Region 14

Biennial Regional Services Strategic Plan
Child Protection Plan and Service Array Plan

Section 3 – Child Protection Plan Appendix

SFY 2013-2014

February 2, 2012

Biennial Regional Services Strategic Plan
Child Protection Plan Appendix

Table of Contents

Appendix A – Public Testimony Regarding the Child Protection Plan

I. Public Notice
II. Process for Publicizing a Biennial Plan Public Hearing Notice

Appendix B – Publisher Statements

Appendix C – Bartholomew County Protocols

Appendix D – Jackson County Protocols

Appendix E – Jennings County Protocols

Appendix F – Johnson Protocols

Appendix G – Shelby County Protocols

Appendix A

Public Testimony Regarding the Child Protection Plan

Process for Publicizing a Biennial Plan Public Hearing Notice

This form should be completed and submitted to dcskidtrakspublication@dcs.in.gov 4 weeks prior to the Public Testimony Meeting date. One form should be completed per Meeting. When emailing the completed form please cc dcs.childwelfareplan@dcs.in.gov , for post on the DCS website.

1. **Please select the newspaper(s) you would like the public hearing notice published. Include any additional papers in the box titled other; please note additional time should be allowed for any newspapers not included on the list to permit for additional processing procedures.**

	Newspaper Name	Phone	Mailing Address	City	Zip
☐	Crown Point Star	219-663-4212	112 W. Clark Street	Crown Point	46307
☐	Dearborn County Register	812-537-0063	P.O. Box 4128	Lawrenceburg	47025
☐	Decatur Daily Democrat	260-724-2121	141 S. 2nd St	Decatur	46733
☐	Dubois County Herald	812-482-2424	216 E. 4th Street, P.O. Box 31	Jasper	47547
☐	Elkhart Truth	574-522-7777 x-5842	421 S. Second Street, P.O. Box 487	Elkhart	46516
☐	Elwood Call Leader	765-552-3355	317 S. Anderson St P.O Box 85	Elwood	46036
☐	Evansville Courier	1-812-464-7549		Evansville	
☐	Evening News		P.O. Box 867	Jeffersonville	47131
☐	Goshen News	800-487-2151 x 345	P.O. Box 569	Goshen	46527
☐	Greene County Daily World			Bloomington	
☐	Hendricks Co. Republican	317-745-2777	P.O. Box 149	Danville	46122

☐	Herald Bulletin	1-800-750-5049 x-2318	P.O. Box 1090	Anderson	46015
☐	Herald Press		7 N. Jefferson	Huntington	46750
☐	Herald Times			Bloomington	
☐	Reporter/Times	765-342-3311	60 S. Jefferson St	Martinsville	46151
☒	Hope Star Journal	812-546-4940	615 Harrison St	Hope	
	ads@hopestarjournal.com				
☒	Indy Star	317-444-7163	307 N. Pennsylvania St., P.O. Box 145	Indianapolis	46206
	publicnotices@indystar.com				
☐	Journal Gazette	260-461-8246	600 West Main St P.O Box 100	Fort Wayne	46801
☐	Journal Review	765-364-5415		Crawfordsville	47933
☐	Kokomo Tribune	800-750-5049 x-4560	P.O. Box 9014	Kokomo	46901
☐	KPC Media Group, Inc.	1-260-347-0400	P.O. Box 39	Kendallville	46755
☐	Lafayette Journal and Courier	765-423-5512	217 N. Sixth St.	Lafayette	
☐	Lafayette Leader	765-428-8123	401 Main Street	Lafayette	47901
☐	LaPorte Herald-Argus	219-326-3838	701 State Street	LaPorte	46350
☐	The Leader	574-936-3101		Knox	
☐	Lebanon Reporter	765-482-4650	117 E. Washington St.	Lebanon	46052

☐	Liberty Herald	765-458-5114	10 N. Market St	Liberty	47353
☐	Loogootee Tribune	812-295-2500	P.O. Box 277, 514 N John F. Kennedy Ave	Loogootee	47553
☐	Middletown News	765-354-2221	106 N 5th St	Middletown	47356
☐	Mishawaka Enterprise	574-255-4789	P.O. Box 584	Mishawaka	46546
☐	Mount Vernon Democrat	812-838-4811	P.O. Box 767	Mount Vernon	47620
☐	News-Gazette	765-584-4501	224 W. Franklin St	Winchester	47394
☐	Noblesville Daily Times	765-361-0100 ext 30	152 S 9th St	Noblesville	46060
☒	North Vernon Plain Dealer & Sun printing@northvernon.com				
☐	Northwest Indiana Times	219-933-3292	1111 Glendale Blvd.	Valparaiso	46383
☐	Palladium-Item	765-973-4446		Richmond	47374
☐	Perry County News	812-547-3424	537 Main St	TellCity	47586
☐	Peru Tribune	765-473-9944	P.O. Box 87	Peru	46970
☐	Princeton Daily Clarion	812-385-2525	100 N. Gibson Street	Princeton	47670
☐	Register	812-537-0063	126 West High Street	Lawrenceburg	47025

☐	Rensselaer Republican	2196-866-5111			
☒	Republic	812-379-5661	333 2nd Street	Columbus	47201
	sdecker@therepublic.com 57666				
☐	Rochester Sentinel	574-223-2111	118 E. 18th St., P.O. Box 260	Rochester	46975
☐	Rushville Republican			Rushville	46173
☐	Scott County Giveaway/Journal	812-752-3171		Scottsburg	47170
☐	Star Press	765-213-5761		Muncie	
☐	Sullivan Daily Times	1-800-264-6356	115 W Jackson St., PO Box 130	Sullivan	47882
☐	Times Union	574-267-3111	P.O. Box 1448	Warsaw	46581
☐	Times-Mail		P.O. Box 849	Bedford	47421
☒	Tribune	812-523-7066		Seymour	47274
	ghall@tribtown.com				
☐	Tribune-Star	812-231-4215		Terre Haute	
☐	Vincennes Sun-Commercial		702 Main Street	Vincennes	47591
☐	Warrick Publishing/The Newburgh Register	812-897-2330	204 W. Locust St.	Boonville	47601
☐	Warsaw Times Union	574-267-3111	P.O. Box 1448	Warsaw	46581
☐	Washington Times Herald	812-254-0480	102 E Van Trees Street, P.O. Box 471	Washington	47501

☒	Other: Shelbyville News	(317) 398-6631	SKelshaw@shelbynews.com	
☒	Other: Daily Journal	(317) 736-2730	Franklin	
736-7101	Cindy Warren	2750 cwarren@dailyjournal.net		
☐	Other:			
☐	Other:			
☐	Other:			
	Total number of Newspapers to be contacted: 7			

2. **Please complete the grayed out boxes: (Counties for Regions 4 and 5 could not fit in one text box, therefore you will have to choice from both boxes)**

Public Testimony

Child Protection Service Plan/Biennial Regional Services Strategic Plan

Notice of Public Hearing to take Public Testimony

The Child Protection Service Plan/Biennial Regional Services Strategic Plan is prepared bi-annually pursuant to IC 31-33-4-1 and IC 31-26-6-5. Region14, consisting of Bartholomew, Jackson, Jennings, Johnson, Shelby ,counties is seeking Public Testimony on the provision of child protection services, local service need and system change. The services will be targeted to the individual needs of children identified by the Department of Child Services or children alleged or adjudicated as children in need of services or delinquent.

To accommodate a large number of potential speakers, testimony will be limited to 3 minutes per speaker and will be given in the order of signature on Sign-in Sheet available the day of the Hearing. Submission of written comments/testimony is encouraged at the time of the Hearing.

Public Testimony on:	Region14 Child Protection Service Plan/Biennial Regional Services Strategic Plan
Date:	__7/19_/_2011_____
Time:	10 am
Place:	United Way 1531 13th Street; Columbus, IN 47201

3. **Please include the contact for which the publisher's affidavit should be returned (this is proof of publication to be included in the file), and in the case clarification is needed.**

   Name: Kristin Obermeyer

   Email: Kristin.Obermeyer@dcs.IN.gov

   Phone: 812-663-6768 x. 12530

Public Testimony

Child Protection Service Plan/Biennial Regional Services Strategic Plan

Notice of Public Hearing to take Public Testimony

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Public Testimony on: Region14 Child Protection Service Plan/Biennial Regional Services Strategic Plan

Date: __7/19_/_2011_____

Time: 10 am

Place: United Way 1531 13th Street; Columbus, IN 47201

Appendix B

Publisher Statements

6026529

89 · Saturday, July 2, 2011

Public Testimony

Child Protection Service Plan/Biennial Regional Services Strategic Plan

Notice of Public Hearing to take Public Testimony The Child Protection Service Plan/Biennial Regional Services Strategic Plan is prepared bi-annually pursuant to IC 31-33-4-1 and IC 31-26-6-5. Region 14 consisting of Bartholomew, Jackson, Jennings, Johnson, Shelby counties is seeking Public Testimony on the provision of child protection services, local service need and system change. The services will be targeted to the individual needs of children identified by the Department of Child Services or children alleged or adjudicated as children in need of services or delinquent.

