

MANATEE COUNTY SHERIFF'S OFFICE
TRAINING BULLETIN

NUMBER 2012-1

September 27, 2012

Subject: Florida Child Abuse Hotline Notification from the Department of Children and Families, related to non-caregiver child abuse.

Purpose: House Bill 1355 is intended to have the Department of Children and Families (DCF) abuse registry act as a central repository. Although non-caregiver abuse will now be a mandatory report to the Hotline, DCF will only investigate caregiver abuse allegations. DCF will be mandated to forward all allegations of non-caregiver abuse to the appropriate sheriff's office of jurisdiction. The DCF will be forwarding these allegations via the Florida Crime Information Center (FCIC) by utilizing a Florida Administrative Message (FAM). The sheriff's offices will be responsible for distributing this information to police departments when the allegations are occurring within a municipality.

The purpose of this Bulletin is to provide for a set standard of practices for the receipt and transmission of these messages.

Effective Date: This new procedure will take effect on October 1, 2012.

Procedures:

- I. Non-caregiver Child Abuse FAM in the jurisdiction of the Manatee County Sheriff's Office (MCSO).
 - A. DCF sends a FAM to the MCSO Teletype Terminal, located in the Records Section.
 - B. A Teletype Operator, upon receiving the message, will:
 - a. review the message to determine jurisdiction
 - b. review the message to determine if an investigation by law enforcement has already occurred
 - c. reply to the DCF FAM, stating that it was received
 - C. If the jurisdiction of the incident is that of the MCSO, and the FAM shows an MCSO case number and that an MCSO deputy/detective called it in, no further action is necessary.
 - D. If the jurisdiction of the incident is that of the MCSO, and no deputy/detective has investigated the allegation:
 - a. The Teletype Operator will:

- i. forward the FAM to Dispatch and
 - ii. call Dispatch to let them know a FAM has been forwarded
- b. Dispatch, upon receiving the FAM from Teletype will:
 - i. create an event screen
 - 1. reporter information is confidential, so DCF should be listed as the reporter on the event screen
 - 2. the actual reporter can be listed as an Involved Other on the event screen, thus allowing the deputy to know who to speak to
 - ii. dispatch a deputy to the incident

II. Non-caregiver Child Abuse FAM in the jurisdiction of a municipality in Manatee County.

- A. DCF sends a FAM to the MCSO Teletype Terminal located in the Records Section.
- B. Teletype Operator, upon receiving the message, will review the message to determine:
 - a. jurisdiction and
 - b. if an investigation by law enforcement has already occurred
- C. If the jurisdiction is that of a municipality in Manatee County that has a dispatch center, (BPD, HBPD, PPD, LBKPD, New College PD) the Teletype Operator will:
 - a. forward the FAM to the designated mnemonic of the PD of jurisdiction
 - i. The PD's have entered into an MOU with MCSO and are required to respond back to the FAM we send within 15 minutes.
 - b. call the PD's dispatch center to let them know a FAM has been forwarded
- D. If the jurisdiction is that of a municipality in Manatee County that does not have a dispatch center, (BBPD):
 - a. The Teletype Operator will:
 - i. forward the FAM to MCSO Dispatch and
 - ii. call Dispatch to let them know a FAM has been forwarded
 - b. Dispatch, upon receiving the FAM from Teletype will:
 - i. create an event screen
 - 1. Reporter information is confidential, so DCF should be listed as the reporter on the event screen.
 - 2. The actual reporter can be listed as an Involved Other on the event screen, thus allowing the deputy to know who to speak to.
 - ii. dispatch a BBPD Officer to the incident