

**Ohio Department of Children and Youth
Ottawa County Department of Job and Family Services
MEMORANDUM OF UNDERSTANDING
TO ADDRESS CHILD ABUSE AND NEGLECT**

I. STATEMENT OF PURPOSE

This memorandum of understanding (hereinafter MOU) to address child abuse and neglect is required by sections 2151.4220, 2151.4221, 2151.4222, 2151.4223, 2151.4225, 2151.4226, 2151.4228, 2151.4229, 2151.4230, 2151.4231, 2151.4232, 2151.4233, and 2151.4234 of the Ohio Revised Code and rule 5180:3-1-26 of the Ohio Administrative Code. It is an agreement among Ottawa County Department of Job and Family Services and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases within Ottawa County Department of Job and Family Services. The MOU also identifies procedures for collaborative service provisions needed to ensure child safety, permanence, and well-being, and the minimum requirements of screening, assessment/investigation, and service planning, to meet mandates included in children services legislation passed by the 134th Ohio General Assembly. Two primary goals of this MOU are:

- The elimination of all unnecessary interviews of children who are the subject of reports of child abuse or neglect.
- When feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect.

Throughout the state each PCSA provides the following services to their communities:

Screening: The capacity to accept and screen referrals of suspected child abuse, neglect, and/or dependency includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Recording and retaining referral information; Following Ohio's screening guidelines based on Ohio Administrative and Revised Code and categorizing the child maltreatment type; Adherence to a protocol for making screening and differential response pathway decisions regarding referrals of suspected child abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

Assessment and Investigation: The capacity to investigate and assess accepted reports of suspected child abuse, neglect, and/or dependency, includes responding to emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours; Conducting an initial Safety Assessment using a standardized CAPM (Comprehensive Assessment Planning Model) tool within the timeline prescribed in the Ohio Administrative Code; Completing a more in-depth CAPM Family Assessment including a clinical and actuarial risk assessment within sixty (60) days; Working collaboratively with other investigative agencies when appropriate; Making traditional response case dispositions within required timeframes; Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

Service Provision: The capacity to provide services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency includes providing service planning and case management coordination; Identifying and stating the concern and behavior change(s) needed for reunification to occur through the use of the CAPM Family Case Plan; Monitoring the family's case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using the CAPM Case Review and Semi-Annual Review tools; And adhering to existing visitation, documentation, and case closure protocols.

II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

A. CDJFS/PCSA (If a combined agency or stand-alone PCSA)

The PCSA is the lead agency for the investigation of child abuse, neglect, or dependency in the county. The PCSA will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, confidentiality, and training of signatories as required by statute. Child Protective Services staff and management will also participate in meetings and trainings as deemed appropriate at the discretion of the Director.

B. LAW ENFORCEMENT

The county peace officer, each Chief of the local political subdivisions, and any other law enforcement officers handling child abuse and neglect cases in the county will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to the PCSA as soon as possible or within One (1) Business Day for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with the PCSA in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting the PCSA in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with the PCSA on interviews with principals of the case when there are serious criminal implications; Notifying the PCSA of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to the PCSA's requests for information regarding the status of the legal action; Providing police record checks for the PCSA as necessary or requested as permitted by law; Consulting with the PCSA prior to removal of a child from their home when possible; Handling and coordinating investigations involving a child fatality or near fatality which may have resulted from abuse or neglect.

C. JUVENILE COURT

The most senior Juvenile Judge in point of service of the county or their representative, selected by the Judge, if more than one, will be responsible for

attending meetings concerning the MOU, entering into agreements with the other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

The juvenile court has a duty to exercise jurisdiction over adults and children to hear and decide matters as permitted by the Ohio Revised Code Chapters 2151 and 2152. The court is responsible for issuing orders regarding the care, protection, health, safety, mental and physical best interest of children. The Juvenile Judge will ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any abused, neglected, or dependent child; Order timely and safe permanency dispositions for children; Preserve the family environment whenever possible while keeping the child(ren)'s health and safety paramount.

D. COUNTY PROSECUTOR

The County Prosecutor will report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency. The County Prosecutor will represent the PCSA in legal actions to protect a child from further harm resulting from child abuse or neglect unless the Prosecutor has granted consent for the appointment of an In-house PCSA Attorney pursuant to Ohio Revised Code chapters 309 and 305.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney will prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those needing to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and the PCSA staff for questions or assistance in the investigation of child abuse and neglect cases and eliminate the need for testimony at the municipal court level by allowing for direct presentation to the Grand Jury, when feasible, to minimize trauma to child victims. The prosecuting attorney agrees to aid the PCSA in protecting the confidential nature of children services records and investigations; As well as the special protection afforded to the identity of the reporting source.

E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

☒ Not Applicable *(if selected, this section is not relevant.)*

If the county's Department of Job and Family Services is a separate agency from the PCSA, employees within the county agency are expected to report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency upon receipt; Collaborate with the PCSA to assist families in caring for their children; Assure that children at risk of abuse and neglect receive protective services; Assure service coordination for families already involved with the PCSA; Promote ongoing communication between the

county's Department of Job and Family Services and the PCSA regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist the PCSA upon request in obtaining case or assistance group information regarding a family when the PCSA is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist the PCSA in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5180:2-33-28; And where applicable and permitted assist the PCSA in locating suitable relatives or kin that may be available as familial support for the child(ren) or as a placement option.

E. LOCAL ANIMAL CRUELTY REPORTING AGENCY

The local animal cruelty reporting agencies are to investigate reports of animal abuse and neglect within the county and, pursuant to ORC 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to the PCSA or local law enforcement.

G. CHILDREN'S ADVOCACY CENTER (Needs to be included if agreement with CDJFS/PCSA exists. Option to skip this section if your agency does not have a formal agreement with a children's advocacy center.)

☒ Not Applicable (if selected, this section is not relevant.)

The Children's Advocacy Center (CAC) will establish internal protocols regarding the investigation of CAC cases, participate in training as needed, work jointly and cooperatively in their established role with the other team members in the investigation of CAC cases, and attend and exchange information when meeting with the PCSA, law enforcement, and other signatories of this agreement.

H. CLERK OF COUNTY COMMON PLEAS COURT (Optional per statute, but benefits to inclusion should be considered per county. If the Clerk signs this MOU, the Clerk will execute all relevant responsibilities as required of officials specified in this MOU.)

☐ Not Applicable (if selected, this section is not relevant.)

The Clerk of County Common Pleas Court will collaborate with the PCSA, County Prosecutor, and local law enforcement to establish standards and processes for the filing and acceptance of abuse, neglect, and dependency pleadings; Notice to the necessary parties; Service of process; How to send and receive communications from the Clerk; Defining acceptable methods of communication; Best practices for handling emergency/ExParte motions and orders which require the removal of children and need to be acted upon in an expeditious manner; Date and timestamp process and any cut-offs; Determine how and when to expect decisions or entries to be communicated; Provide periodic training for those involved in the investigation of child abuse and neglect and the signatories of this MOU; Be available to the PCSA management staff or the Prosecutor should questions arise.

