



## **Building a Memorandum of Understanding**

### **1. Who will Participate?**

- Local Narcotics Task Force \_\_\_\_\_
- State/Federal Narcotics Task Force \_\_\_\_\_
- Police Department \_\_\_\_\_
- Sheriff's Department \_\_\_\_\_
- Probation Department \_\_\_\_\_
- Parole \_\_\_\_\_
- Prosecutor's Office \_\_\_\_\_
- Children Services Division (CSD) \_\_\_\_\_
- Fire Department \_\_\_\_\_
- Haz-Mat \_\_\_\_\_
- Code Enforcement \_\_\_\_\_
- Public Health Department \_\_\_\_\_
- Medical (Hospital) \_\_\_\_\_
- Schools \_\_\_\_\_
- Drug Courts \_\_\_\_\_
- Treatment Providers \_\_\_\_\_
- Service Clubs \_\_\_\_\_
- Family Court \_\_\_\_\_
- Adult Protective Services \_\_\_\_\_
- Welfare Fraud \_\_\_\_\_
- In-Home Service Providers \_\_\_\_\_
- Family Resource Center \_\_\_\_\_
- Housing Authority-Section 8 \_\_\_\_\_
- Foster Parent Organizations \_\_\_\_\_
- Victim/Witness Services \_\_\_\_\_
- Tribal Counsel/Indian Housing \_\_\_\_\_
- \_\_\_\_\_



## **Building a Memorandum of Understanding**

### **2. Duties, Roles and Responsibilities:**

#### **Law Enforcement**

- Recognize drug environments as child endangerment.
- Hold care-givers of the children accountable by arresting them for child endangerment.
- Collect evidence of child endangerment (drugs, guns, paraphernalia, hazardous conditions, etc.).
- Consider swab testing to support contamination and exposure of drugs to the children.
- Document the child endangerment case in your drug report to include photographs, statements of victims (children), statement of suspects, tape measurements of children and their relationship to the dangerous conditions.
- Notify CSD in advance of planned drug raids.
- Include CSD in raid briefings (sharing of information).
- Provide CSD personnel with work area at task force office (team concept).
- If a DEC case was an unplanned event notify CSD as soon as possible (ASAP).
- Notify CSD to respond to scene of all drug cases involving children when the care-giver is arrested.
- Arrange/provide appropriate DEC cross training for all partners.
- Provide community DEC awareness training.
- Establish a procedure between law enforcement and CSD as to who will report to DOJ under the mandated reporting requirements.
- Notify code enforcement to respond to crime scene for assessment, evaluation, appropriate enforcement, and supportive reports.
- Notify fire/hazmat to respond to crime scene for assessment, evaluation, appropriate enforcement, and supportive reports.
- Provide safety equipment for specific partners.
- Provide CSD with copies of reports, pictures, tapes, etc.
- Encourage CSD or other official in charge of the child's welfare to drug test the child to ensure future health, i.e., blood, urine and hair.



## Building a Memorandum of Understanding

- Ensure chain of evidence with CSD on any drug testing that may occur of the children.
- Provide test kits that will be utilized to collect evidence from the children.
- Pay for the testing of children when the evidence may be used in the criminal case.
- Ensure that all partners in the field (first responders) have the ability to communicate with each other (telephone, radio, Nextel, pager, etc.)
- Establish a call out procedure for law enforcement to contact CSD for an in-field response.
- Establish a procedure for CSD to request assistance of law enforcement.
- Work with schools to obtain grants (safe schools/ healthy students, drug free communities, SRO) that could help DEC teams.
- When parents are arrested, ensure you have accounted for all of the children, not just the ones that are at home.
- Attend DEC basic and/or advanced training courses.
- Formal or informal training in forensic interview techniques of children victim/witness.

### Children Services Division

- Recognize drug environments as child endangerment that requires law enforcement intervention.
- Designate specific personnel to work with law enforcement on DEC cases.
- Obtain/provide cross training for DEC team members.
- Certify that CSD personnel assigned to assist law enforcement with ongoing cases previously passed a background that meets the needs of law enforcement (this helps to establish trust that law enforcement's pending case and undercover officers won't be compromised by sharing information).
- Attend planned event briefings (search warrants, probation and parole searches, raids). This is meant to increase information sharing, intelligence, and safety.
- When law enforcement utilizes the established call-out procedure for DEC cases in the field you will respond to the site within \_\_\_\_\_ minutes. This will vary based on day of the week and after hour call-outs.



## Building a Memorandum of Understanding

- Provide law enforcement with information from your files when you have knowledge that they have an ongoing criminal investigation of a client of yours.
- Have personnel, vehicle and car seats for children available 24/7 to respond to DEC crime scenes. If not, what are the hours of availability?
- Have the necessary equipment (camera, audio recorder, tape measure, report forms) to document the DEC crime scene.
- Provide law enforcement with copies of reports, pictures, etc., for their criminal investigation.
- Provide for a wellness check-up of children immediately after leaving the DEC crime scene.
- Have a medical protocol established with a medical provider and/or public health specialist.
- Test children for the presence of drugs/chemicals. Establish by which means you will test (blood, urine, or hair). Hair is less intrusive. Know your limitations of the type of sample you choose to obtain.
- Notify schools when children have been removed from the home.
- Attend DEC basic and/or advanced training courses
- Establish a procedure between CSD and law enforcement as to who will report to DOJ under the mandated reporting requirements.

