

**FLOWCHART A**  
**INITIAL CONTACT WITH CICL**  
**FOR USE OF LAW ENFORCEMENT OFFICER (LEO)**

**LEO takes custody of child\***



\* Properly identify self  
 \* Explain to child why taken in custody, constitutional rights, offense allegedly committed

Do all within 8 hours from taking of custody

**LEO to**

1. Immediately --
  - \* Inform parents/guardian
  - \* Inform LSWDO
  - \* Inform lawyer, PAO
  - \* Refer for medical
  - \* Conduct Initial Interview: Record data on CICL (Mandatory Registry)

2. Initially determine <sup>1</sup> --
  - a. Offense
  - b. Imposable penalty for offense committed

**Immediately refer case to police IF child:**

- committed serious offense or repeat offense
- exploited by adults in committing the offense
- Is above 15 yrs old and the penalty to the offense is above 6 yrs

<sup>1</sup> Any statement made by child referring to crime requires presence of counsel/PAO, LSWDO, and parent/guardian/ relative/NGO representative/BCPC (and they will affix their signatures on the written statement)

<sup>2</sup> Basis to determine age:

- a. birth, baptismal certificates
- b. school records
- c. travel papers
- d. health records
- e. interview persons who might know
- f. evaluate physical appearance

**Child is 15 YRS OLD or below**



**LEO: Use FLOWCHART B-1 \* (to be jointly used with LSWDO)**

- \* Use Flowchart B-1 to:
  - a. determine if child to be released to parents or another person
  - b. know intervention program the child will undergo

**Child is 15 YRS AND 1 DAY OLD or above**



**LEO:** Turn over child physical custody to LSWDO (But Police still handles case until LSWDO Report on CICL is completed; in accordance with Art. 125 of Revised Penal Code)



**LSWDO:** Prepare Report containing assessment on discernment (within 7 working days)

3. Determine AGE at time of commission of offense <sup>2</sup>

4. Before 8 hours expire, turn over physical custody of child to appropriate person

5. Complete Report on CICL as further described in FLOWCHARTS B, C-1 or C-2

**After receiving LSWDO Report, LEO will:**



**\* If child act without discernment:**

**Get FLOWCHART B-2 \* (to be jointly used with LSWDO)**

- \* Use Flowchart B-2 to:
  - a. determine if child to be released to parents or another person
  - b. know what intervention program the child will undergo



**\* If child acted with discernment:**

Prepare report (that includes discernment assessment, offense and penalty) with appropriate referral for diversion