III. SCOPE OF WORK

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of child protective services.

A. Mandated reporters and penalty for failure to report

Persons identified as mandated reporters per Ohio Revised Code section 2151.421, while acting in official or professional capacity, will immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports will be made to the PCSA or a law enforcement officer.

The penalty for the failure of a mandated reporter to report any suspected case of child abuse and/or neglect pursuant to ORC section 2151.421 is a misdemeanor of the fourth degree. The penalty is a misdemeanor of the first degree if the child who is the subject of the required report that the offender fails to make suffers or faces the threat of suffering the physical or mental wound, injury, disability or condition that would be the basis of the required report when the child is under the direct care or supervision of the offender who is then acting in the offender's official or professional capacity or when the child is under the direct care or supervision of another person over whom the offender, while acting in the offender's official or professional capacity, has supervisory control. Failure to report suspected child abuse and/or neglect may also result in civil liability in the form of compensatory or exemplary damages.

Agency Director or Law Enforcement will contact the Prosecutor's Office when a mandated reporter fails to report suspected or known child abuse or neglect.

B. System for receiving reports

Reports of child abuse or neglect will be made to the PCSA or any law enforcement officer with jurisdiction in the county. If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement will be attached to this MOU which indicates that all reports with identifying and demographic information of the reporter and principals will be forwarded to a designated children services worker within an hour of receipt, confidentiality requirements will be met, and how the public is informed of after-hours reporting opportunities.

Regular business hours for Ottawa County Department of Job and Family Services are Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding federal holidays and the Friday after Thanksgiving.

Outside of regular business hours, reports shall be called into the dispatcher at the Ottawa County Sheriff's Office (419-734-4404). The dispatcher or deputy will take the referral and necessary information and contact the Children Services worker who is on call. The on-call worker will determine

the next steps, including any consultation with administrative or supervisory staff, as circumstances require.

PCSA will provide the Sheriff's dispatch with the names, phone numbers, office numbers, and emails of on-call workers, supervisors, the administrator, and the director.

In the event of that during regular business hours, the PCSA will use Social Media to instruct callers to contact the Ottawa County Sheriff's Office at 419-734-4404 to make reports. The PCSA Supervisor will coordinate with local law enforcement to ensure messages are conveyed as needed. The PCSA Supervisor may also coordinate with law enforcement, hospitals, medical providers, and other disaster response agencies, depending on the situation.

All client records, including case data, court records for PCSA and adoption court records, are scanned into the state-operated Traverse system and protected in accordance with ODJFS standards of data integrity.

Referrals made to Law Enforcement will not include reporting source.

When a law enforcement officer receives a report of possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, the law enforcement officer will refer the report to the appropriate PCSA unless an arrest is made at the time of the report that results in the appropriate PCSA being contacted concerning the alleged incident involving the child.

When the PCSA screens in a report of child abuse, the PCSA will notify the appropriate law enforcement agency of the report, unless law enforcement is present, and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child abuse.

When the PCSA screens in a report of child neglect, and the PCSA implements a legally authorized out-of-home placement due to neglect within the first seven days of the assessment/investigation, the PCSA will notify the appropriate law enforcement agency within the first seven days of the assessment/investigation unless an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child neglect.

C. Responding to mandated reporters

When the PCSA receives a referral from a mandated reporter who provides their name and contact information, the PCSA will forward an initial mandated reporter notification to the referent within seven days. The notification will be provided, in accordance with the mandated reporter's preference. Information shared with the mandated reporter will include the information permitted by ORC 2151.421(K):

- Whether the agency or center has initiated an investigation of the report.

- Whether the agency or center is continuing to investigate the report.
- Whether the agency or center is otherwise involved with the child who is the subject of the report.
- The general status of the health and safety of the child who is the subject of the report.
- Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

When the PCSA closes an investigation/assessment reported by a mandated reporter, the PCSA will forward a mandated reporter referral outcome notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter will be that permitted by ORC 2151.421 to include a notification that the agency has closed the investigation along with a point of contact.

D. Roles and responsibilities for handling emergency cases of child abuse, neglect, and dependency

1. PCSA's Response Procedure

When the PCSA determines that a report is emergent, the PCSA will attempt a face-to-face contact with the child subject of the report/ alleged child victim within one hour of the receipt of the report.

If the PCSA identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor will implement a safety response.

In the Event that a child is not safely able to remain in their home, the caseworker will explore least restrictive placement options in the following order:

- Voluntary In-Home Safety Plan
- Voluntary Out-of-Home Safety Plan.

If the Agency needs to arrange to take custody the Prosecutors Office will request an ExParte' Order. Law Enforcement will assist with removal when requested. Agency will explore least restrictive placement options in the following order:

- Placement with Relatives or Kin
- Family Foster (Resource) Home
- Treatment Resource Home
- Group Home
- Residential Treatment

2. Law Enforcement and PCSA Response Procedure

When Law Enforcement contacts PCSA for removal request, PCSA will explore least restrictive placement in the following order:

- Placement with Relatives or Kin
- Family Foster (Resource) Home
- Treatment Resource Home
- Group Home
- Residential Treatment Facility

3. Children in Need of Medical Attention Special Response Procedures

PCSA or Law Enforcement responding or initiating will assess the child for the need for medical care and, when appropriate, facilitate transportation to the nearest appropriate medical center or hospital.

E. Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and/or neglect

Methods to be used in interviewing the child who is the subject of the report and who allegedly was abused and/or neglected, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the PCSA and the corresponding law enforcement agency.

To the extent possible investigative interviews of children who are the alleged victims of reports of abuse and/or neglect where criminal activity is suspected, including reports of human trafficking, are cooperatively planned by the PCSA and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. When feasible, to reduce trauma complete only one interview with the alleged child victim/ child subject of the report. The PCSA agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of the PCSA is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by the PCSA to meet the agency investigative requirements set forth in rule. Law enforcement or the prosecutor's office will forward a written summary of the interview to the PCSA upon request.

The PCSA agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. The PCSA will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of the child victim or witnesses. Law enforcement will be the lead agency in the collection of forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

If interviews are conducted at PCSA, the interview will be video recorded and copies can be distributed appropriately and securely. If interviews are conducted at the Law Enforcement Agency, Law Enforcement will provide copies of recorded interview to PCSA.

The PCSA will follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the sixty-day timeframe.

F. Standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected

The categories of personnel who may conduct interviews of children who are the subjects of reports of alleged abuse, neglect, and/or dependency are limited to the following:

- Casework and supervisory staff of the PCSA
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- For sexual abuse cases, the interviewer (PCSA and/or law enforcement) must have current forensic interview credentials and training.
- LE will coordinate with PCSA when the child will be seen/interviewed by Dr. Randall Schlievert or taken to the Children's Advocacy Center (CAC) in Toledo

G. Standards and procedures for PCSA requests for law enforcement assistance

PCSA staff are equipped with a SolusGuard Panic Button for emergency situations involving a threat to self. When the button is pressed, a text notification is sent to the Director, the Administrator, and Supervisors, who then contact 911 to provide details such as GPS location, individuals present, and other relevant information.

PCSA may request assistance and peacekeeping for child removals, including emergency removals, changes in custody, ExParte Orders from the Juvenile Court, and other lawful court orders.

PCSA workers will contact 911 for emergencies and use the non-emergency line for scheduled attempts.

Procedures are further detailed in the attached Addendum with the Ottawa County Sheriff's Office.

The PCSA may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance.
- The PCSA has reason to believe that the child is in immediate danger of serious harm.
- The PCSA has reason to believe that the worker is, or will be, in danger of harm.
- The PCSA has reason to believe that a crime is being committed, or has been committed, against a child.
- The PCSA worker needs to conduct a home visit after regular PCSA business hours, and a law enforcement escort is requested as a standard operating procedure.
- The PCSA is removing a child from his or her family via an order of the court, and the assistance of law enforcement is needed as the PCSA has reason to believe the family will challenge the removal.
- The PCSA is working with a client who has a propensity toward violence, and the assistance of law enforcement is needed to ensure the safety of all involved.
- The PCSA is working with a family that has historically threatened to do harm to PCSA staff.
- When the Agency is working with a child with a history of aggressive/unsafe behaviors.

H. Specialized Investigations or Circumstances

To the extent possible, investigative interviews of children who are the alleged child victims/child subjects of the report of abuse and neglect where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, child endangering, or the like, are cooperatively planned by the PCSA and the law enforcement agency of jurisdiction.

1. Out-of-Home Care

The PCSA conducts an out-of-home care investigation in response to a child abuse or neglect report that includes an alleged perpetrator who meets one or more of the following criteria:

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5180:2-1-01 of the Administrative Code.
- Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim by virtue of their employment by or affiliation to an organization as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim through placement in an out-of-home care setting.

The PCSA follows the procedures for conducting out-of-home care investigations as described in section 5180:2-36-04 of the OAC.

PCSA and Law Enforcement will coordinate out-of-home care joint investigations, including foster homes licensed by the Agency. PCSA is required to refer physical abuse and sexual abuse reports to all LE jurisdictions. PCSA is required to send all referrals screened in or out to the Sheriff except Information Only and positive toxicology screens for marijuana infants. PCSA cannot interview without parental permission. If Exigent Circumstances exist, (credible information that the child is in immediate danger), PCSA can interview without parent notification, but must notify as soon as possible after the interview.

Local jurisdiction will always be contacted first. If local LE jurisdiction declines to assist in the out-of-home care investigation, Agency will request assistance from the Sheriff's office, a Detective is stationed at and works closely with the Agency.

2. Third-Party Investigations

In accordance with section 5180:2-36-08 of the OAC, the PCSA is to request a third-party in the assessment/investigation for reports of child abuse or neglect where there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Children and Youth (DCY) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by DCY when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee or agent of DCY or the PCSA as defined in Chapter 5153. of the Revised Code.

- Any authorized person representing DCY or the PCSA who provides services for payment or as a volunteer.
- A foster caregiver or an employee of an organization or facility licensed or certified by DCY, and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA is to document in the case record if a conflict of interest is identified.

The PCSA is to request that law enforcement serve as the third party when a report alleges a criminal offense. The PCSA is to request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

If a third-party investigation is required, CPS shall comply with the requirements of OAC 5180:2-36-08. CPS shall:

- a. Request the third-party investigation verbally within 24 hours of receipt of the report.
- b. Follow up with a written request within three (3) business days.
- c. Accept the written third-party investigation from law enforcement within sixty (60) days.
- d. Consult with the county prosecutor regarding court action for reports determined to be high risk or substantiated and cooperate with any investigation or court activities requested by law enforcement or the county prosecutor.

If local LE declines to assist in the out-of-home care investigation, Agency will request assistance from the Sheriff's office, a Detective is stationed at and works closely with the Agency.

3. Child Fatality- Suspected cause of death is abuse or neglect

The PCSA is governed by ORC section 307.622 and needs to have a child fatality review board.

Agency Director participates in Child Fatality Reviews and provides all requested history on all children discussed at those review hearings.

4. Child Fatality- Death of a child in the custody of the PCSA

The PCSA follows rules 5180:2-33-14 and 5180:2-42-89 of the OAC following the death of a child in its custody.

PCSA is to enter the deceased child information in State Automated Child Welfare Information System (SACWIS) and notify Technical

Assistance Specialist (TAS). Director to notify the County Administrator and County Risk Authority. PCSA to request Law Enforcement assistance to notify parent.

PCSA is required to conduct an internal review concerning the death of a child who was in temporary or permanent custody or under a 30-day agreement (1645 – Agreement for Temporary Custody of a Child). During the internal review, PCSA shall engage in the following activities:

- Review all information contained in the case record. Conduct face-to-face interviews with: Caseworkers, Supervisory and administrative staff, Case aides and volunteers involved with the child, the caretaker. Determine the flow of events, relevant case history during agency involvement, and provision of supportive services.
- Request Additional Information from physicians, clinicians, hospitals, medical clinics, or comparable facilities regarding the child's death,
- Obtain the report from the coroner concerning the child's death.
- Request the status report of any investigation being conducted by law enforcement related to the child's death.
- Request information from any other PCSA that had involvement with the child and the caretaker. Request any additional written reports from individuals, schools, agencies, or organizations involved in providing services to the child and caretaker.
- Request reports prepared by the out-of-home care setting concerning the child's death.
- Prepare a written summary of the information obtained during the internal review. All case records, reports, and information will be maintained at PCSA.
- Records and reports may be shared for consultation with law enforcement personnel, the county prosecutor, city solicitor, county coroner, or court. Information is shared pursuant to rule 5180:2-33-21 OAC. All records obtained shall also be shared with investigating law enforcement and the Child Fatality Review Board.

5. Allegations of withholding medically indicated treatment from disabled infants with life-threatening conditions

The PCSA follows the procedures described in section 5180:2-36-07 of the OAC for responding to these reports.

The withholding of medically indicated treatment is the refusal to provide appropriate nutrition, hydration, medication, or other medically indicated treatment from a disabled infant with a life-threatening condition.