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Public Testimony on: Region 14 Child Protection Service Plan/Biennial Regional Services Strategic Plan

Date:7/19/2011

Time:10 am Place: United Way 1531 13th Street, Columbus, IN 47201

123 E Washington St
Shelbyville, IN 46176

Federal I.D. No. 61-0301090

General Form No. 99P (Rev. 2009A)

To Dept of Child Services

Indiana

PUBLISHER'S CLAIM

RD 6-29-11 Rcard

ual lines, neither of which shall type in which the body of the uivalent lines 36

108 equivalent lines at 228 ..... $ 24.62

ng rule or tabular work (50 per cent of above amount) 12.31

Charge for extra proofs of publication ($1.00 for each proof in excess of two) .....

TOTAL AMOUNT OF CLAIM ..... $ 36.95

DATA FOR COMPUTING COST

Width of single column in picas 6.8 Size of type 7.5 point.

Number of insertions 1

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper ..... times. The dates of publication being as follows:

July 8, 2011

Additionally, the statement checked below is true and correct:

..... Newspaper does not have a Web site.

..✓.. Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.

..... Newspaper has a Web site, but due to technical problem or error, public notice was posted on .....

..... Newspaper has a Web site but refuses to post the public notice.

Date 07/20/2011

Felicia M Eads
Title Notary Exp 10/07/18

Prescribed by State Board of Accounts **83727-5828978** General Form No. 99P (Rev. 2009A)

IND DEPT OF CHILD SERVICES

MARION COUNTY, INDIANA

To: INDIANAPOLIS NEWSPAPERS
307 N PENNSYLVANIA ST - PO BOX 145
INDIANAPOLIS, IN 46206-0145

PUBLISHER'S CLAIM

LINE COUNT

Display Matter - (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set). - number of equivalent lines _____

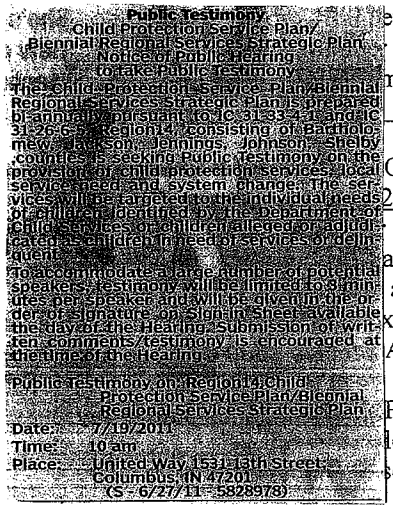
Head - Number of lines _____

er of lines _____

of lines _____

nber of lines in notice _____

Pd 7-18-11 RCard


Public Testimony
Child Protection Service Plan/
Biennial Regional Services Strategic Plan
Notice of Public Hearing
To Take Public Testimony
The Child Protection Service Plan/Biennial Regional Services Strategic Plan is prepared bi-annually pursuant to IC 31-33-4-1 and IC 31-26-5. Region 14, consisting of Bartholomew, Jackson, Jennings, Johnson, Shelby counties is seeking public testimony on the provision of child protection services, local service need, and system change. The services will be targeted to the individual needs of children identified by the Department of Child Services as children alleged or adjudicated children in need of services or delinquents.
To accommodate a large number of potential speakers, testimony will be limited to 3 minutes per speaker and will be given in the order of signature on Sign-In Sheet available the day of the Hearing. Submission of written comments/testimony is encouraged at the time of the Hearing.
Public Testimony on Region14 Child Protection Service Plan/Biennial Regional Services Strategic Plan
Date: 7/19/2011
Time: 10 am
Place: United Way 1551 13th Street Columbus, IN 47201
(S - 6/27/11 - 5828978)

OF CHARGES

2.0 columns wide equals 72.0 equivalent lines at .458

line $ 32.98

arge for notices containing rule and figure work (50 per cent amount) _____

xtra proofs of publication ($1.00 for each proof in excess of two) .00

AMOUNT OF CLAIM $ 32.98

PUTING COST

le column 5.8 ems Size of type 7

sertions 1.0

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper **1** times. The dates of publication being between the dates of:

06/27/2011 and **06/27/2011**

Additionally, the statement checked below is true and correct:

___ Newspaper does not have a Web site.
✓ Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper
___ Newspaper has a Web site, but due to a technical problem or error, public notice was posted on _____
___ Newspaper has a Web site but refuses to post the public notice.

Kyssy Dodson

DATE: 06/27/2011

Title: Clerk

THE REPUBLIC

333 2nd Street, Columbus IN 47201 FED I.D. #35-0917579

Prescribed by State Board of Accounts

General Form No. 99P (Rev. 2009A)

Attn: Sherry Morgan
Name: Dept. of Child Services, Publications, MS54
Address: 402 W. Washington St., W364
City, State: Indianapolis, IN 46204
(Governmental Unit)

County: Bartholomew
Acct. # 10003319
Order # 31516291

PUBLISHER'S CLAIM

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines -----

ad -- number of lines ----------

dy -- number of lines ----------

-- number of lines ----------

Total number of lines in notice ---------- 48

TATION OF CHARGES

48 lines, 1 columns wide equals 48 equivalent lines at $ .2754

cents per line ---------- $ 13.22

ditional charges for notices containing rule or tabular work (50 per cent of above amount) ---------- $

arge for extra proofs of publication ($1.00 for each proof in excess of two) ----------

TOTAL AMOUNT OF CLAIM ---------- $ 13.22

OR COMPUTING COST

Width of single column in picas: 7.217 Size of type...7....point.

Number of insertions: 1

Pd 7-7-11 PCard

ursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is d correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same en paid.

also certify that the printed matter attached hereto is a true copy, of the same column width and type size, was duly published in said paper 1 times. The dates of publication being as follows:

June 27, 2011

Additionally, the statement checked below is true and correct:

..... Newspaper does not have a Web site.

X Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.

..... Newspaper has a Web site, but due to technical problem or error, public notice was posted on .....

..... Newspaper has a Web site but refuses to post the public notice.

Date: June 27, 2011

Title.....Legal Advertising Representative

PUBLIC TESTIMONY
CHILD PROTECTION SERVICE PLAN/BIENNIAL REGIONAL SERVICES STRATEGIC PLAN
NOTICE OF PUBLIC HEARING TO TAKE PUBLIC TESTIMONY

The Child Protection Service Plan/Biennial Regional Services Strategic Plan is prepared bi-annually pursuant to IC 31-33-4-1 and IC 31-26-6-5. Region 14 consisting of Bartholomew, Jackson, Jennings, Johnson, & Shelby counties is seeking Public Testimony on the provision of child protection services, local service need and system change. The services will be targeted to the individual needs of children identified by the Department of Child Services or children alleged or adjudicated as children in need of services or delinquent. To accommodate a large number of potential speakers, testimony will be limited to 3 minutes per speaker and will be given in the order of signature on Sign-in Sheet available the day of the Hearing. Submission of written comments/testimony is encouraged at the time of the Hearing. Public Testimony on Region 14 Child Protection Service Plan/Biennial Regional Services Strategic Plan Date 7/19/2011 Time 10 am Place United Way 1531 13th Street Columbus IN 47201
R 6/27/2011

DAILY JOURNAL

Prescribed by State Board of Accounts

General Form No. 99P (Rev. 2009A)

Attn: Accounts Payable
Name Dept of Child Services
Address 402 W Washington St, W 364
City State Indianapolis, IN 46204
(Governmental Unit)
Acct. # Bi-Annual Meeting
Order # 11971360
County: Johnson

Daily Journal
2575 N Morton Street
Franklin, IN 46131
FED I.D. #35-0917579

PUBLISHER'S CLAIM

LINE COUNT

Display Master (Must not exceed two actual lines, neither of which shal total more than four solid lines of the type in which the body of the advertisement is set) -- number of equivalent lines -----

Head -- number of lines

Body -- number of lines

Tail -- number of lines

Total number of lines in notice ---------- 53

COMPUTATION OF CHARGES

....53..... lines, ...1..... column wide equals ...53.... equivalent lines at ..0.2829..... cents per line ---------- $ 15.28

Additional charges for notices containing rule or tabular work (50 per cent of above amount) ---------- $

Charge for extra proofs of publication ($5.00 for each proof in excess of two) ---------- $

TOTAL AMOUNT OF CLAIM ---------- $ 15.28

DATA FOR COMPUTING COST

Width of single column in picas.....7p3..... Size of type...7....point.