Offense with imposable penalty not more than 6 years

Victimless offense with imposable penalty not more than 6 years

Offense with imposable penalty exceeding 6 years

**Refer to Katarungang Pambarangay (Flowchart C-1)**

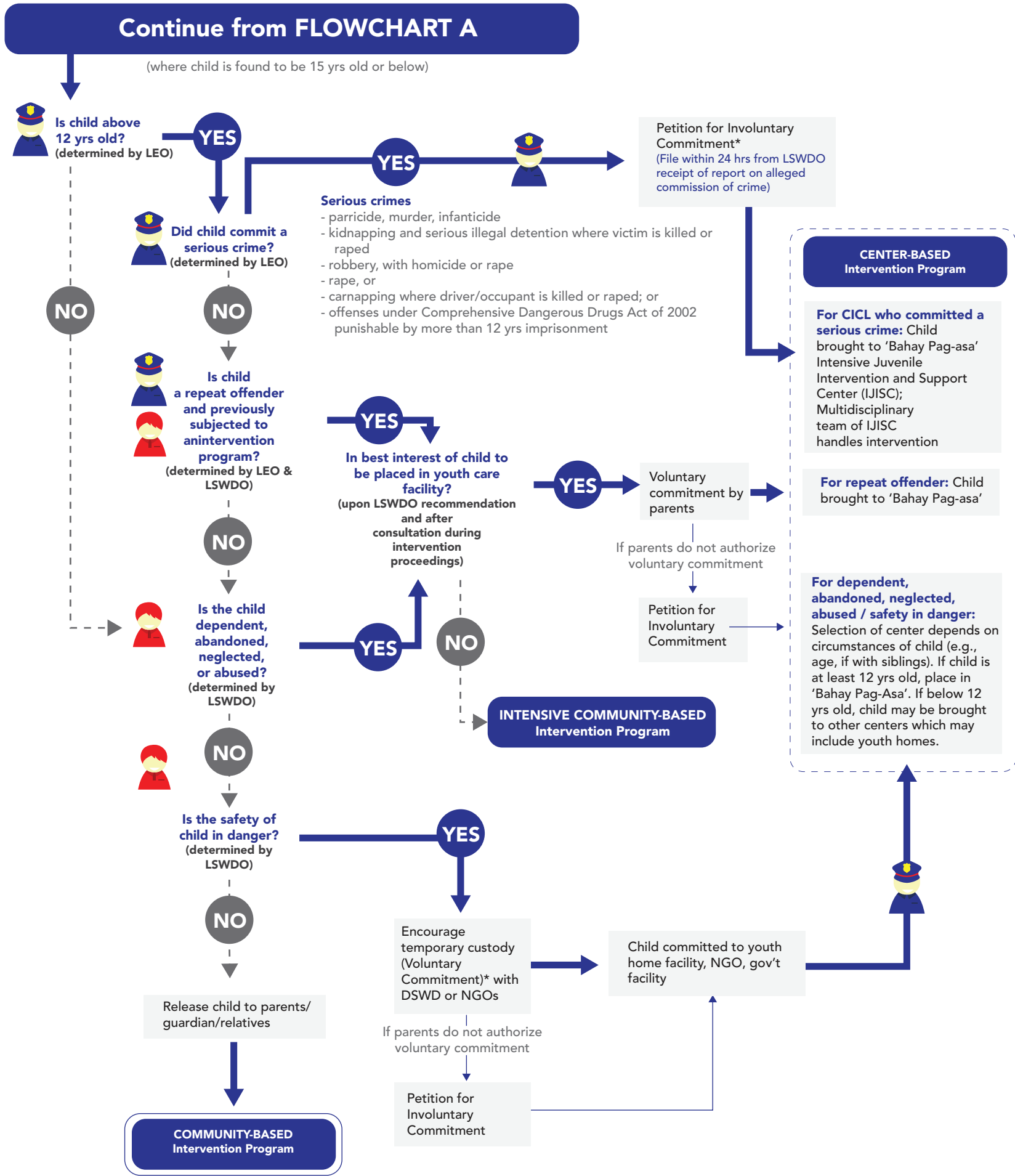
**Refer to WCPD (Flowchart C-2)**

**Refer to LSWDO (Flowchart