Medically indicated treatment includes the medical care most likely to relieve, or correct, the life-threatening condition. Nutrition, hydration, and medication, as appropriate for the infant's needs, are medically indicated for all disabled infants; in addition to, the completion of appropriate evaluations or consultations necessary to assure that sufficient information has been gathered to make informed medical decisions on behalf of the disabled infant.

In determining whether treatment is medically indicated, reasonable medical judgments made by a prudent physician, or treatment team, knowledgeable about the case and its treatment possibilities are considered. The opinions about the infant's future "quality of life" are not to bear on whether a treatment is judged to be medically indicated. Medically indicated treatment does not include the failure to provide treatment to a disabled infant if the treating physician's medical judgment identifies any of the situations listed in OAC section 5180:2-36-07(A)(3) (a-d).

Procedure for Agency Intervention in Cases Involving Alleged Withholding:

- PCSA will review the case and consult with Legal regarding next steps and any appropriate legal actions to be taken.
- PCSA will alert hospital staff and provide emergency custody orders, other applicable court orders or additional relevant information as necessary.

The following individuals and departments serve as primary contacts for hospital matters, patient advocacy, and administrative coordination:

Ottawa County

- Magruder Hospital
Contact: Rachel Fall
Address: 615 Fulton Street, Port Clinton, OH 43452
Phone (419) 732-4061

Lucas County

- ProMedica Russell J. Ebeid Children's Hospital
Contact: Dawn Buskey, Patient Relations
Address: 2142 Cove Blvd., Toledo, OH 43608
Phone: (419) 291-7463
- Nationwide Children's Hospital – Toledo Campus
Contact: Jeff Demsey
Address: 2213 Cherry Street, Toledo, OH 43608
Phone: (567) 290-6535
Administrator on Call: Available via hospital operator at (567) 290-6543

Erie County:

- Firelands Regional Medical Center
Contact: Patient Advocacy Center
Address: 1111 Hayes Avenue, Sandusky, OH 44870
Phone: (419) 557-5775

6. Allegations of child abuse and/or neglect constituting a crime against a child, including human trafficking, and needing a joint assessment/investigation with law enforcement

PCSA shall refer cases to the appropriate law enforcement agency immediately upon identification. All Intakes received with allegations that happened in Ottawa County Sheriff's Jurisdiction are sent all detectives and Dispatch as soon as the report is completed.

Human trafficking cases shall be referred to:
Ottawa County Sheriff's Office: 419-734-4404 and/or
Federal Bureau of Investigation: 419-243-6122

PCSA may utilize electronic/digital notifications as well as conventional methods to ensure timely communication with law enforcement.

7. Reports of cases involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming dependent, neglected, unruly, and/or delinquent

All Intakes received with allegations that happened in Ottawa County Sheriff's Jurisdiction are sent all detectives and Dispatch as soon as the report is completed.

PCSA will share the results of the investigation or assessment with the local law enforcement agency with jurisdiction and the county prosecutor's office to assist in the determination of any appropriate legal charges.

- 8. Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution**
- Immediately, and in no case later than 24 hours of receipt of notice, PCSA shall contact the law enforcement agency with jurisdiction where the youth was placed to request that information on the child be entered into the National Crime Information Center (NCIC) database. PCSA will provide the child's full name and any known nicknames, height, weight, general description, date of birth, age, identifying marks, eye color, hair color, and the most recent photograph available. All placement resources also agree to terms in the Addendum to IV-E Agency and Provider Agreement for the Provision of Child Placement. (See Attached.)
 - PCSA shall also notify the Ottawa County Sheriff's Office (OCSO) when a foster child is reported as absent without leave (AWOL), providing the child's description and last known Ottawa County address in the event the child returns to Ottawa County.

9. Receiving and responding to reports of missing children involved with the PCSA

Upon learning that a minor child has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent, the following actions will take place:

- When an MOU signatory agency is made aware that a child is missing, they will coordinate with the custodian to report their concerns to the law enforcement agency in the appropriate jurisdiction.
- The law enforcement agency will enter known information into the National Crime Information Center (NCIC) database if the child is in PCSA custody.
- The law enforcement agency will take prompt action upon the report, including, but not limited to, concerted efforts to locate the missing child.
- The law enforcement agency will promptly enter any additional, relevant information into NCIC.
- The law enforcement agency will promptly notify the missing child's parents, parent who is the residential parent and legal custodian, guardian, or legal custodian, or any other person responsible for the care of the missing child, that the child's information was entered into NCIC.
- The PCSA will contact the National Center for Missing and Exploited Children (NCMEC) if the child is in PCSA custody.

Upon request of law enforcement, the PCSA is to provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by the PCSA that may be relevant in the investigation.

All MOU signatory agencies are to notify the PCSA upon learning that a minor child who is alleged to be in the children services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

Law enforcement shall notify PCSA upon learning that a minor child, who is alleged to be in the child services system or is known or suspected to be abused or neglected, has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parent, custodial parent, legal guardian, or non-custodial parent.

I. Standards and procedures for removing and placing children

1. Emergency

Emergency removal of a child from home is necessary when the child is at imminent risk of harm and in need of protection from abuse, neglect, or dependency.

An ex parte order may be issued with or without a complaint being filed. Prior to taking the child into custody the judicial fact finder is to make a determination that reasonable efforts were made to notify the child's parents, guardian, or custodian, or there were reasonable grounds to believe doing so would jeopardize the safety of the child, or lead to the removal of the child from the jurisdiction.

Juv. R 6 orders can be issued in-person, by phone, video conference, or otherwise. Reasonable grounds need to exist to believe the child's removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings need to be made that the agency either did or did not make reasonable efforts to prevent the removal of the child from their home with a brief description of services provided and why those did not prevent the removal or allow the child to return home, and if temporary custody is granted to the PCSA an additional finding that it would be contrary to the welfare and best interest of the child to continue in the home. If granted, a shelter care hearing is to be scheduled the next business day (but not later than seventy-two hours) after the emergency

order has been issued. If the ex parte motion is denied, the matter is to be set for a shelter care hearing within ten days from the filing date.

PCSA shall request assistance from the appropriate law enforcement agency to accompany and assist with child removals under the following circumstances:

- When PCSA is unable, due to the immediacy of the situation, to obtain a court order to authorize the removal of a child.
- When PCSA is denied entry into the home or out-of-home care setting, or is denied access to the child.
- When the caretaker, child, or a third party offers physical resistance, or otherwise challenges or obstructs the removal. When the personal safety of the child or PCSA employee may be jeopardized.

2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, the PCSA commences an investigation in accordance with the requirements of section 2151.421 of the ORC. If the final case decision rises to the level of court involvement, the PCSA is to approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per ORC 2151.27. The matter will be set for a shelter care/preliminary protective hearing expeditiously by the juvenile court.

