



Type of Directive (Bureau Order, Division Memorandum, etc) <b>DIVISION MEMORANDUM</b>	Originating Bureau Division/District <b>SPCL SVCS CMD/YPSD</b>		
Subject: <b>TRANSITIONAL – CFSA</b>	Series <b>FY02</b>	Number <b>002</b>	Effective Date <b>10-16-01</b>
	<b>Remains Effective Until Rescinded</b>		

Effective with the printing of this division memorandum, the Child and Family Services Agency will take on the added responsibility of handling minor cases of child abuse. These cases will be comprised of cases the YPSD would normally have determined a disposition of Unfounded, Un-supported, or TOT CFSA for follow-up.

CFSA, in concert with the YPSD, is in the process of writing SOP's with a priority rating to assist with the investigation of these cases.

The hotline will continue to take calls for abuse. The MPD complaint sheet will no longer be utilized. The initial complaint sheet generated by the CFSA computer system called F.A.C.E.S., which typically has more information than the MPD complaint sheet, will suffice as a suitable substitute. The hotline will maintain the abuse complaint sheet for all cases that are handled by that unit. Where a request is made for assistance and/or a case is sent to the YPSD for investigation, YPSD will maintain the complaint work sheet. In the event of conflict an official the rank of Lieutenant or above should be contacted.

Therefore, during this transition, members of the YPSD will continue to respond to **all** request of assistance made by CFSA. I encourage you to utilize patience and tolerance as the Agency takes on these added responsibilities which will ultimately ease our case load; which will then allow for a greater emphasis to be placed on the quality of the investigations handled by this unit.

Lillian M. Overton  
Inspector/Director