C-3)**

**Refer to Prosecutor**

**FLOWCHART B-1**  
**CHILD IS 15 YRS OLD AND BELOW**  
**FOR USE OF LEO AND LSWDO**

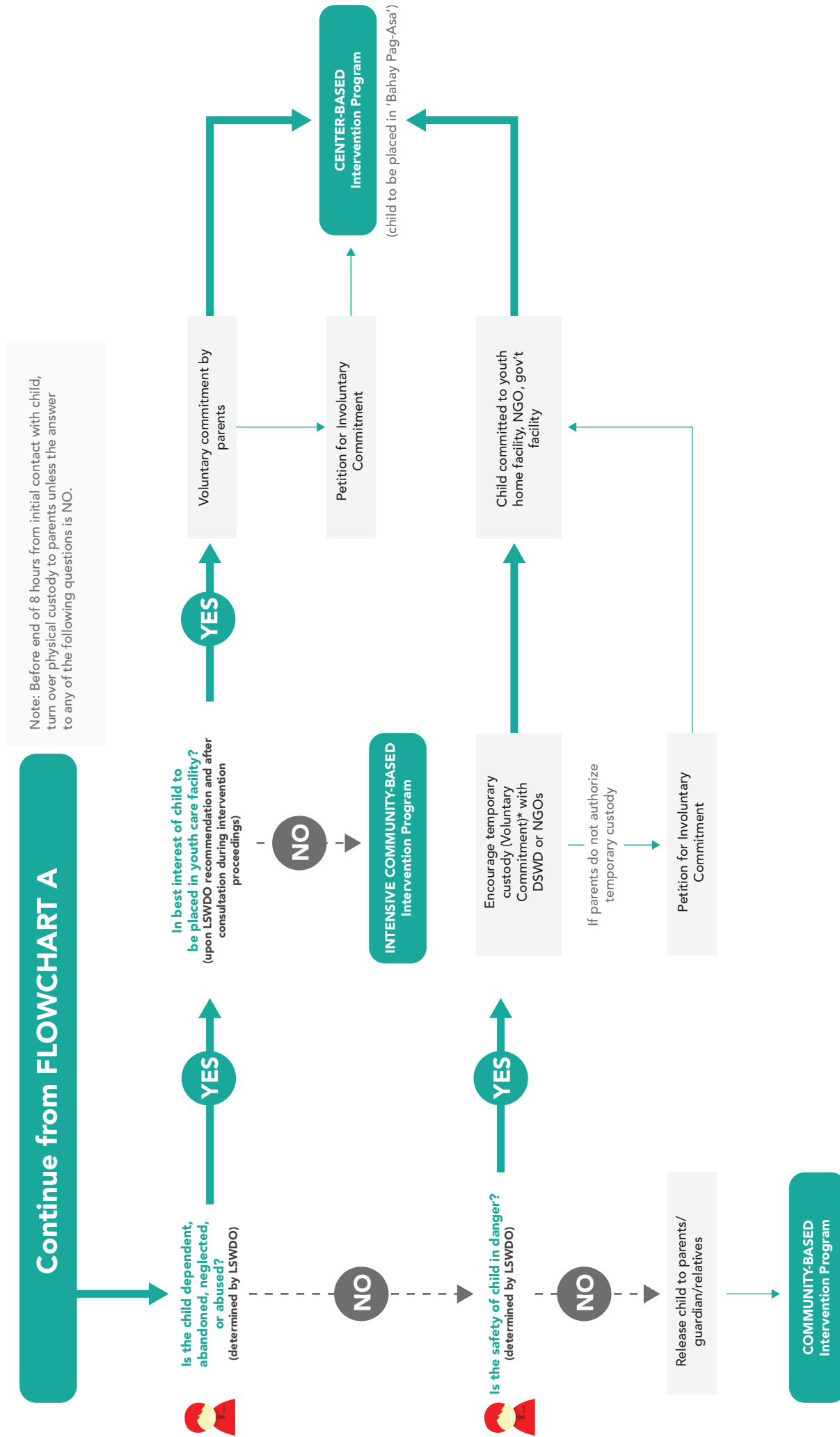
Note: Before end of 8 hours from initial contact with child, turn over physical custody to parents unless the answer to any of the following questions is NO.