Reasonable oral or written notice of the time, place, and purpose of the hearing are to be provided to the parents, guardian, or custodian unless they cannot be found. The same parties are also entitled to notification that a case plan may be prepared, the general requirements, and possible consequences of non-compliance with the case plan.

The parties will be served with the complaint and summons to appear before the juvenile court. Unrepresented parties are advised by the juvenile court of their right to counsel. Counsel is appointed for children when abuse is alleged. A guardian ad litem is appointed to all children subjects of abuse, neglect, or dependency proceedings. A separate guardian ad litem may be appointed to minor parents or parents who appear mentally incompetent.

The judicial fact finder is to determine whether there is probable cause that the child is abused, neglected, or dependent, the child is in need of protection, whether or not there is an appropriate relative or kin willing to assume temporary custody of the child, reasonable efforts were made by the PCSA to prevent the removal or continued removal or to make it possible for the child to return home safely, and for temporary custody orders to the PCSA that it would be contrary to the welfare and best

interest of the child to continue in the home. All other temporary orders should be requested and considered at this time.

J. Safe Haven Infant Protocol

Pursuant to Rule OAC 5180:2-36-06 PCSA is required to follow procedures when a newborn—fewer than 31 days old—is voluntarily left with an EMS worker, peace officer, or hospital employee, and the parent expresses no intention to return.

- Begin the assessment as soon as the case is screened in under the "deserted child/safe haven" category.
- Make face-to-face contact with the infant within 24 hours of the referral. Gather the following from the individual who received the infant:
 - Date and time the infant was left. Any provided medical or personal history. Clothing or belongings left with the infant. Complete JFS 01672: "Voluntary Medical History for Safe Havens" form.
- Request emergency custody of the infant.
- If the infant was not left at a hospital, infant to be taken to the emergency department within 24 hours for a medical examination.
- An Abuse/Neglect report will be written up if any of these apply:
 - The infant is substance exposed or affected. The infant was surrendered by someone other than a parent. The infant is older than 30 days at the time of surrender.
- Place Infant in substitute care.
- Contact local law enforcement, Ohio's Missing Children Clearinghouse, and the National Center for Missing & Exploited Children to see if the infant has been reported missing.
- Obtain a birth certificate and Social Security card/number for the infant.
- Complete the assessment/investigation within 60 days of referral.

IV. TRAINING

Cross system training is to be provided to, and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by the PCSA as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

Helpful trainings include forensic interviewing and mandated reporter training. The Ottawa County Department of Job and Family Services will provide these trainings, as well as any additional training requested.

Beyond the Silence: Forensic Interviewing Part One

Dates: September 21-23, 2026

Times: 9:00 a.m.-4:00 p.m. on September 21-22; 9:00 a.m.-12:15 p.m. on September 23

Location: Ottawa County Department of Job and Family Services, 8043 W. State Route 163, Oak Harbor, OH 43449

V. CONFLICT RESOLUTION

☐ Not Applicable *(if selected this section is not relevant.)*

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable, this MOU is to set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of child protective services, the ultimate decision on how to handle abuse, neglect investigations lie with the PCSA. Every effort will be made to take into account other signatories' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. The PCSA will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases that come before the court as it relates to decisions and orders, the Juvenile Judge's rulings are final.

Each agency will make a concerted effort to help the other with joint interviews, investigations, evidence collection, information sharing, and fact-finding. Each agency will not hinder or interfere with the express duties of another and will do their best to cooperate and collaborate with the other county partners.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process, the PCSA is to consult with the County Prosecutor to explore available remedies.

County staff, including the Director, Assistant Director, Administrator, and Supervisors, will meet with the Prosecutor, County Commissioners, and the State Ombudsman, if necessary, to address conflict resolution.

VI. CONFIDENTIALITY STATEMENT

Any report made in accordance with ORC section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 will not be released to the public for use and will not be used as evidence in any civil action or proceeding brought against the person who made the report.

Children services records are not public records and are exempt from Ohio's Sunshine Laws under ORC 149.43. Children Services records are confidential in nature and should be treated accordingly.

ORC section 2151.423 requires the PCSA to disclose confidential information discovered during an investigation conducted pursuant to section 2151.421 or 2151.422 of the Ohio Revised Code to any federal, state, or local government entity, including any appropriate military authority or any agency providing prevention services, that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement, forensic interviewers, and other entities are expected to release information to the PCSA for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

Information Law Enforcement Should Share with PCSA:

- **Report Details:** Allegations or incidents involving suspected child abuse, neglect, or dependency. Police reports, incident narratives, and initial observations relevant to child safety.
- **Investigative Information:** Status updates on criminal investigations involving children or caretakers. Evidence or findings that may affect child safety (e.g., presence of drugs, weapons, domestic violence). Arrests or criminal charges related to the child, parent, caregiver, or household members.
- **Immediate Safety Concerns:** Information about imminent threats to the child, siblings, or caregiver. Conditions of the home or environment observed during police response.
- **Protective Actions Taken:** When law enforcement removes or takes custody of a child under emergency authority. Referrals made for medical examinations or forensic interviews.
- **Court-Related Information:** Copies of charging documents, protection orders, or warrants impacting the child or family. Notifications of upcoming hearings relevant to child safety.
- **Collaboration Needs:** Requests for joint interviews, forensic interviews, or home visits. Information needed for coordination with prosecutors or other agencies.

PCSA and law enforcement agencies will share information in a manner that supports child safety and protects confidentiality. Information will be exchanged promptly and accurately to ensure coordinated response to child abuse and neglect reports, joint investigations, and case planning.

- **Methods of Sharing**
- Information may be shared through secure electronic communication, written correspondence, telephone, or in-person meetings.
- **Confidentiality**

- Both parties will maintain confidentiality of shared information in accordance with state and federal laws, including restrictions on releasing the identity of reporting sources.
- Scope of Sharing
- Information exchanged may include referral details, case status updates, investigative findings, and other relevant records necessary for effective collaboration.
- Timeliness
- Information will be shared and reports will be made without unnecessary delay to ensure the protection of children and to support ongoing investigations or assessments.

The reporting source of an open investigation or assessment shall not be released to the public. This restriction includes disclosure for purposes of court inquiry, court testimony, direct examination, or cross-examination during legal proceedings.

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by OAC section 5180:2-33-21 and in accordance with the procedures outlined in OAC section 5180:2-33-21. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of the PCSA as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of the PCSA will then refer this information to the prosecutor or city director of law at their discretion.

VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

This MOU is to be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to the PCSA records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories may be done in person, whenever practicable. When an in-person meeting is not practicable the signer may employ the use of alternative methods of communication including but not limited to MS Teams, Skype, Zoom, or telephone as agreed upon by all members. When the PCSA is seeking consultation with a signer of this MOU regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, the

PCSA will make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members are to review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. The PCSA is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and will not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of reported child abuse or child neglect and does not give, and will not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person pursuant to section 2151.4223 of the Revised Code.

