



Type of Directive (Bureau Order, Division Memorandum, etc)

**DIVISION MEMORANDUM**

Subject:

**PMI (Preliminary Minimal Investigation)**

Originating Bureau Division/District  
**SPCL SVCS CMD/YPSD**

Series	Number	Effective Date
<b>04</b>	<b>04</b>	<b>08-02-04</b>

**Remains Effective Until Rescinded**

On October 30, 2002, the Child and Family Service Agency (CFSA) was given the authority to investigate minor allegations of child abuse. However, the authority of the MPD's Child Protection and Family Violence Unit remained in tact. As such, given the influx of both serious and non-serious allegations of abuse, the following procedures shall be implemented as it pertains to minor allegations of suspected abuse, which will be turned over to the CFSA for further intervention:

**Incoming Physical Abuse Investigations:**

Upon receipt of an incoming investigation from the Child Abuse hot line, sergeants or lieutenants are to review the allegation to determine priority.

If determined to be minor on the surface a PMI (Preliminary Minimal Investigation) is to be conducted immediately. The PMI will involve the following:

- Completion of the unnumbered investigative check list
- Duplicate photographs of child and child's injuries
- Short narrative outlining preliminary investigative efforts
- Second case jacket prepared (**2nd jacket is to be TOT CFSA with above information attached**)
- Official approval prior to TOT

**NOTE:** When in doubt and or if you have questions err on the side of the child and treat as normal, complete investigation.

**Incoming Sex Abuse Investigations:**

PMI's for Sexual Abuse Investigations may only be determined by a lieutenant or above. In which case the lieutenant or above must initial the work sheet as a PMI.

**Outgoing TOT Investigations:**

Duplicate jackets are to be prepared by the investigating officer. All known information is to be included in the jacket.

The IRO will prepare a daily transmittal of all TOT's. The IRO will then have a member of CFSA receive all outgoing TOT's and obtain the signature of the transmittal.

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