# FLOWCHART B-2

CHILD IS ABOVE 15 YRS OLD BUT ACTED WITHOUT DISCERNMENT AS ASSESSED BY LSWDO

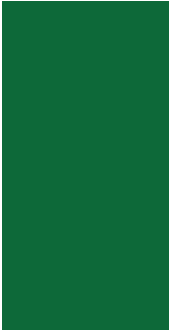
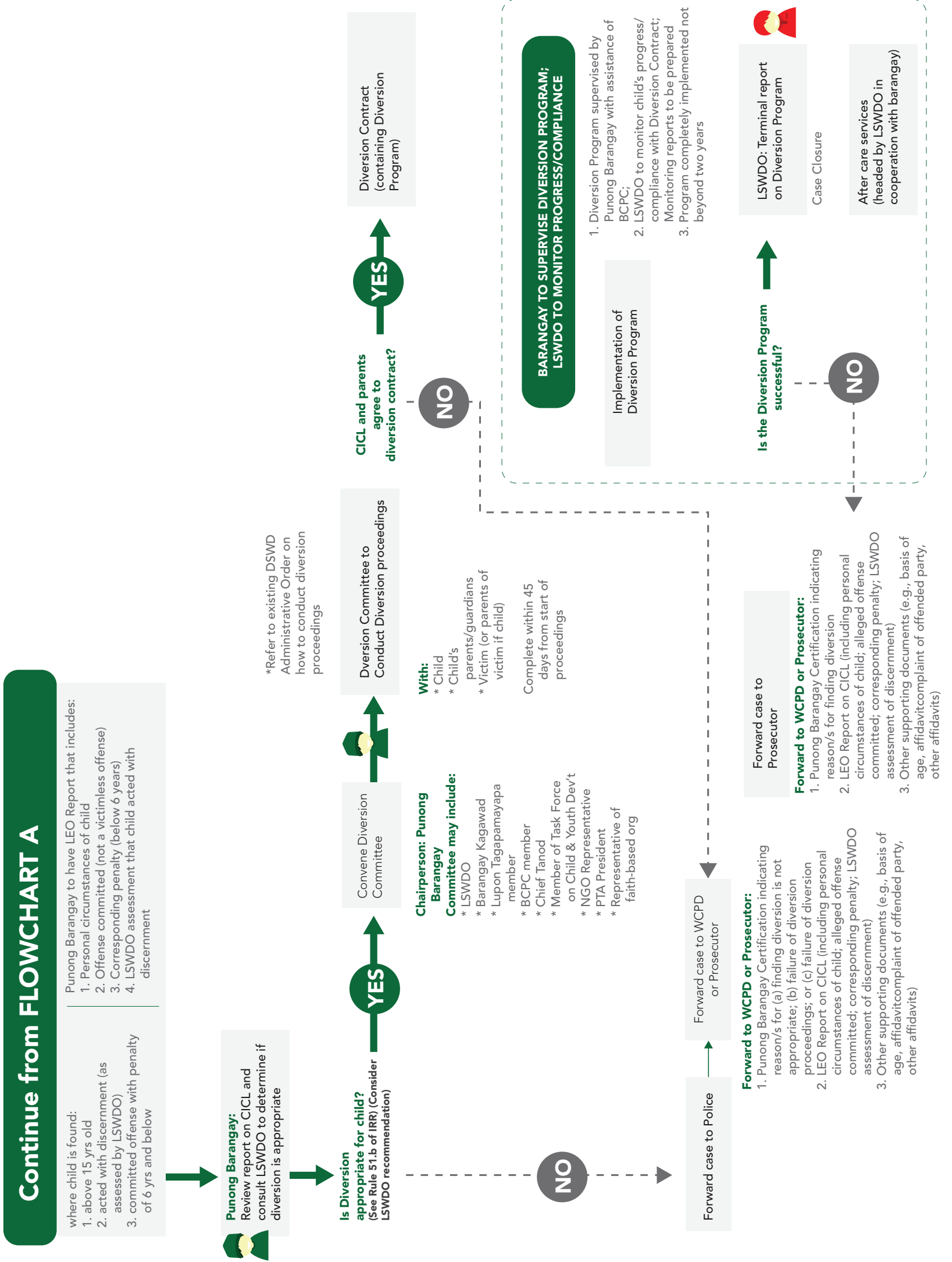
FOR USE OF LEO AND LSWDO



# FLOWCHART C-1

CHILD IS ABOVE 15 YRS OLD AND ACTED WITH DISCERNMENT AS ASSESSED BY LSWDO (OFFENSE WITH PENALTY NOT MORE THAN 6 YRS)