Number of insertions..... 1

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper .....1..... time. The dates of publication being as follows

..... 06/28/11

.....

Additionally, the statement checked below is true and correct:

..... Newspaper does not have a Web site.

x..... Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.

..... Newspaper has a Web site, but due to technical problem or error, public notice was posted on .....

..... Newspaper has a Web site but refuses to post the public notice.

Lindsay Baker

.....

Date ..... June 28, 2011

Title....Legal Advertising Representative...

ATTACH COPY
OF ADVERTISEMENT
HERE

Prescribed by State Board of Accounts

General Form No. 99P (Rev. 2009A)

Public Testimony
Child Protection Service
an/Biennial Regional Services
rategic Plan
Notice of Public Hearing to take
iblic Testimony
The Child Protection Service
an/Biennial Regional Services
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To accommodate a large number
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vailable the day of the Hearing.
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ged at the time of the Hearing.
Public Testimony on Region 14
hild Protection Service
lan/Biennial Regional Services
trategic Plan
Date: 7/19/2011
Time: 10 a.m.
Place: United Way, 1531 13th
Street, Columbus, IN 47201

Ju 27

.....

(Governmental Unit)

To The Tribune

Jackson .....County, Indiana

Seymour, IN 47274

PUBLISHER'S CLAIM

ster (Must not exceed two actual lines, neither of which shall
nore than four solid lines of the type in which the body of the
isement is set) -- number of equivalent lines 1

nber of lines 39

nber of lines 1

per of lines 41

number of lines in notice .....

OF CHARGES

...1..... columns wide equals 41.... equivalent lines at .3804

er line ..... $ 15.59

harges for notices containing rule or tabular work (50 per cent
e amount) ....

xtra proofs of publication ($1.00 for each proof in excess
....

AL AMOUNT OF CLAIM ..... $ 15.59

UTING COST

Width of single column in picas.....9.75..... Size of type...7.....point.

Number of insertions.....1.....

Pursuant to the provisions and penalties of IC 5-11-10-1, I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I also certify that the printed matter attached hereto is a true copy, of the same column width and type size, which was duly published in said paper .....1..... times. The dates of publication being as follows:

June 27, 2011

.....

.....

Additionally, the statement checked below is true and correct:

..... Newspaper does not have a Web site.

..X.. Newspaper has a Web site and this public notice was posted on the same day as it was published in the newspaper.

..... Newspaper has a Web site, but due to technical problem or error, public notice was posted on .....

..... Newspaper has a Web site but refuses to post the public notice.

.....

Date .....06-28-2011....., ... Title.....

THE HOPE STAR-JOURNAL

P.O. Box 65
615 Harrison Street
Hope, IN 47246
(812) 546-4940

STATE OF INDIANA)
COUNTY OF BARTHOLOMEW)

PUBLISHER'S AFFIDAVIT

Stephanie Shoaf, upon personal knowledge and belief states that she is the Public Notice Advertising Manager of The Hope Star-Journal, published at Hope, Indiana, which is a weekly newspaper of general circulation printed and published in the English language in the Town of Hope in Bartholomew County, Indiana. And that the printed matter hereto is true copy of the Legal Notice which was published in this newspaper for 1 weeks(s), the date(s) of publication being as follows:

June 30, 2011

Affirmed under the penalty of perjury this 30th day of June, 2011, that the above and foregoing representations are true.

Stephanie Shoaf

Stephanie Shoaf
Public Notice Advertising Manager

Amount of Claim $ 50.00 Balance Due

Thank You!

TO AP 7-12-11

PUBLIC TESTIMONY
Child Protection Service Plan/Biennial Regional Services Strategic Plan
Notice of Public Hearing to take Public Testimony

The Child Protection Service Plan/Biennial Regional Services Strategic Plan is prepared biannually pursuant to IC 31-33-4-1 and IC 31-26-6-5. Region 14, consisting of Bartholomew, Jackson, Jennings, Johnson, Shelby, counties is seeking Public Testimony on the provision of child protection services, local service need and system change. The services will be targeted to the individual needs of children identified by the Department of Child Services or children alleged or adjudicated as children in need of services or delinquent.

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Public Testimony on: Region 14 Child Protection Service Plan/Biennial Regional Services Strategic Plan

Date: July 19, 2011

Time: 10:00 a.m.

Place: United Way 1531 13th Street, Columbus, IN 47201

The Hope Star-Journal: June 30, 2011

Appendix C

Bartholomew County Protocols

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:
   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
   b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
   a) **During office hours:** The intake specialist will immediately notify the director or supervisor of the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected and approved by CPS.

2. The Family Case Manager will notify the DCS' Local Office Attorney that a CHINS petition needs to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:
   a) Authorize the filing of a CHINS petition.
   b) Assure that the detention hearing and initial hearing are held concurrently.
   c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of parental rights hearing involving the abandoned infant.

Additional information to remember:

A baby left with an EMS provider per this statute is a defense against prosecution; therefore, these cases will not be assigned to law enforcement. The role of CPS is to place the infant in a safe environment and to file a CHINS petition. *Pursuant to statue a CPS report will be accepted and

shared with law enforcement and prosecutor.

Do not attempt to pressure the parent, guardian, or custodian for information about their identity. Explain to this person that information about medical history, age, and any significant event to the baby is important without causing them to flee without any information.

The Juvenile Court can waive the requirements for reasonable efforts because of rebuttable presumption that it is not in the best interest of the child, which will expedite permanency.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Engbrandt — 7/25/11

Local Office Director, Indiana Department of Child Services — Date

Sheriff/County Sheriff's Department — Date

Chief/Local Police Department — Date

Chief/Local Fire Department — Date

James A Bichel — 7.13.11

Doctor/Emergency Room Services — Date

PROTOCOL BETWEEN THE HOSPITAL AND THE INDIANA DEPARTMENT OF CHILD SERVICES REGARDING THE CHILD PROTECTION PLAN

A. Any person, including any person who works at a hospital, who has reason to believe that a child is a victim of child abuse or neglect should immediately report such information to the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") at 1-800-800-5556. This report must be made immediately, and the hospital shall not release the suspected abused child to the child's parent/guardian/custodian until the hospital receives notification from the investigating DCS' child protection service, to ensure that the following can be accomplished before any release:

   (1) Color photographs of the injury may be taken.
   (2) X-rays may be taken.
   (3) All affected parties may be interviewed.

B. A report should be made when any person, including any person who works at a hospital, has reason to believe that a child is a victim of child abuse or neglect which includes:

   (1) Physical injury inflicted on this child by other than accidental means.
   (2) The child is a victim of a sex crime.
   (3) The child is born with any evidence of a Fetal Alcohol Spectrum Disorder (FASD), which includes, but is not limited to, Fetal Alcohol Syndrome, or if the child is born with any amount, including a trace amount, of a controlled substance or a legend drug in the child's body.

C. DCS has a statutory obligation to initiate investigations in all alleged child abuse situations within twenty-four (24) hours. A verbal report of this abuse or neglect should be forwarded to DCS within twenty-four (24) hours.

