

<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Gary Cooper, Director</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> <b>Reporting Child Abuse Information to the Department of Justice</b></p>	<p><i>No.</i> 08-02-BCIA</p>	<p><i>Contact for information:</i> Child Protection Program 916-227-3285; send e-mail to <a href="mailto:DOJChildProtectionProgram@doj.ca.gov">DOJChildProtectionProgram@doj.ca.gov</a></p>
	<p><i>Date:</i> 03-05-08</p>	

**TO: California Sheriff's Offices, California Police Departments and County Social Service Agencies**

Pursuant to Penal Code (PC) section 11169, local police, sheriff, probation and county welfare departments (as specified in PC section 11165.9) are required to forward to the Department of Justice (DOJ) information necessary to identify investigative reports which conclude that allegations of child abuse and severe neglect are not unfounded. When an agency conducts an investigation and concludes that allegations of child abuse or severe neglect are not unfounded, a Form SS 8583 must be submitted to the DOJ when abused or severely neglected children have been identified. The DOJ enters information identifying the investigative report, the child victim(s) and suspect(s) into the Child Abuse Central Index (CACI).

Agencies may encounter circumstances that prevent conclusive suspect identification in accordance with applicable investigative guidelines. If a suspect has not been, or cannot be, conclusively identified when it is determined that allegations of child abuse or severe neglect are not unfounded, a Form SS 8583 identifying the victim(s) must be submitted to the DOJ with the suspect entries marked "unknown." However, once a suspect is conclusively identified, the investigative agency or agencies must submit a supplemental Form SS 8583-providing the required suspect information.

If more than one agency is investigating the same allegations of child abuse or severe neglect when a suspect cannot be identified, each investigating agency must submit an initial Form SS 8583 identifying the victim(s). Each such agency making subsequent conclusive suspect identifications pursuant to its investigative standards must submit a supplemental Form SS 8583 that provides the required suspect information unless a protocol entered into pursuant to PC section 11166.3 for coordinating investigations assigns responsibility for submitting the Form SS 8583 differently.

Proper reporting of suspect information is necessary to enable the CACI to perform its statutory function of identifying the location of local investigative files for use in background checks, including but not limited to, child care employment and licensing, foster placements and adoptions. Reviews of local investigative files also assist law enforcement and child protective services in subsequent investigations of child abuse allegations.

Sincerely,

Gary Cooper, Director  
California Justice Information Services Division

For EDMUND G. BROWN JR.  
Attorney General