

## APPENDIX 5

# CSEC Multi-Disciplinary Team Memorandum of Understanding

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## (Template)

### **CSEC Multi-Disciplinary Team**

Commercially sexually exploited children (CSEC) are victims of trauma who require the support and services of multiple and diverse agencies. Effective coordination and collaboration among the professionals at these agencies is foundational to ensuring that CSEC receive the immediate and ongoing care they need to reclaim and rebuild their lives.

This memorandum of understanding (MOU) defines the roles and responsibilities of each participating organization in a formally established local CSEC Multi-Disciplinary Team (CSEC MDT). The MOU identifies the key organizations involved in providing needed support and services to CSEC in (INSERT geographic or political locality).

Participants in the CSEC MDT are professionals representing diverse disciplines with direct responsibility to CSEC, who convene immediately following CSEC identification and who continue to meet regularly on each case, for as long as needed, continually assessing the youth's situation, addressing problems, barriers or other challenges as they arise, offering support as the youth and the youth's family navigate complex systems, and making other services available as needed. The MDT works together to ensure the youth's immediate needs are met, to assess the youth's safety needs and to arrange placement, and to identify and offer ongoing services and care.

Each member agency agrees to support the mission of the MDT to assist CSEC by coordinating their separate activities to meet the youth's needs. Specifically, the CSEC MDT member agencies agree to the following:

### **(Insert Local Law Enforcement Agency title)**

- Local law enforcement is often the first responder responsible for determining if an individual engaged in selling sex is a minor, identifying criminal suspects in the case (john and pimp predators), investigating and gathering forensic evidence, preparing cases for

prosecution, and coordinating with and notifying others, including victim advocates, Child Protective Services and prosecutors about cases, victims and suspects.

- (Insert Local Law Enforcement Agency title) will provide basic CSEC training to *all patrol officers* and in-depth CSEC training to *at least two officers* (detectives or sergeants). An officer with in-depth CSEC training will be the lead investigator in CSEC cases and will participate as a member of the CSEC MDT. Besides engagement on specific cases, the specially trained officers provide CSEC training to other local law enforcement officers or law enforcement agencies.
- (Insert Local Law Enforcement Agency title) will
  - Identify a CSEC youth or a youth at risk of CSEC, and provide the youth with information about their rights under state law;
  - Assess and document any evidence of psychological trauma, coercion and/or physical or other abuse, determine if emergency medical evaluation or treatment is needed, and arrange for such evaluation and treatment;
  - Contact a CSEC-trained community-based victim advocate MDT team member and request the advocate's immediate involvement in the case. Work with the advocate as appropriate to determine the best immediate response for the CSEC to ensure the youth's safety, including whether the youth requires protective custody;
  - Report the case to the Child Protective Services MDT member;
  - Ensure that all forensic evidence, including signs of gang involvement, is collected and prepare and submit case reports to the appropriate prosecuting agency for review, or submit reports for additional investigation to supervising officers for assignment to detectives for follow-up, as necessary.

**(Insert Community-Based Victim Advocate Agency title)**

- Victim advocates identify exploited children and those at risk for exploitation, provide adult support to these children at the point of initial contact and until they are under the care and supervision of another adult, coordinate with other agencies in ensuring the child's safety, and provide ongoing case management and support while the child is involved with the legal and social services systems. Victim advocates seek to ensure that CSEC needs—including the need for safety—are met and provide CSEC with information and resources, including information about legal and court proceedings and their legal rights. In addition to support and safety planning, advocates refer CSEC to appropriate community service providers, and assess the needs of family/caregivers, if appropriate, and refer them to services.