D. In accordance with an exception to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which can currently be found at 45 C.F.R. § 164.512(b)(ii), the hospital hereby agrees that it must release all of the child's protected health information ("PHI"), which includes all of the child's medical records, to DCS, as DCS is a government authority authorized by law to receive reports of child abuse or neglect.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Ann Brandt — 7/25/11

Local Office Director, Indiana Department of Child Services — Date

James D. Bickel — 7.13.11

Administrator, Columbus Regional Hospital — Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Angebrandt 8/2/11

Local Office Director, Indiana Department of Child Services Date

Law Enforcement Agency/Sheriff Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

Whenever a suspicious child fatality occurs or in the event of a child death in which the victim is under twelve (12) months of age, the officer in charge of the investigation will make immediate contact with the Indiana Department of Child Services (DCS) Child Abuse and Neglect Hotline to assure that DCS is aware of the death. DCS will complete a written report, SF114/FPP031 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA). The DCS Hotline will determine if the report meets the statutory definition of child abuse or neglect to initiate an investigation/assessment and will then request LEA to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. When the investigation/assessment is complete, LEA will forward a copy of the investigation report to the local DCS' office. DCS will provide a written report of the investigation, SF113/FPP0311 (FPP 311) Investigation of Alleged Child Abuse or Neglect, to LEA.

Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Longbrandt — 8/2/11

Local Office Director, Indiana Department of Child Services — Date

Law Enforcement Agency/Sheriff — Date

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

1. Information is received about a meth lab and children are present/living at lab site.
   -Law enforcement prepares and obtains search warrant.

2. LEA contacts CPS before execution of meth lab search warrant.
   -Verify information received and obtain any new information from CPS.

3. LEA arranges to have CPS Assessors present (in a safe location) during warrant execution or on standby at a secondary location.

4. LEA follows up with CPS investigator after incident and attends Detention and/or Initial CHINS (Children in Need of Services) Hearing.

5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Engbrandt — 8/2/11

Local Office Director, Indiana Department of Child Services — Date

Law Enforcement Agency/Sheriff — Date

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

BARTHOLOMEW COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

PURPOSE

The purpose of this protocol is to enhance the response to Domestic Violence incidents when children are present in the home or a situation has arisen where the risk for family violence has been identified.

LAW ENFORCEMENT RESPONSE

1. Law enforcement agency (LEA) responds, assesses the scene and determines if **probable cause exists** for an arrest.
2. LEA determines if children are present in the home or there is an immediate concern for the safety of a child who will return home. LEA will request immediate assistance from DCS at 1-800-800-5556 if:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
2. The DCS' FCM will assess the safety of the children in the home and will begin the initial assessment. The DCS' FCM will also seek to determine if the child(ren) has witnessed domestic violence.

3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:
    A. child(ren) may be detained;
    B. a CHINS petition may be filed; or
    C. other action will be pursued to ensure safety of the child(ren).
4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

_____ _____

Sheriff Date

_____ _____

Chief of Police Date

_____ _____

Town Marshall Date

Heather Arbogast 8/2/11

Local Office Director, Indiana Department of Child Services Date

Appendix D

Jackson County Protocols

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:
   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
   b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
   a) **During office hours:** The intake specialist will immediately notify the director or supervisor of the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected and approved by CPS.

2. The Family Case Manager will notify the DCS' Local Office Attorney that a CHINS petition needs to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:
   a) Authorize the filing of a CHINS petition.
   b) Assure that the detention hearing and initial hearing are held concurrently.
   c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of parental rights hearing involving the abandoned infant.

Additional information to remember:

A baby left with an EMS provider per this statute is a defense against prosecution; therefore, these cases will not be assigned to law enforcement. The role of CPS is to place the infant in a safe environment and to file a CHINS petition. *Pursuant to statue a CPS report will be accepted and

shared with law enforcement and prosecutor.

Do not attempt to pressure the parent, guardian, or custodian for information about their identity. Explain to this person that information about medical history, age, and any significant event to the baby is important without causing them to flee without any information.

The Juvenile Court can waive the requirements for reasonable efforts because of rebuttable presumption that it is not in the best interest of the child, which will expedite permanency.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Nancy A. Landwerlen — 12-8-2011
Local Office Director, Indiana Department of Child Services — Date

Michael E Carothers — 11-3-2011
Jackson County Sheriff — Date

Bill Abbott — 10/25/11
Seymour Chief of Police — Date

[signature] — 12-8-11
Medora Town Marshall — Date

[signature] — 11-03-11
Brownstown Chief of Police — Date

[signature] — 16-25-11
Crothersville Chief of Police — Date

R. Buckley — 10/28/11
Chief/Seymour Fire Department — Date

Frank J Pozallo, MD — 12-8-11
Doctor/Emergency Room Services — Date

PROTOCOL BETWEEN THE HOSPITAL AND THE INDIANA DEPARTMENT OF CHILD SERVICES REGARDING THE CHILD PROTECTION PLAN

A. Any person, including any person who works at a hospital, who has reason to believe that a child is a victim of child abuse or neglect should immediately report such information to the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") at 1-800-800-5556. This report must be made immediately, and the hospital shall not release the suspected abused child to the child's parent/guardian/custodian until the hospital receives notification from the investigating DCS' child protection service, to ensure that the following can be accomplished before any release:

   (1) Color photographs of the injury may be taken.
   (2) X-rays may be taken.
   (3) All affected parties may be interviewed.

B. A report should be made when any person, including any person who works at a hospital, has reason to believe that a child is a victim of child abuse or neglect which includes:

   (1) Physical injury inflicted on this child by other than accidental means.
   (2) The child is a victim of a sex crime.
   (3) The child is born with any evidence of a Fetal Alcohol Spectrum Disorder (FASD), which includes, but is not limited to, Fetal Alcohol Syndrome, or if the child is born with any amount, including a trace amount, of a controlled substance or a legend drug in the child's body.

C. DCS has a statutory obligation to initiate investigations in all alleged child abuse situations within twenty-four (24) hours. A verbal report of this abuse or neglect should be forwarded to DCS within twenty-four (24) hours.

D. In accordance with an exception to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which can currently be found at 45 C.F.R. § 164.512(b)(ii), the hospital hereby agrees that it must release all of the child's protected health information ("PHI"), which includes all of the child's medical records, to DCS, as DCS is a government authority authorized by law to receive reports of child abuse or neglect.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Nancy A. Landwig — 12-8-2011

Local Office Director, Indiana Department of Child Services — Date

Barry L. Myers — 12/8/11

Administrator, Schneck Medical Center — Date

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

JACKSON COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

PURPOSE

The purpose of this protocol is to enhance the response to Domestic Violence incidents when children are present in the home or a situation has arisen where the risk for family violence has been identified.

LAW ENFORCEMENT RESPONSE

1. Law enforcement agency (LEA) responds, assesses the scene and determines if **probable cause exists** for an arrest.
2. LEA determines if children are present in the home or there is an immediate concern for the safety of a child who will return home. LEA will request immediate assistance from DCS at 1-800-800-5556 if:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
2. The DCS' FCM will assess the safety of the children in the home and will begin the initial assessment. The DCS' FCM will also seek to determine if the child(ren) has witnessed domestic violence.

3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:
    A. child(ren) may be detained;
    B. a CHINS petition may be filed; or
    C. other action will be pursued to ensure safety of the child(ren).
4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

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Michael E Carothers — 11-3-2011
Jackson County Sheriff — Date

Bill Abbott — 10/25/11
Seymour Chief of Police — Date

[signature] — 12-8-11
Medora Town Marshall — Date

[signature] — 11-03-11
Brownstown Chief of Police — Date

[signature] — 10-25-11
Crothersville Chief of Police — Date

Nancy A. Sandberg — 12-8-2011
Local Office Director, Indiana Department of Child Services — Date

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

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2. LEA contacts CPS before execution of meth lab search warrant.
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5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

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Nancy J. Lamberring — Local Office Director, Indiana Department of Child Services — 12-8-2011 — Date

Michael E Carothers — Jackson County Sheriff — 11-3-2011 — Date

Bill Abbott — Seymour Chief of Police — 10/25/11 — Date

Medora Town Marshall — Date: 12-8-11

Brownstown Chief of Police — Date: 11-03-11

Crothersville Chief of Police — Date: 12-25-11

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

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2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

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3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Nancy A. Lambring
Local Office Director, Indiana Department of Child Services

12-8-2011
Date

Michael E Carothers
Jackson County Sheriff

11-3-2011
Date

Bill Abbott
Seymour Chief of Police

10/25/11
Date

Medora Town Marshall

12-8-11
Date

Brownstown Chief of Police

11-03-11
Date

Crothersville Chief of Police

10-25-11
Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

Whenever a suspicious child fatality occurs or in the event of a child death in which the victim is under twelve (12) months of age, the officer in charge of the investigation will make immediate contact with the Indiana Department of Child Services (DCS) Child Abuse and Neglect Hotline to assure that DCS is aware of the death. DCS will complete a written report, SF114/FPP031 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA). The DCS Hotline will determine if the report meets the statutory definition of child abuse or neglect to initiate an investigation/assessment and will then request LEA to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. When the investigation/assessment is complete, LEA will forward a copy of the investigation report to the local DCS' office. DCS will provide a written report of the investigation, SF113/FPP0311 (FPP 311) Investigation of Alleged Child Abuse or Neglect, to LEA.

Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Nancy A. Lamberning
Local Office Director, Indiana Department of Child Services

12-8-2011
Date

Jackson County Sheriff — Date: 11-3-2011

Seymour Chief of Police — Date: 10/25/11

Medora Town Marshall — Date: 12-8-11

Brownstown Chief of Police — Date: 11-03-11

Crothersville Chief of Police — Date: 10-25-11

Appendix E

Jennings County Protocols

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:
   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
   b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
   a) **During office hours:** The intake specialist will immediately notify the director or supervisor of the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected and approved by CPS.

2. The Family Case Manager will notify the DCS' Local Office Attorney that a CHINS petition needs to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:
   a) Authorize the filing of a CHINS petition.
   b) Assure that the detention hearing and initial hearing are held concurrently.
   c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of

shared with law enforcement and prosecutor.

Do not attempt to pressure the parent, guardian, or custodian for information about their identity. Explain to this person that information about medical history, age, and any significant event to the baby is important without causing them to flee without any information.

The Juvenile Court can waive the requirements for reasonable efforts because of rebuttable presumption that it is not in the best interest of the child, which will expedite permanency.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Amy Arnell — 12-16-11

Local Office Director, Indiana Department of Child Services — Date

Sheriff/County Sheriff's Department — Date

Randall Marshall — 12/22/11

LT. ~~Chief~~/Local Police Department — Date

Richard E. McGee — 12/22/11

Chief/Local Fire Department — Date

John F. Crosslin — 12-18-11

Doctor/Emergency Room Services — Date

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

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1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:
   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
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The Juvenile Court can waive the requirements for reasonable efforts because of rebuttable presumption that it is not in the best interest of the child, which will expedite permanency.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Amy Cirelli _____ 12-20-11

Local Office Director, Indiana Department of Child Services — Date

Steve Chopsock _____ 12/25/2011

Sheriff/County Sheriff's Department — Date

_____ _____

Chief/Local Police Department — Date

_____ _____

Chief/Local Fire Department — Date

_____ _____

Doctor/Emergency Room Services — Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

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8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 12-21-11

Law Enforcement Agency/~~Sheriff~~ — Date: 12/22/11

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

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   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Amy Ardell
Local Office Director, Indiana Department of Child Services

12-20-11
Date

Steve Hoppock
Law Enforcement Agency/Sheriff

12/25/2011
Date

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

1. Information is received about a meth lab and children are present/living at lab site.
   -Law enforcement prepares and obtains search warrant.

2. LEA contacts CPS before execution of meth lab search warrant.
   -Verify information received and obtain any new information from CPS.

3. LEA arranges to have CPS Assessors present (in a safe location) during warrant execution or on standby at a secondary location.

4. LEA follows up with CPS investigator after incident and attends Detention and/or Initial CHINS (Children in Need of Services) Hearing.

5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 12-21-11

Law Enforcement Agency/~~Sheriff~~ — Date: 12/22/11

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

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Amy Arnett
Local Office Director, Indiana Department of Child Services

12-20-11
Date

Steve Coppock
Law Enforcement Agency/Sheriff

12/25/2011
Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

Whenever a suspicious child fatality occurs or in the event of a child death in which the victim is under twelve (12) months of age, the officer in charge of the investigation will make immediate contact with the Indiana Department of Child Services (DCS) Child Abuse and Neglect Hotline to assure that DCS is aware of the death. DCS will complete a written report, SF114/FPP031 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA). The DCS Hotline will determine if the report meets the statutory definition of child abuse or neglect to initiate an investigation/assessment and will then request LEA to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. When the investigation/assessment is complete, LEA will forward a copy of the investigation report to the local DCS' office. DCS will provide a written report of the investigation, SF113/FPP0311 (FPP 311) Investigation of Alleged Child Abuse or Neglect, to LEA.

Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

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PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

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- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

JENNINGS COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

PURPOSE

The purpose of this protocol is to enhance the response to Domestic Violence incidents when children are present in the home or a situation has arisen where the risk for family violence has been identified.

LAW ENFORCEMENT RESPONSE

1. Law enforcement agency (LEA) responds, assesses the scene and determines if **probable cause exists** for an arrest.
2. LEA determines if children are present in the home or there is an immediate concern for the safety of a child who will return home. LEA will request immediate assistance from DCS at 1-800-800-5556 if:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:

3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:
    A. child(ren) may be detained;
    B. a CHINS petition may be filed; or
    C. other action will be pursued to ensure safety of the child(ren).
4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Sheriff — Date

Lt Randall Marshall — 12/27/11
Chief of Police — Date

Town Marshall — Date

Amy Arnell — 12-21-11
Local Office Director, Indiana Department of Child Services — Date

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
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JENNINGS COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

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    - Signs of injury to adults or child(ren)
    - Drugs and/or weapons are found in the home when a domestic battery has occurred
    - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:

3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:
    A. child(ren) may be detained;
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    C. other action will be pursued to ensure safety of the child(ren).
4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Steve Coppock — Sheriff

12/25/2011 — Date

_____ — Chief of Police

_____ — Date

_____ — Town Marshall

_____ — Date

Amy Ardell — Local Office Director, Indiana Department of Child Services

12-20-11 — Date

PROTOCOL WITH EMERGENCY MEDICAL SERVICE PROVIDERS REGARDING ABANDONED INFANTS INDIANA DEPARTMENT OF CHILD SERVICES

The following protocol has been established between the Indiana Department of Child Services (DCS) and Emergency Medical Service Providers (EMS).

Emergency Medical Services Provider Responsibilities

1. An EMS provider shall, without a court order, take custody of a child who is, or who appears to be, not more than thirty (30) days of age if (1) the child is voluntarily left with the provider by the child's parent, guardian, or custodian; and (2) the parent, guardian, or custodian does not express an intent to return for the child.

2. The EMS provider shall perform any act necessary to protect the child's physical health or safety.

3. Immediately after an EMS provider takes custody of an abandoned infant, the provider shall notify the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556.

Child Protective Services Responsibilities

1. The Indiana Child Abuse and Neglect Hotline will transition the intake to the appropriate local county DCS' office. The local county DCS' office shall assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS shall be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.

2. Each local county DCS' office shall advise the DCS' attorney to request that the juvenile court do the following:

    (1) authorize the filing of a petition alleging that the child is a child in need of services;

available; however, the hearing cannot be held later than the second business day after the infant is taken into custody.

(4) DCS shall notify the EMS provider of the initial hearing on the abandoned infant.

(5) DCS shall notify the EMS provider at least ten (10) days in advance of any periodic case review hearing and of a Termination of Parental Rights hearing involving the abandoned infant.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Amy Ardell — 12-16-11

Local Office Director, Indiana Department of Child Services — Date

_____ _____

Sheriff/County Sheriff's Department — Date

Randall Marshall — 12/27/11

CT. ~~Chief~~/Local Police Department — Date

Richard A. McGee — 12/22/11

Chief/Local Fire Department — Date

John F. Goodale — 12/18/11

Doctor/Emergency Room Services — Date

PROTOCOL WITH EMERGENCY MEDICAL SERVICE PROVIDERS REGARDING ABANDONED INFANTS INDIANA DEPARTMENT OF CHILD SERVICES

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3. Immediately after an EMS provider takes custody of an abandoned infant, the provider shall notify the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556.

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    (1) authorize the filing of a petition alleging that the child is a child in need of services;

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(4) DCS shall notify the EMS provider of the initial hearing on the abandoned infant.

(5) DCS shall notify the EMS provider at least ten (10) days in advance of any periodic case review hearing and of a Termination of Parental Rights hearing involving the abandoned infant.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 12-20-11

Sheriff/County Sheriff's Department — Date: 12/25/2011

Chief/Local Police Department — Date

Chief/Local Fire Department — Date

Doctor/Emergency Room Services — Date

Appendix F

Johnson County Protocols

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 7/24/11

Law Enforcement Agency/Sheriff: Franklin PD — Date: 7-14-11

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

1. Information is received about a meth lab and children are present/living at lab site.
   -Law enforcement prepares and obtains search warrant.