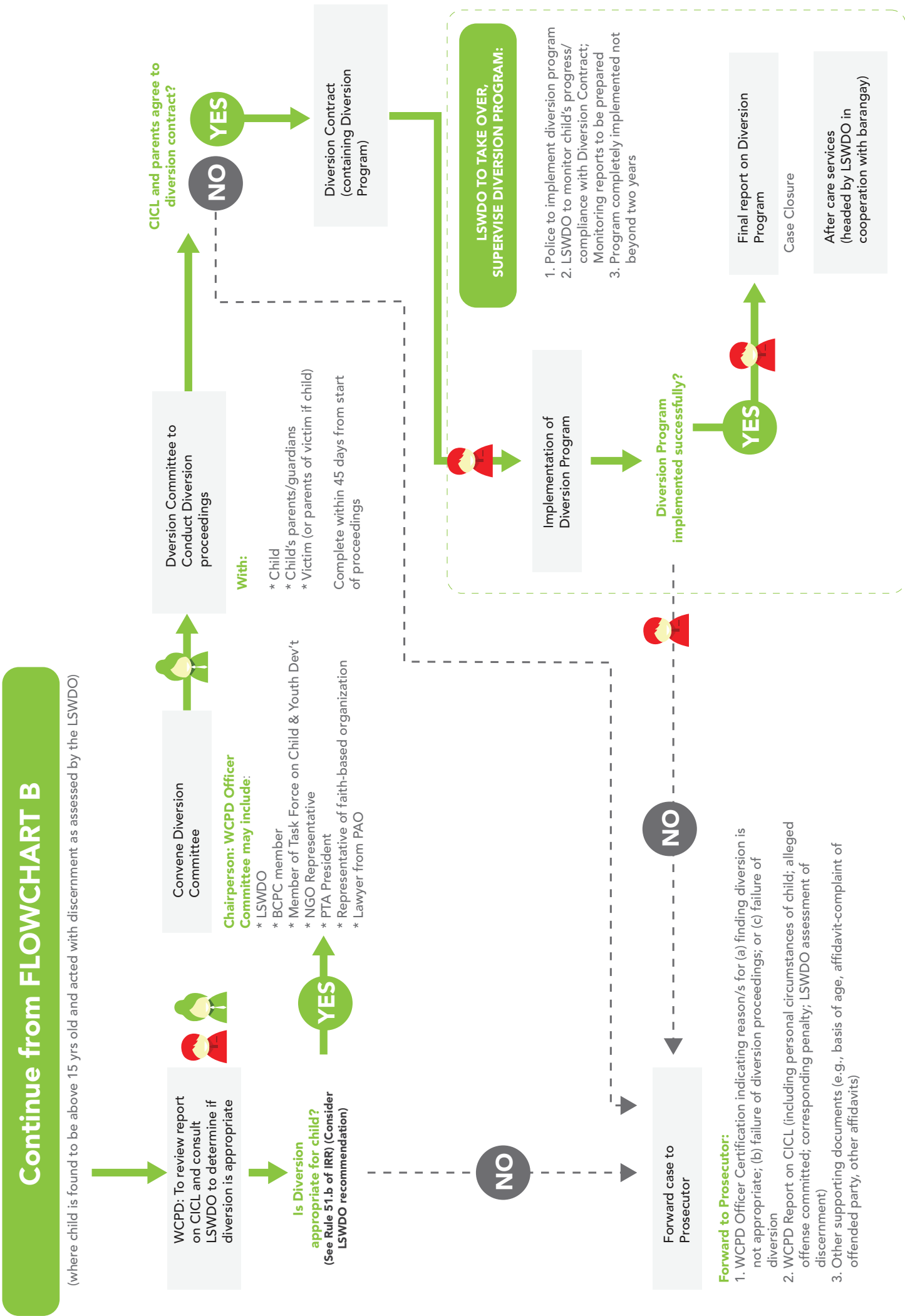
FOR USE OF KATARUNGANG PAMBARANGAY AND LSWDO