This MOU will be governed by and construed in accordance with applicable state and federal laws and regulations. Any identified or listed citations to Ohio Administrative Code revised during the implementation of this MOU are to defer to the current finalized codification. In the event any other portion of this MOU is inconsistent with state or federal law, that portion will be without effect as if stricken from the document and the remaining portion will remain in full force and effect.

VIII. SIGNATURES OF EACH PARTICIPATING AGENCY

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU. The PCSA Director, Administrator, or Supervisor will hand-deliver, fax, or e-mail the MOU with a request that the signature page be returned. With this updated MOU, electronic signature is also an available option.

If any individual serving as a signatory changes mid-term, the PCSA is to provide the new required member with the current MOU. The new member remains bound by the most recently approved version of the MOU. Their signature is to be obtained.

If the PCSA participated in the execution of a memorandum under section 2151.426 of the Revised Code establishing a CAC, each participating member of the CAC is a required signatory on this MOU.

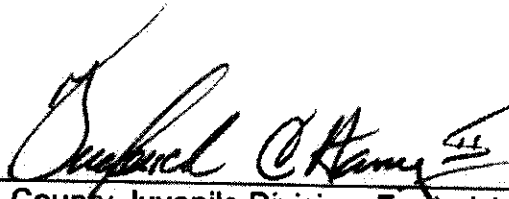
A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU. PCSA must be notified in writing, providing a 30-day notice.

If modifications to the agreement are requested, proposed changes must be submitted in writing to the PCSA. The parties will meet to negotiate and may incorporate partner-specific provisions into the MOU.

Termination: If an individual party to this MOU is in clear violation of the agreed-upon responsibilities, the following actions may occur:

- ❖ Initiation of a conflict resolution process.
- ❖ Removal from the agreement with 30 days' written notice.

The MOU may be signed in person or electronically.



Ottawa County Juvenile Division, Frederick C. Haney II

Date

1/6/24

Is this agency a participating member of the CAO referenced in Section II(G)?

☐ Yes

☒ No

Stephanie M. Kowal 11/10/2025
Ottawa County JFS, Director Stephanie Kowal Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

[Signature]
Ottawa County Prosecutor, James VanEerten Date
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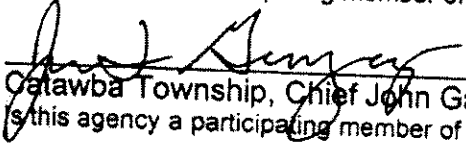
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ROBERT PAULSEN

11/13/2025

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Elmore Police, Chief Jeffrey Harrison

Date

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Carroll Township, Chief Robert Paulsen

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Oak Harbor Police, Chief Eric Parker

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Port Clinton Police, Chief David M. Scott

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Ottawa County JFS, Director Stephanie Kowal

Is this agency a participating member of the CAC referenced in Section II(G)? Date
☐ Yes ☒ No

Ottawa County Prosecutor, James VanEerten

Is this agency a participating member of the CAC referenced in Section II(G)? Date
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Ottawa County Sheriff, Stephen J. Levorchick, Sheriff

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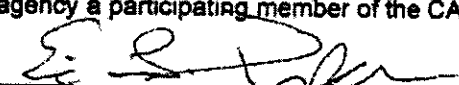
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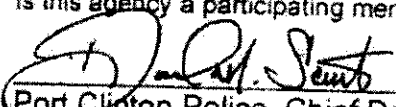
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11-13-2025



ACTIVE CHIEF OF POLICE 12.16.25

~~Put-In-Bay Police, Chief James Kimble~~

Is this agency a participating member of the CAC referenced in Section II(G)? Date
☐ Yes ☒ No

Clay Center Police, Chief Daniel Harrington

Is this agency a participating member of the CAC referenced in Section II(G)? Date
☐ Yes ☐ No

Agency, Name, Title

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Put-In-Bay Police, Chief James Kimble
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Chief Daniel Harrington
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Agency, Name, Title
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☐ No

IX. Refusal to Sign ☐ Not Applicable *(if selected, this section is not relevant.)*

The PCSA attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this MOU and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU.

Date:

Agency, Name, Title:

Reason the individual refused to sign:

Date:

Agency, Name, Title:

Reason the individual refused to sign:

Date:

Agency, Name, Title

Reason the individual refused to sign:

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into this 23rd day of December, 2025, by the Board of Ottawa County Commissioners ("the County") and Local 1924, Ohio council B, American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME) ("the Union"). The purpose of the MOU is to:

- (1) Provide consistency with County Personnel Manual by reducing the waiting period to use accrued vacation from fifty-two (52) weeks to sixty (60) days for new employees. Specifically, the personnel policy language is and the Collective Bargaining Agreement - Article 25 - Vacation - Section One first sentence shall mirror: "All full-time employees are entitled to vacation leave, with pay, after completion of sixty days of service."
- (2) Provide the holiday rate of On-Call Pay for Social Service Worker(s) in the Family, Adult and Children Service unit for the additional 1/2 day holiday issued by the Ottawa County Commissioners for December 24, 2025. Social Service Workers Placed into "Active On-Call Status" for the day will be paid the On-Call rate of \$50, plus any accumulated pay.

The parties agree that this agreement was entered into voluntarily and is non-precedent setting. Neither the County, the Union, or its members were coerced, forced or pressured in any way into being a signatory to this agreement. Additionally, all parties had the opportunity to review and ask questions of said agreement and do hereby acknowledge that it is fully understood by all parties.

OTTAWA COUNTY COMMISSIONERS

UNION



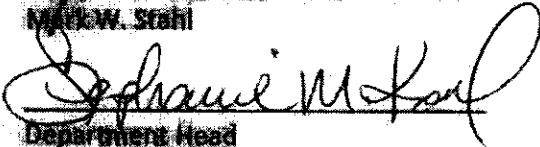
Donald A. Douglas



Mark E. Coppel



Mark W. Stahl



Department Head

Approved as to Form



James VanEerten, Ottawa County Prosecutor

See Attached

Steward

See Attached

Business Agent

December 23, 2025

**IN THE MATTER OF
AUTHORIZING THE SIGNING
OF MEMORANDUM UNDERSTANDING
AFSCME AND JOB & FAMILY SERVICES**

It was moved by Commissioner Stahl and seconded by Commissioner Douglas that the Board of Ottawa County Commissioners authorize the signing of the Memorandum of Understanding with the AFL-CIO (AFSCME) Local 1924 and the Board of Commissioners on behalf of the collective bargaining agreement with Job and Family Services. This MOU will provide consistency with the County Personnel Manual by reducing the waiting period to use accrued vacation and provide the holiday rate of On-Call pay for Social Service Workers(s) in the Family, Adult and Children Service unit. This action is taken upon the recommendation of the Director of Job and Family Services and approved by the Prosecuting Attorney.