2. LEA contacts CPS before execution of meth lab search warrant.
   -Verify information received and obtain any new information from CPS.

3. LEA arranges to have CPS Assessors present (in a safe location) during warrant execution or on standby at a secondary location.

4. LEA follows up with CPS investigator after incident and attends Detention and/or Initial CHINS (Children in Need of Services) Hearing.

5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Lee — 7/21/11

Local Office Director, Indiana Department of Child Services — Date

Tim O'Sullivan Franklin PD — 7-14-11

Law Enforcement Agency/Sheriff — Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

Whenever a suspicious child fatality occurs or in the event of a child death in which the victim is under twelve (12) months of age, the officer in charge of the investigation will make immediate contact with the Indiana Department of Child Services (DCS) Child Abuse and Neglect Hotline to assure that DCS is aware of the death. DCS will complete a written report, SF114/FPP031 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA). The DCS Hotline will determine if the report meets the statutory definition of child abuse or neglect to initiate an investigation/assessment and will then request LEA to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. When the investigation/assessment is complete, LEA will forward a copy of the investigation report to the local DCS' office. DCS will provide a written report of the investigation, SF113/FPP0311 (FPP 311) Investigation of Alleged Child Abuse or Neglect, to LEA.

Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 7/27/2011

Law Enforcement Agency/Sheriff — Date: 7/26/2011

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 7/27/11

Law Enforcement Agency/Sheriff — Date: 7/26/2011

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

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7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

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11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 7/27/2011

Law Enforcement Agency/Sheriff — Date: 7/26/2011

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

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Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Heather Kostin — 7/21/11

Local Office Director, Indiana Department of Child Services — Date

Tim O'Sullivan Franklin PD — 7-14-11

Law Enforcement Agency/Sheriff — Date

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

Whenever a suspicious child fatality occurs or in the event of a child death in which the victim is under twelve (12) months of age, the officer in charge of the investigation will make immediate contact with the Indiana Department of Child Services (DCS) Child Abuse and Neglect Hotline to assure that DCS is aware of the death. DCS will complete a written report, SF114/FPP031 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA). The DCS Hotline will determine if the report meets the statutory definition of child abuse or neglect to initiate an investigation/assessment and will then request LEA to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. When the investigation/assessment is complete, LEA will forward a copy of the investigation report to the local DCS' office. DCS will provide a written report of the investigation, SF113/FPP0311 (FPP 311) Investigation of Alleged Child Abuse or Neglect, to LEA.

Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 9/1/2011

Law Enforcement Agency/Sheriff — Date: 8/24/2011

Greenwood PD

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services	Date 9/1/2011
Law Enforcement Agency/Sheriff	Date 8/24/2011

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

1. Information is received about a meth lab and children are present/living at lab site.
   -Law enforcement prepares and obtains search warrant.

2. LEA contacts CPS before execution of meth lab search warrant.
   -Verify information received and obtain any new information from CPS.

3. LEA arranges to have CPS Assessors present (in a safe location) during warrant execution or on standby at a secondary location.

4. LEA follows up with CPS investigator after incident and attends Detention and/or Initial CHINS (Children in Need of Services) Hearing.

5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 9/1/2011

Law Enforcement Agency/Sheriff — Date: 8/24/2011

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:
   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
   b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
   a) **During office hours:** The intake specialist will immediately notify the director or supervisor of the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected and approved by CPS.

2. The Family Case Manager will notify the DCS' Local Office Attorney that a CHINS petition needs to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:
   a) Authorize the filing of a CHINS petition.
   b) Assure that the detention hearing and initial hearing are held concurrently.
   c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of parental rights hearing involving the abandoned infant.

Additional information to remember:

A baby left with an EMS provider per this statute is a defense against prosecution; therefore, these cases will not be assigned to law enforcement. The role of CPS is to place the infant in a safe environment and to file a CHINS petition. *Pursuant to statue a CPS report will be accepted and

shared with law enforcement and prosecutor.

Do not attempt to pressure the parent, guardian, or custodian for information about their identity. Explain to this person that information about medical history, age, and any significant event to the baby is important without causing them to flee without any information.

The Juvenile Court can waive the requirements for reasonable efforts because of rebuttable presumption that it is not in the best interest of the child, which will expedite permanency.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services	Date 9/1/2011
Sheriff/County Sheriff's Department	Date
Chief/Local Police Department	Date 8/24/2011
Chief/Local Fire Department	Date
Doctor/Emergency Room Services	Date

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

JOHNSON COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

PURPOSE

The purpose of this protocol is to enhance the response to Domestic Violence incidents when children are present in the home or a situation has arisen where the risk for family violence has been identified.

LAW ENFORCEMENT RESPONSE

1. Law enforcement agency (LEA) responds, assesses the scene and determines if **probable cause exists** for an arrest.
2. LEA determines if children are present in the home or there is an immediate concern for the safety of a child who will return home. LEA will request immediate assistance from DCS at 1-800-800-5556 if:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
2. The DCS' FCM will assess the safety of the children in the home and will begin the initial assessment. The DCS' FCM will also seek to determine if the child(ren) has witnessed domestic violence.

3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:
    A. child(ren) may be detained;
    B. a CHINS petition may be filed; or
    C. other action will be pursued to ensure safety of the child(ren).
4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Sheriff — Date

Chief of Police — Date 8/24/2011

Town Marshall — Date

Local Office Director, Indiana Department of Child Services — Date 9/1/2011

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

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- Accidental death when questions of caregiver negligence are raised;
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- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
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Local Office Director, Indiana Department of Child Services — Date: 9/1/2011

Law Enforcement Agency/Sheriff — Date: 8/24/2011

Greenwood PD

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

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   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

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3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

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Local Office Director, Indiana Department of Child Services — Date: 9/1/2011

Law Enforcement Agency/Sheriff — Date: 8/24/2011

INDIANA DEPARTMENT OF CHILD SERVICES
METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL
LAW ENFORCEMENTAGENCY (LEA) AND
CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

1. Information is received about a meth lab and children are present/living at lab site.
   -Law enforcement prepares and obtains search warrant.

2. LEA contacts CPS before execution of meth lab search warrant.
   -Verify information received and obtain any new information from CPS.

3. LEA arranges to have CPS Assessors present (in a safe location) during warrant execution or on standby at a secondary location.

4. LEA follows up with CPS investigator after incident and attends Detention and/or Initial CHINS (Children in Need of Services) Hearing.

5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

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Local Office Director, Indiana Department of Child Services — Date: 9/1/2011

Law Enforcement Agency/Sheriff — Date: 8/24/2011

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:
   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
   b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
   a) **During office hours:** The intake specialist will immediately notify the director or supervisor of the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected and approved by CPS.

2. The Family Case Manager will notify the DCS' Local Office Attorney that a CHINS petition needs to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:
   a) Authorize the filing of a CHINS petition.
   b) Assure that the detention hearing and initial hearing are held concurrently.
   c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of parental rights hearing involving the abandoned infant.

Additional information to remember:

A baby left with an EMS provider per this statute is a defense against prosecution; therefore, these cases will not be assigned to law enforcement. The role of CPS is to place the infant in a safe environment and to file a CHINS petition. *Pursuant to statue a CPS report will be accepted and

shared with law enforcement and prosecutor.

Do not attempt to pressure the parent, guardian, or custodian for information about their identity. Explain to this person that information about medical history, age, and any significant event to the baby is important without causing them to flee without any information.

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Sheriff/County Sheriff's Department — Date

Chief/Local Police Department — Date: 8/24/2011

Chief/Local Fire Department — Date

Doctor/Emergency Room Services — Date

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

JOHNSON COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

PURPOSE

The purpose of this protocol is to enhance the response to Domestic Violence incidents when children are present in the home or a situation has arisen where the risk for family violence has been identified.

LAW ENFORCEMENT RESPONSE

1. Law enforcement agency (LEA) responds, assesses the scene and determines if **probable cause exists** for an arrest.
2. LEA determines if children are present in the home or there is an immediate concern for the safety of a child who will return home. LEA will request immediate assistance from DCS at 1-800-800-5556 if:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
2. The DCS' FCM will assess the safety of the children in the home and will begin the initial assessment. The DCS' FCM will also seek to determine if the child(ren) has witnessed domestic violence.