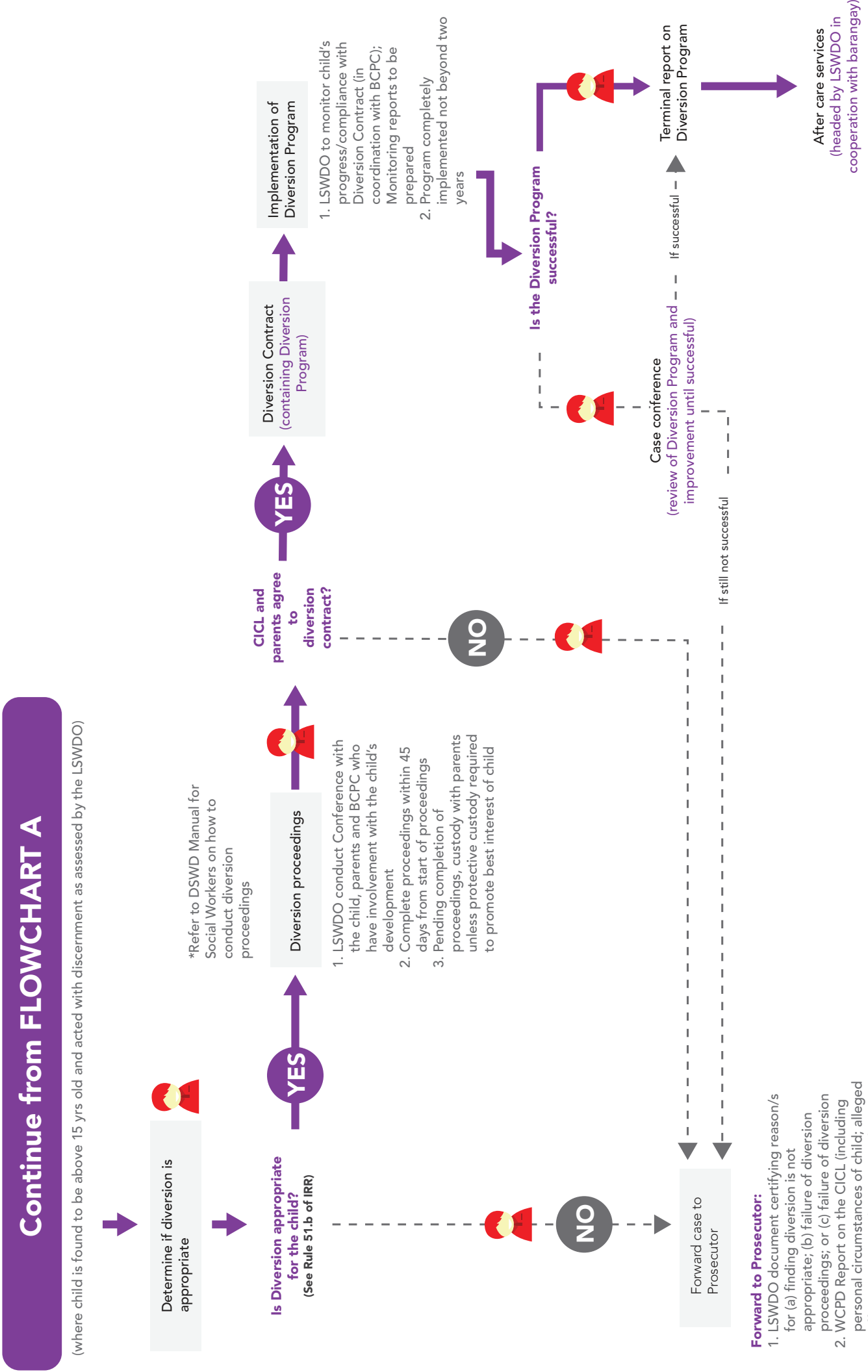
# FLOWCHART C-2

CHILD IS ABOVE 15 YRS OLD AND ACTED WITH DISCERNMENT AS ASSESSED BY LSWDO (OFFENSE WITH PENALTY NOT MORE THAN 6 YRS)