Vote on Motion: Mark E. Coppel, yes; Mark W. Stahl, yes; Donald A. Douglas, yes.

c: JFS
Robin Pfeiffer

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OTTAWA COUNTY COMMISSIONERS

UNION

Donald A. Douglas

Mark E. Coppeler

Howard

Business Agent

X. Board of County Commissioners

The PCSA is to submit the MOU signed by all participating agencies to the Board of County Commissioners. The participating agencies will ensure there is adequate time for both the County Board of Commissioners and DCY review and approval process along with any returns for correction prior to the end of the contractual period.

See Previous Page

County Commissioners Signature and Date/Resolution/Vote

The Board of Ottawa County Commissioners hereby review and approve the Ottawa County Department of Job and Family Services Memorandum of Understanding.

ATTACHMENTS

ADDENDUM 1

Additional Agreement Between:

Ottawa County Department of Job and Family Services (OCDJFS)

Ottawa County Sheriff's Office (OCSO)

All reports with identifying and demographic information of the reporter and principals of the report will be forwarded to a designated PCSA worker within an hour of receipt and Confidentiality requirements will be met.

ADDENDUM 2

AWOL provisions with Resource Families/Placements

ADDENDUM to IV-E Agency and Provider Agreement for the Provision of Child Placement

ADDENDUM 1

Additional Agreement Between: Ottawa County Department of Job and Family Services (OCDJFS) Ottawa County Sheriff's Office (OCSO)

For those intakes received where the alleged report took place within the jurisdiction of the Ottawa County Sheriff's Office, the following procedures will be followed, above those identified in the remainder of the Memorandum of Understanding:

1. OCDJFS will provide OCSO detectives with on call schedule for the month, including names and cell numbers of staff, supervisor and director. OCSO will provide detective on call schedule for month, including names, cell numbers of staff, supervisor and Sheriff.
2. OCDJFS will send all intakes alleged to have occurred within OCSO jurisdiction, to the OCSO, via fax, when OCDJFS receives the report. OCDJFS will provide reports to OCSO Reports, as they are completed. Reports will not be held until an intake screened.
3. OCDJFS will send, by email, a copy of all intakes sent to OCSO dispatch, to all Detectives at OCSO
4. When initial intake report was received from OCSO, the initial report, officer name and report number will be included on the communication sent to the OCSO.
5. Once OCDJFS has made a screening decision on an intake, the supervisor/director/ or person doing the screening decision in SACWIS, will follow up with an email to the OCSO with the intakes screened, outcome (screened in for investigation or screened out and no children services investigation will be conducted), and if an investigation is opened, the name of the caseworker that was assigned to the case. If computers are down, this will be done by fax.
6. For intakes involving any physical abuse and sexual abuse, OCDJFS will contact OCSO dispatch by phone to speak with the Sergeant Detective or Detective on duty, regarding the report and to coordinate initiation on cases that will be investigated by OCDJFS. For reports received outside of business hours, OCDJFS will verify that OCSO dispatch has also notified the on call detective of the report.
7. Once a case has been assigned to a caseworker, OCSO staff will follow up with law enforcement to ensure receipt of the intake, verify who will be initiating contact, and coordinate initial face to face visit with child(ren) and adult(s) in report.
8. The OCSO and the OCDJFS will keep each other appraised of changes in staff and contact information relative to the receipt and exchange of the above referenced mater

Ottawa County Department of Job and Family Services

Checklist for Foster Care AWOL

Caseworker Initials	Deadline	Task
	Immediately and in no case later than 24 hours of receipt of notice	<p>Contact local law enforcement with jurisdiction (where child is residing or ran away from), for entry into the National Crime Information Center (NCIC) database</p> <p><i>Information needed:</i></p> <p>Child's full name and nicknames, height, weight, general description, date of birth/age, identifying marks (i.e., birthmarks, tattoos, scars, etc.), eye color, hair color</p>
	Immediately and in no case later than 24 hours of receipt of notice	<p>National Center for Missing and Exploited Children (NCMEC) to register missing child, at 1-800-843-5678 (1-800-THE-LOST) or online at cmfc.missingkids.org/reportit</p> <p><i>Information needed:</i></p> <p>Child's name, nick name, height, weight, general description, date of birth & age, identifying marks (i.e., birthmarks, tattoos, scars, etc.), eye color, hair color; where last seen, circumstances just prior to going AWOL, areas frequents</p> <p>Make note of case number assigned from NCMEC for future reference</p>
	Within 24 hours	<p>Document in SACWIS:</p> <ul style="list-style-type: none"> • date, time and name of law enforcement agency contacted • date and time National Center for Missing and Exploited Children was contacted, and case number assigned by NCMEC • Last known location of the child • Length of time child has been AWOL • Anyone child may have been with prior to or during AWOL • Efforts and resources used to locate the child • If information about child was released to the public, relevant information (where published... TV, radio, Facebook, etc.), and reference to director's authority to disclose under provision in Ohio Administrative Code 5101:2-33-21 (H)(2)
	Within 48 hours of Child's return from AWOL	<p>Request for case file:</p> <ul style="list-style-type: none"> • Any police reports, incident reports and medical/treatment reports for child as a result of incident <p>Document in SACWIS:</p> <ul style="list-style-type: none"> • Circumstances that contributed to the child running away, and any factors to be considered regarding current or subsequent placements • Events or experiences that took place while child was AWOL, including if child found or suspected to be sex trafficking victim. • Notification to NCMEC that child has been found
	Within 14 calendar days	<p>Documentation of all above incidents and steps taken sent to the licensing agency for the facility.</p> <p>Note: This would be the County DJFS or County Children Services Board that licenses the individual foster home; or the Ohio Department of Job and Family Services for group homes, residential homes, etc.</p>

National Center for Missing and Exploited Children (NCMEC)

Website: <http://cmfc.missingkids.org/home>

What To Do: If a Child in Care Goes Missing

Enacted in September 2014, The Preventing Sex Trafficking and Strengthening Families Act, P.L. 113-183 (H.R. 4980) mandates state agencies to report a missing or abducted child to law enforcement and to NCMEC. Specifically, Section 104 requires state agencies to ***"report immediately, and in no case later than 24 hours after receiving, information on missing or abducted children or youth to the law enforcement authorities for entry into the National Crime Information Center (NCIC) database of the Federal Bureau of Investigation, established pursuant to section 534 or title 28, United States Code, and to the National Center for Missing and Exploited Children."***

If a child in your legal guardianship goes missing from foster care, for any reason:

Immediately contact your local law enforcement agency

Ask law enforcement to enter information about your child into the FBI's National Crime Information Center database, known as NCIC.