3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:
    A. child(ren) may be detained;
    B. a CHINS petition may be filed; or
    C. other action will be pursued to ensure safety of the child(ren).
4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Sheriff — Date

Chief of Police — Date 8/24/2011

Town Marshall — Date

Local Office Director, Indiana Department of Child Services — Date 9/1/2011

Appendix G

Shelby County Protocols

James W. Payne, Director
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Shelbyville, Indiana 46176
317-392-5040
FAX: 317-392-5047
www.in.gov/dcs
Child Abuse and Neglect Hotline: 800-800-5556

PROTOCOL WITH EMERGENCY MEDICAL SERVICE PROVIDERS REGARDING ABANDONED INFANTS INDIANA DEPARTMENT OF CHILD SERVICES

The following protocol has been established between the Indiana Department of Child Services (DCS) and Emergency Medical Service Providers (EMS).

Emergency Medical Services Provider Responsibilities

1. An EMS provider shall, without a court order, take custody of a child who is, or who appears to be, not more than thirty (30) days of age if (1) the child is voluntarily left with the provider by the child's parent, guardian, or custodian; and (2) the parent, guardian, or custodian does not express an intent to return for the child.

2. The EMS provider shall perform any act necessary to protect the child's physical health or safety.

3. Immediately after an EMS provider takes custody of an abandoned infant, the provider shall notify the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556.

Child Protective Services Responsibilities

1. The Indiana Child Abuse and Neglect Hotline will transition the intake to the appropriate local county DCS' office. The local county DCS' office shall assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS shall be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.

2. Each local county DCS' office shall advise the DCS' attorney to request that the juvenile court do the following:

   (1) authorize the filing of a petition alleging that the child is a child in need of services;

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Child Abuse and Neglect Hotline: 800-800-5556

(2) hold a detention hearing concurrently with the initial hearing;

(3) hold the initial hearing no later than the next business day after the child is taken into custody. If the court is unavailable for a hearing on the next business day, the hearing must be held as soon as the court becomes available; however, the hearing cannot be held later than the second business day after the infant is taken into custody.

(4) DCS shall notify the EMS provider of the initial hearing on the abandoned infant.

(5) DCS shall notify the EMS provider at least ten (10) days in advance of any periodic case review hearing and of a Termination of Parental Rights hearing involving the abandoned infant.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 10-27-11

Sheriff/County Sheriff's Department — Date: 11-1-11

Chief/Local Police Department — Date

Chief/Local Fire Department — Date

James W. Payne, Director
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www.in.gov/dcs
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Doctor/Emergency Room Services _____ Date _____

Protecting our children, families and future

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2. The EMS provider shall perform any act necessary to protect the child's physical health or safety.

3. Immediately after an EMS provider takes custody of an abandoned infant, the provider shall notify the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556.

Child Protective Services Responsibilities

1. The Indiana Child Abuse and Neglect Hotline will transition the intake to the appropriate local county DCS' office. The local county DCS' office shall assume the care, control, and custody of the child immediately after receiving notice from the EMS provider of the abandoned infant. The person designated by DCS shall be responsible for taking custody of the child from the EMS provider at the provider's location and delivering the child to the caretaker selected and approved by DCS.

2. Each local county DCS' office shall advise the DCS' attorney to request that the juvenile court do the following:

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(2) hold a detention hearing concurrently with the initial hearing;

(3) hold the initial hearing no later than the next business day after the child is taken into custody. If the court is unavailable for a hearing on the next business day, the hearing must be held as soon as the court becomes available; however, the hearing cannot be held later than the second business day after the infant is taken into custody.

(4) DCS shall notify the EMS provider of the initial hearing on the abandoned infant.

(5) DCS shall notify the EMS provider at least ten (10) days in advance of any periodic case review hearing and of a Termination of Parental Rights hearing involving the abandoned infant.

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Local Office Director, Indiana Department of Child Services — Date: 10-27-11

Sheriff/County Sheriff's Department — Date

Chief/Local Police Department — Date

Chief/Local Fire Department — Date

Protecting our children, families and future

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Valerie Miller MSN RN
Doctor/Emergency Room Services

10/28/11
Date

Protecting our children, families and future

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

SHELBY COUNTY LAW ENFORCEMENT AGENCIES AND INDIANA DEPARTMENT OF CHILD SERVICES DOMESTIC VIOLENCE PROTOCOL

PURPOSE

The purpose of this protocol is to enhance the response to Domestic Violence incidents when children are present in the home or a situation has arisen where the risk for family violence has been identified.

LAW ENFORCEMENT RESPONSE

1. Law enforcement agency (LEA) responds, assesses the scene and determines if **probable cause exists** for an arrest.
2. LEA determines if children are present in the home or there is an immediate concern for the safety of a child who will return home. LEA will request *immediate assistance* from DCS at 1-800-800-5556 if:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
3. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.
4. LEA remains at scene until DCS responds if no arrest is made but situation is volatile and safety is an issue. If LEA is unable to stay at the scene until DCS arrives, DCS will not engage or assess the family or circumstances until LEA can return to provide safety and back up.

INDIANA DEPARTMENT OF CHILD SERVICES

1. When an immediate safety issue is identified and children are present in the home or there is an immediate concern for the safety of a child who will return home, the DCS Family Case Manager (FCM) will immediately respond to the scene of the situation. Those signs include:
   - Signs of injury to adults or child(ren)
   - Drugs and/or weapons are found in the home when a domestic battery has occurred
   - LEA believes that DCS presence is necessary based on circumstances of the family
2. The DCS' FCM will assess the safety of the children in the home and will begin the initial assessment. The DCS' FCM will also seek to determine if the child(ren) has witnessed domestic violence.
3. If the child is determined not to be safe in the home, the following actions will be considered to ensure the child's safety:

A. child(ren) may be detained;
B. a CHINS petition may be filed; or
C. other action will be pursued to ensure safety of the child(ren).

4. If the child is safe in the home, the DCS' FCM shall make referrals to appropriate community resources for services as needed and if appropriate. Referrals for services will be made as soon as needs are identified but no later than ten (10) days.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Sheriff — Date: 10/7/2011

Chief of Police — Date

Town Marshall — Date

Prosecutor — Date: 11/23/201

Local Office Director, Indiana Department of Child Services — Date: 10-7-11

ATTACHMENT A

In reference to above paragraph, LEA Response:

1. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.

Each law enforcement agency will continue to complete a 310 report and attach the corresponding report. This information will be placed in the DCS mailbox located at the Criminal Justice Center. DCS picks up reports every morning prior to 9 a.m.

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Child Abuse and Neglect Hotline: 800-800-5556

Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:

   a) The child is voluntarily left with the provider by the child's parent guardian or custodian AND
   b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
   a) **During office hours:** The intake specialist will immediately notify the director or supervisor of
   the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected
   and approved by CPS.

2. The Family Case Manager will notify the DCS' Local Office Attorney that a CHINS petition needs

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to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:

a) Authorize the filing of a CHINS petition.
b) Assure that the detention hearing and initial hearing are held concurrently.
c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of parental rights hearing involving the abandoned infant.

Additional information to remember:

A baby left with an EMS provider per this statute is a defense against prosecution; therefore, these cases will not be assigned to law enforcement. The role of CPS is to place the infant in a safe environment and to file a CHINS petition. *Pursuant to statue a CPS report will be accepted and shared with law enforcement and prosecutor.

Do not attempt to pressure the parent, guardian, or custodian for information about their identity. Explain to this person that information about medical history, age, and any significant event to the baby is important without causing them to flee without any information.

The Juvenile Court can waive the requirements for reasonable efforts because of rebuttable presumption that it is not in the best interest of the child, which will expedite permanency.

INDIANA DEPARTMENT OF CHILD SERVICES

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 10-27-11

Sheriff/County Sheriff's Department — Date: 10/07/2011

Chief/Local Police Department — Date

Chief/Local Fire Department — Date

Doctor/Emergency Room Services — Date: 10/28/11

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Indiana Department of Child Services Protocol for EMS Providers Taking Custody of Abandoned Infants

Emergency Medical Provider Responsibilities

1. .An emergency medical services (EMS) provider will, without court order, take custody of a child who is, or who appears to be, not more than forty-five days of age if:

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    b) The parent does not express an intent to return for the child.