FOR USE OF WCPD AND LSWDO

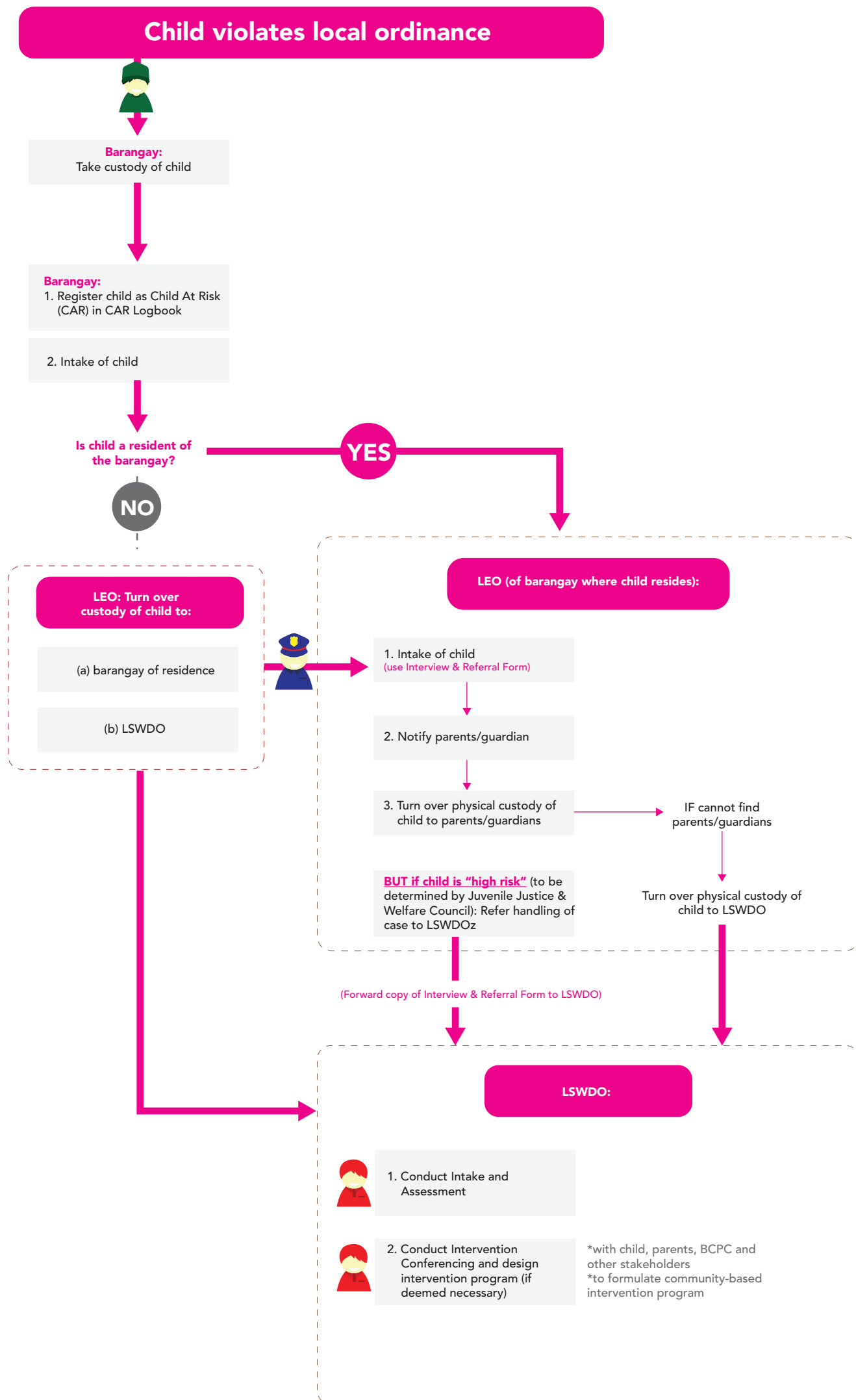


**FLOWCHART C-3**  
**CHILD IS ABOVE 15 YRS OLD AND ACTED WITH DISCERNMENT**  
**(VICTIMLESS OFFENSE WITH PENALTY BELOW 6 YRS)**  
**FOR USE OF LSWDO**