- (Insert Community-Based Victim Advocate Agency title) will provide in-depth CSEC training to *at least two advocates* (domestic violence, sexual assault, or other). A victim advocate with in-depth CSEC training will participate as a member of the CSEC MDT, and may assume responsibility for convening and facilitating the work of the MDT within 24 hours of contact with the CSEC, and maintaining MDT activities related to any given case. Besides providing case-specific support, these specially trained victim advocates collaborate generally with relevant agencies and other community organizations, including legal and criminal justice system entities; participate on task forces and committees concerned with CSEC issues; and offer community education, outreach and professional trainings on CSEC.
- (Insert Community-Based Victim Advocate Agency title) will
  - Respond 24/7 to calls from law enforcement or other members of the community and arrive as quickly as possible to the location of the CSEC victim;
  - Identify a CSEC youth or a youth at risk of CSEC exploitation;
  - Establish immediate rapport with the youth:
    - Provide food, drink, clothing, and other comforts
    - Ask the youth about what happened to them
    - Inquire about what the youth immediately wants and needs (medical care, help with addiction if in acute distress, etc.)
    - Explain what the advocate is and is not able to do or provide, including requirements for mandatory reporting and the extent to which shared information can be held confidentially
    - Explain the process and what next steps will likely occur
  - Strategize with law enforcement, other MDT members, and others, as appropriate, to determine next steps including how to keep the youth safe;
  - Accompany the youth until they are under the care or supervision of another adult;
  - Provide information and counseling, case management and advocacy for the youth throughout their involvement with the system, if applicable:
    - Assist CSEC and their family, if appropriate, in accessing resources and services such as crisis and other counseling, support groups, housing, and health and social services;
    - Refer to legal services and/or be legal advocates for CSEC and family, providing information about rights under state law, and accompanying victims and family members to legal appointments and court hearings;

## **(Insert Service Provider Agency title)**

- Services needed by CSEC may include crisis intervention, emergency shelter, and safe/secure housing with a host of services (trauma recovery, mental/physical health, chemical dependency, educational, and life skills training).
- (Insert Service Provider Agency title) will provide in-depth CSEC training to appropriate staff. At least one of these specially trained staff members may participate as a member of the CSEC MDT.
- (Insert Service Provider Agency title) will
  - Screen and assess CSEC referrals for immediate risks and safety needs, for physical and psychological health issues, and for appropriate readiness to receive social services.
  - Provide the full range of CSEC-specific services directly or coordinate with the CSEC victim advocate in referring clients to appropriate providers, particularly those requiring health care, shelter/residential placement, education or other ongoing services. (Insert Service Provider Agency title) will provide culturally appropriate services, including having expertise working with and advocating on behalf of LGBTQI youth and providing services to family members of CSEC clients.
  - Conduct screening among their general youth population to confirm CSEC or identify risk factors for CSEC using the Commercially Sexually Exploited Children/Youth (CSEC) Interview Instrument, after staff have been trained in its use.
  - If CSEC is confirmed or suspected in the general youth population, (insert Service Provider Agency title) will notify one of the MDT member CSEC victim advocates.

## **Child Protective Services**

- Child Protective Services (CPS) is a division within the Children’s Administration of the Washington State Department of Social and Health Services that takes reports and investigates cases of alleged child abuse and/or neglect. CPS seeks to prevent or remedy child abuse and/or neglect, prevent or reduce the need for out-of-home placement and provide children with safe and permanent homes. Some youth may be State dependent at the time they are identified as CSEC, while others may qualify for dependency based on their CSEC status.
- CPS will provide in-depth CSEC training to *at least two Child Protective Services (CPS) workers and one CPS supervisor* ) at two locations per region (four trained CPS workers and 2 trained supervisors). In (insert geographic or political locality), CPS will provide in-depth

CSEC training to \_\_\_ CPS workers and \_\_\_ supervisors. CPS staff with in-depth CSEC training will participate as a member of the CSEC MDT.

- CPS will
  - Be available 24/7 in person or by phone to assist and advise local first responders and others on immediate safety planning and placement options for CSEC cases;
  - Remain engaged in any given CSEC case as long as necessary to ensure the ongoing safety of the involved child.
    - Receive referrals and complete investigations of CSEC cases, assessing the risk of future abuse and/or neglect;
    - File dependency petitions in juvenile court in CSEC cases where out-of-home placement is warranted and parents have not voluntarily agreed to it;
    - Provide intervention information and referrals to resources to first responders and CSEC advocates, as well as to CSEC youth and their parents/family members, as appropriate.

_____ (Insert law enforcement agency title)	_____ Date
_____ (Insert CSEC victim advocate agency title)	_____ Date
_____ (Insert service provider agency title)	_____ Date
_____ Child Protective Services	_____ Date
_____ (Insert other agency title)	_____ Date