2. The EMS provider will perform any act necessary to protect the child's physical health or safety and to obtain as much information as possible under the circumstances regarding medical history, identity, and circumstances of the abandonment.

3. Immediately after an EMS provider takes custody of an abandoned infant, the EMS provider will contact the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") to report that they have taken custody of an abandoned infant at 1-800-800-5556.

Child Protection Service (CPS) Responsibilities

1. Upon receipt of an abandoned infant report from an EMS provider, the Family Case Manager will do the following:
    a) **During office hours:** The intake specialist will immediately notify the director or supervisor of
    the DCS Hotline. The case will be assigned immediately for assessment at a local county DCS' office. CPS will assume the care, control and custody of the child immediately after receiving the report of an abandoned infant. The Family Case Manager will take immediate custody of the child from the EMS provider at the provider's location and deliver the child to the caretaker selected
    and approved by CPS.

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INDIANA DEPARTMENT OF CHILD SERVICES

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to be prepared on an abandoned infant from an EMS provider. The attorney will then notify the Judge and request the Juvenile Court to do the following:

a) Authorize the filing of a CHINS petition.
b) Assure that the detention hearing and initial hearing are held concurrently.
c) Hold an initial hearing under IC 31-34-10 no later than the next business day after the child is taken into custody. If the Juvenile Court is unavailable to hold an initial hearing within the next business day, the hearing is not to be held any later than two (2) days after the child is taken into custody.

3. The Family Case Manager is required to notify the EMS provider of the initial hearing for the abandoned infant. The EMS provider is strongly encouraged to attend the proceeding as a witness to the actual abandonment.

4. The Family Case Manager will notify the EMS provider, in addition to parties identified under IC 31-34-21-4, ten (10) days in advance of a case review hearing and termination of parental rights hearing involving the abandoned infant.

Additional information to remember:

A baby left with an EMS provider per this statute is a defense against prosecution; therefore, these cases will not be assigned to law enforcement. The role of CPS is to place the infant in a safe environment and to file a CHINS petition. *Pursuant to statue a CPS report will be accepted and shared with law enforcement and prosecutor.

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 10-27-11

Sheriff/County Sheriff's Department — Date: 10/07/2011

Chief/Local Police Department — Date

Chief/Local Fire Department — Date

Doctor/Emergency Room Services — Date

Protecting our children, families and future

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INDIANA DEPARTMENT OF CHILD SERVICES METHAMPHETAMINE INVESTIGATION/ASSESSMENT PROTOCOL LAW ENFORCEMENTAGENCY (LEA) AND CHILD PROTECTION SERVICES (CPS)

Methamphetamine lab guidelines for contact with Child Protection Services:

1. Information is received about a meth lab and children are present/living at lab site.
   -Law enforcement prepares and obtains search warrant.

2. LEA contacts CPS before execution of meth lab search warrant.
   -Verify information received and obtain any new information from CPS.

3. LEA arranges to have CPS Assessors present (in a safe location) during warrant execution or on standby at a secondary location.

4. LEA follows up with CPS investigator after incident and attends Detention and/or Initial CHINS (Children in Need of Services) Hearing.

5. LEA provides yearly methamphetamine lab training to all CPS caseworkers
   -training is also extended throughout the county.

6. CPS contacts LEA when they receive drug-related or meth lab information.

7. When CPS Assessors observe meth lab component/precursors, they contact LEA immediately.

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Irac Eggleston — 10-7-11

Local Office Director, Indiana Department of Child Services — Date

[signature] — 10/07/2011

Law Enforcement Agency/Sheriff — Date

Law Enforcement Agency/Chief — Date

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PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND SHELBY COUNTY LAW ENFORCEMENT

Pursuant to various statutes in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of

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needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office (see attachment A).

In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private
schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator.

In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged
victim.

Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, one must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the information that is needed for its portion of the investigation. Should a situation arise in

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which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

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www.in.gov/dcs
Child Abuse and Neglect Hotline: 800-800-5556

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

James W. Payne, Director
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Child Abuse and Neglect Hotline: 800-800-5556

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date: 10-7-11

Law Enforcement Agency/Sheriff — Date: 10/07/2011

Law Enforcement Agency/Chief — Date

Protecting our children, families and future

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SHELBY COUNTY ADDENDUM

In reference to above paragraph, LEA Response:

1. If there is reasonable suspicion that family violence exists or LEA has information that a child may have witnessed domestic violence, LEA shall make a child abuse/neglect report to DCS within twenty-four (24) hours. LEA will also determine if a referral for community services is advisable.

Each law enforcement agency will continue to complete a 310 report and attach the corresponding report. This information will be placed in the DCS mailbox located at the Criminal Justice Center. DCS picks up reports every morning prior to 9 a.m.

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PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND LOCAL LAW ENFORCMENT AGENCIES, CONCERNING THE REPORT OF CHILD ABUSE OR NEGLECT CHILD FATALITIES

Whenever a suspicious child fatality occurs or in the event of a child death in which the victim is under twelve (12) months of age, the officer in charge of the investigation will make immediate contact with the Indiana Department of Child Services (DCS) Child Abuse and Neglect Hotline to assure that DCS is aware of the death. DCS will complete a written report, SF114/FPP031 (FPP 310) Preliminary Report of Alleged Child Abuse or Neglect, and will make a copy available to the law enforcement agency (LEA). The DCS Hotline will determine if the report meets the statutory definition of child abuse or neglect to initiate an investigation/assessment and will then request LEA to assist in some interviews, to assess risk to surviving siblings, or to help evaluate elements related to possible abuse or neglect. When the investigation/assessment is complete, LEA will forward a copy of the investigation report to the local DCS' office. DCS will provide a written report of the investigation, SF113/FPP0311 (FPP 311) Investigation of Alleged Child Abuse or Neglect, to LEA.

Suspicious child fatalities include, but are not limited to, the following:

- Homicide with an alleged perpetrator in a caregiver role;
- Accidental death when questions of caregiver negligence are raised;
- Natural death (including SIDS) where the condition of the body or autopsy suggests abuse or neglect;
- Suicide, if abuse or neglect may be a contributing factor;
- Death from undetermined or no definite cause; and
- Death of a child being supervised by DCS, either as a Child in Need of Services or by a Program of Informal Adjustment.

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This Protocol is effective as of the date of the last signature below (the "Effective Date").

Traci Eggleston — 10-7-2011

Local Office Director, Indiana Department of Child Services — Date

[signature] — 10/7/2011

Law Enforcement Agency/Sheriff — Date

_____ _____

Law Enforcement Agency/Chief — Date

Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

PROTOCOL BETWEEN MAJOR HOSPITAL AND THE INDIANA DEPARTMENT OF CHILD SERVICES REGARDING THE CHILD PROTECTION PLAN

A. Any person, including any person who works at a hospital, who has reason to believe that a child is a victim of child abuse or neglect should immediately report such information to the Indiana Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline (the "DCS Hotline") at 1-800-800-5556. This report must be made immediately, and the hospital shall not release the suspected abused child to the child's parent/guardian/custodian until the hospital receives notification from the investigating DCS' child protection service, to ensure that the following can be accomplished before any release:

   (1) Color photographs of the injury may be taken.
   (2) X-rays may be taken.
   (3) All affected parties may be interviewed.

B. A report should be made when any person, including any person who works at a hospital, has reason to believe that a child is a victim of child abuse or neglect which includes:

   (1) Physical injury inflicted on this child by other than accidental means.
   (2) The child is a victim of a sex crime.
   (3) The child is born with any evidence of a Fetal Alcohol Spectrum Disorder (FASD), which includes, but is not limited to, Fetal Alcohol Syndrome, or if the child is born with any amount, including a trace amount, of a controlled substance or a legend drug in the child's body.

C. DCS has a statutory obligation to initiate investigations in all alleged child abuse situations within twenty-four (24) hours. A verbal report of this abuse or neglect should be forwarded to DCS within twenty-four (24) hours.

D. In accordance with an exception to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which can currently be found at 45 C.F.R. § 164.512(b)(ii), the hospital hereby agrees that it must release all of the child's protected health information ("PHI"), which includes

all of the child's medical records, to DCS, as DCS is a government authority authorized by law to receive reports of child abuse or neglect.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Traci Eggleston — 10-7-11

Traci Eggleston
Local Office Director, Indiana Department of Child Services — Date

Linda Wessic — 8/17/11

Administrator, VP Clinical Services Major Hospital — Date