Federal law requires law enforcement agencies to respond in a specific way, regardless of the reason why a child is missing. Law enforcement agencies are prohibited from establishing or maintaining a waiting period before accepting a missing child report, and must promptly enter information regarding a missing child into the NCIC system within two hours of receiving a report (42 U.S.C. §5780). For further related information, refer to the information listed in the Legal Resources for Runaway Children section.

If you encounter any difficulties making a report to law enforcement or having information entered about a child missing from care into NCIC, contact NCMEC at CMFC@ncmec.org or 1-800-THE-LOST® (1-800-843-5678), or your state missing child clearinghouse.

Please be aware that a report to law enforcement and entry of the child into the NCIC system does not automatically generate a report to NCMEC. A separate report must also be made to NCMEC after contacting law enforcement.

Make a report to the National Center for Missing & Exploited Children

After you have reported the child missing to law enforcement, make a report to the National center for Missing & Exploited Children by one of three methods:

1. **Call 1-800-THE-LOST (1-800-843-5678):** This service is available 24/7;
2. **Direct System-to-System Communication:** Currently one state agency automatically reports to NCMEC in this manner. This service may be available if your agency has made technical modifications and a direct link has been established with NCMEC, allowing for reports to be sent directly to NCMEC's Call Center. If you are unsure whether this capability exists for your agency or you are interested in pursuing this method of reporting, please email CMFC@ncmec.org;
3. **Web-based Reporting:** This application is being developed to support social service agencies in reporting children missing from their care. This secure method will allow the most convenient, rapid, web-based access to enter a missing child report, 24/7. To access this method of reporting once it becomes available, ***click on Report a Missing Child.***

When contacting Law Enforcement and NCMEC, please be prepared to provide all available identifying information about the child as well as information about the circumstances surrounding the missing event.

Confidentiality/Privacy

NCMEC takes care to protect and maintain the privacy of information regarding missing children, and consults with the parent/guardian and investigating law enforcement agency before disseminating identifying information publicly. Additionally, NCMEC does not generally make any public reference to the fact that a child is missing from foster care, was in state custody at the time they went missing, or that they are likely the victim of child sex trafficking. Additionally, NCMEC does not generally share any medical or other sensitive information about the child. Finally, any analytical support that NCMEC generates will only be shared with law enforcement for the purpose of locating the missing child.

Helpful Information for a NCMEC Report for Runaway Incidents

NCMEC requests comprehensive information regarding the child in order to be able to effectively assist in locating the child. Details about the child and circumstances regarding each missing event, including specific recovery information from a previous missing event, is therefore essential. It is important to gather and provide this information, so it may be helpful to have everything collected in one place before making the reports to law enforcement and NCMEC.

Making the report

Whether a report is made via NCMEC's Call Center, web-based reporting system, or system-to-system communication method as described in the previous section, information regarding the reporting party, including full name, agency name and agency case number is helpful. Additionally, be prepared to provide the investigating law enforcement agency's contact information, case number and assigned law enforcement officer. If you, as the reporting party, are not the legal guardian, please provide the legal guardian's full name (most often the social worker assigned to the child), their agency name, and current contact information to include all telephone numbers and an email address.

Descriptive information

Basic biographic information about the child, full name and date of birth, should be given. Descriptive information provided should include items and information such as a recent, clear, color photo of the child; video of the child; a description of the clothing worn at the time the child was last seen; cell and other phone numbers; aliases or nicknames; hair and eye color; height; weight; complexion; identifiers such as eyeglasses or contact lenses; braces; body piercings; tattoos; and/or other unique physical capabilities.

Risks, companions and abductors

Please relay any information about particular risks the child might face due to medical or mental conditions; gang activity; past suicidal attempts; online enticement; commercial/sexual exploitation; and/or any other endangerments. The date, time and location where the child was last seen should be reported, as well as the names or descriptions of companions or associates last seen with the child. Provide any detailed information about the description and characteristics of the abductor if he or she is known to

you. Other information such as a photograph, driver's license number, cell and other phone numbers, and any other available information useful for tracking purposes if known, is also helpful. Also try to provide any chat and social-networking websites the child has visited.

If a Child Runs Away On More Than One Occasion

Sometimes, a child will run away from social services care more than once. It may even occur shortly after the child was safely located and recovered from the previous runaway incident. **Each time the child goes missing, a report must be made with law enforcement and the child entered into NCIC for that specific run.** Once the report has been made to law enforcement and the child entered into NCIC, a report with NCMEC must then be made.



Ottawa County Department of Job & Family Services

8043 W. State Route 163, Suite 200
Oak Harbor OH 43449
Stephanie Kowal, Director
ottawacountyjfs.org

Phone: 419.898.3688 | 800.665.1677
Main Fax: 419.898.2436
PCSA Fax: 419.898.2048

Serving Ottawa County residents for over 80 years!

Addendum to IV-E Agency and Provider Agreement for the Provision of Child Placement

IV Agency (Agency): Ottawa County Department of Job and Family Services
8043 W. State Route 163, Suite 200
Oak Harbor, OH 43449

Provider: All Contractual Providers

Article V: Provider Responsibilities Addendum Section E

Procedure for notification to Agency of critical incidents identified in Article V Section E:

1. During regular business hours, Provider will use the Children Services reporting number, (419)707-8639 to notify agency staff of critical incidents.
2. Outside of regular business hours, Provider will contact the Ottawa County Sheriff Office at (419)734-4404, and request to speak with the On-Call worker. Ottawa County Sheriff Office will contact the Children Services On-Call worker and provide information to connect the parties.
3. In the event that an On-Call worker is not reached within 30 minutes, Provider will contact Children Service Administrator at (419) 764-5972.
4. Regular business hours is defined as Monday through Friday, 8:00 a.m. to 4:30 p.m.. The Agency observes the following holiday schedule, during which time Provider would contact the Ottawa County Sheriff's Office to request to speak with the Children Services On Call worker (Note: if a holiday falls on a Saturday, it is observed on the Friday before, and if the holiday falls on a Sunday, it is observed on the Monday after):
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Memorial Day
 - e. Juneteenth

- f. Independence Day
 - g. Labor Day
 - h. Veteran's Day
 - i. Thanksgiving Day
 - j. Friday following Thanksgiving
 - k. Christmas Day
5. In the event of any other type of business closure (i.e., calamity day, other countywide closure adopted by the Ottawa County Commissioners), notice will be provided on the Child Welfare reporting number, instructing callers to contact the Ottawa County Sheriff's Office, at (419)734-4404, to speak with the Children Services On Call Worker.
6. Agency gives consent for Provider to release child specific information to the public, in the event that a child goes AWOL, for the express purpose of locating and ensuring the child's safety. This authorization is given by the Agency Director, pursuant to Ohio Administrative Code Section 5101:2-33-21 (H)(2). Provider will communicate to Agency the list of sources to which child specific information was shared.