sergeant/watch commander shall make phone contact within the 1<sup>st</sup> hour window with CFSA hotline or supervisor to verify cases received during the prior tour of duty. CFSA contact person shall be noted on Form P.D. 150.

**DEVIATION FROM THIS PROCEDURE/POLICY MAY MEET WITH DISCIPLINARY ACTION!!!!**

Lillian M. Overton  
Inspector/Director