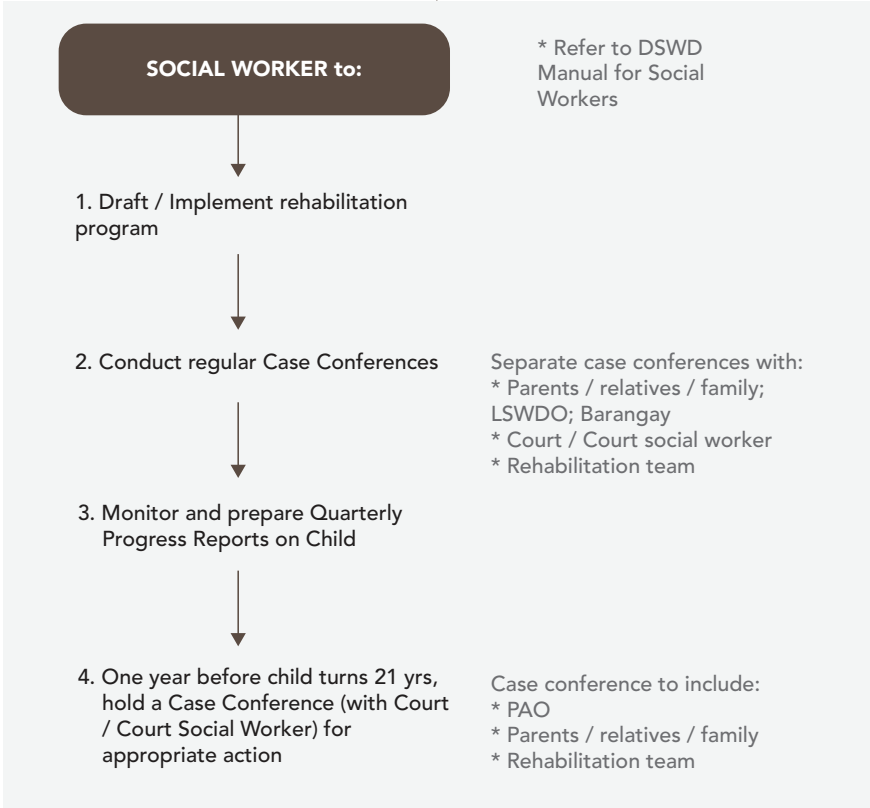
# HANDLING A CHILD WHO VIOLATES AN ORDINANCE (CHILD AT RISK)

FOR USE OF BARANGAY AND LSWDO

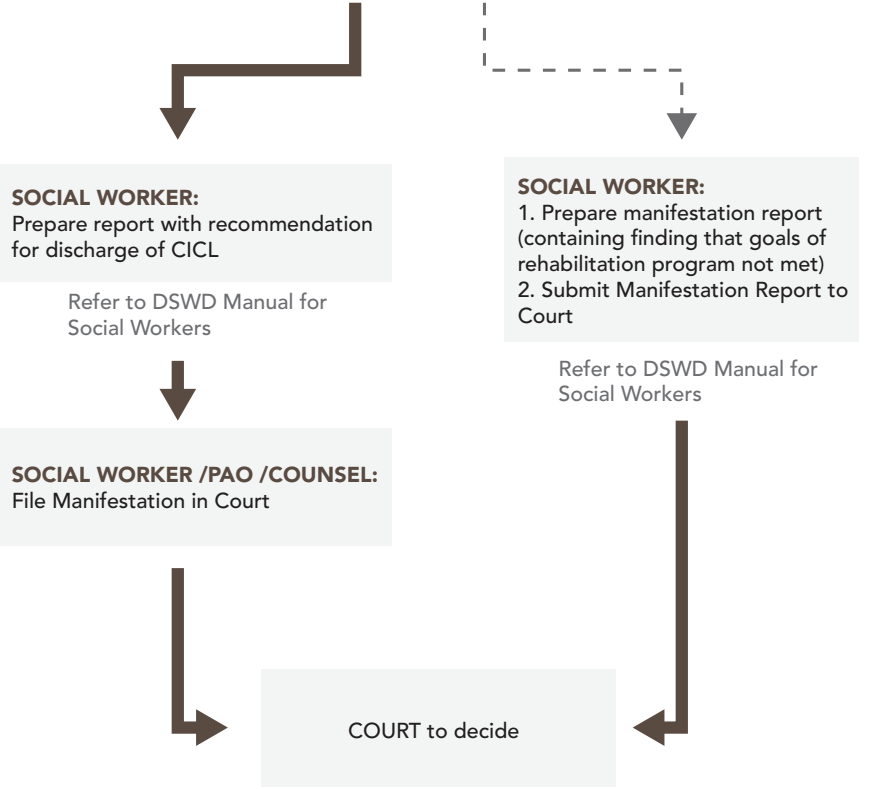


**MANAGING CASES OF CICL WITH SUSPENDED SENTENCE  
(WHEN CICL REACHES 21 YEARS OLD)**  
FOR USE OF SOCIAL WORKER AND PAO

**Child in RRCY or in Institution as ordered by  
Court in Order of Commitment**



**Did the child achieve the goals of the Rehabilitation Program?**



\* If CICL is discharged by Court: Social Worker to render After Care Services and report to Court (Refer to DSWD Manual for Social Workers for specific guidelines)