\_\_\_\_\_  
\_\_\_\_\_

### Adult Protective Services

- Establish 24/7 first responder criteria with law enforcement for the safety and well-being of elderly and those falling in the above classification.
- Include APS in protocol for response and detention of those individuals found to be at risk.
- LEA to conduct bi-monthly meetings with APS to maintain a close exchange of information on suspected APS clients who may be at risk.
- LEA to implement training for APS workers on recognizing signs of client's possible exposure to drug environments.
- Often times APS clients are overlooked for exposure to drugs and chemicals used for processing of illegal drugs. It is therefore recommended



## **Building a Memorandum of Understanding**

that law enforcement assist APS in establishing a protocol in testing clients for exposure to contraband for their safety and well-being as well as seizure of evidence in abuse prosecution.

- Establish data collection on abuse cases involving clients who are exposed to dangerous environments with emphasis on drug/chemical exposure.

### **Prosecutor**

- Willingness to prosecute child endangerment/neglect cases as they pertain to environments that DEC kids live in.
- Knowing the elements for misdemeanor and felony charging of a DEC complaint.
- Trained in benefits and limitations of drug testing.
- Trained in usefulness of swab testing of drug homes.
- Trained in medical field's assessment of drug environments.
- Cross trained in drug and child abuse cases.
- Commitment to attend monthly DEC team meetings.
- Available for consultation to DEC team in the field 24/7.
- Provide training to team members on any special needs or requirements to prosecute DEC cases.
- Attend basic and/or advanced DEC courses.
- Assist in the preparation of DEC search warrants.
- Support drug and /or family courts when appropriate.
- \_\_\_\_\_
- \_\_\_\_\_

### **Fire Department**

- Respond to requests by law enforcement 24/7 or be available for inspection of dwellings used in violation of drug and/or child abuse laws.
- Provide fire suppression and law enforcement safety support at all clandestine lab sites.
- Provide Haz/Mat support at all clandestine lab sites.



## Building a Memorandum of Understanding

- Provide a safety inspection of drug dwellings which would include a report which lists violations that could endanger the occupants (adult and/or children), or neighborhood -- **UPON REQUEST OF LAW ENFORCEMENT ONLY.**
- Work with LEA's to develop a bi-annual cross training with social services, law enforcement and code enforcement on fire dangers and drug homes.
- Work in assisting LEA's in recognition of fire loading and other hazards including altered electrical and gas lines.
- Provide a fire load report (how volatile/dangerous is the site - **UPON REQUEST OF LAW ENFORCEMENT ONLY.**
- Provide a written documented report to Law Enforcement on all hazardous conditions along with a background of their expertise.
- Include a diagram of the documented scene.

### Code Enforcement and/or Building Inspector

- Respond to requests by law enforcement 24/7 or \_\_\_\_\_ for inspection of dwellings used in violation of drug and/or child abuse laws.
- Work with law enforcement to develop bi-annual training for landlords, property owners and realtors on what to look for in clandestine labs and other dangers that could jeopardize their property.
- Aid law enforcement in recognition of other contaminants such as mildew and mold for collection as necessary in establishing endangerment.
- Provide a written report to law enforcement on all sub-standard living conditions and/or violations along with a diagram.
- When appropriate condemn the building/dwelling in order to protect the occupants.
- Ensure that landlords/owners rehabilitate the premises before allowing re-occupancy.

### Medical/Hospital

- Hospital will conduct a wellness assessment of children taken from drug environments by CSD to ensure the child's well-being.
- Hospital will conduct their wellness examinations according to established local protocols and/or standards as recommended.



## **Building a Memorandum of Understanding**

- Hospital will utilize (blood, urine or hair) for drug testing of children when requested by CSD.
- Hospital to be in possession of, or aware of, standing court orders allowing for drug and heavy metals testing for the health and well-being of the child.
- \_\_\_\_\_  
\_\_\_\_\_

### Superior Court/Juvenile Court

- Some hospitals will not willingly conduct drug testing of juveniles. Therefore, a court order mandating that the hospital conduct a wellness check of a juvenile in the care of CSD who was removed from drug environments may be necessary. Be sure that the order addresses the testing needs of CSD as well as law enforcement.
- \_\_\_\_\_

### Public Health Department

- Provide on call Public Health Nurse who would respond to crime scene or hospital to assist law enforcement and CSD with health and well-being evaluation of endangered children.
- Assist in providing law enforcement and CSD statistical data of county wide drug trends of abuse by age, gender and area.
- Assist law enforcement with information on rise of any drug overdoses to aid in identifying problem areas.
- Work with law enforcement to provide joint public awareness presentation/forums to educate citizens on drug trends.
- Provide updated contact information for referring citizens to appropriate agencies for assistance.

### Public/Private Schools

- Establish contact person for each school to communicate directly with law enforcement regarding suspected endangerment of a child, (i.e., SRO, drug task force agent, CSD liaison, etc.)



## Building a Memorandum of Understanding

- Work with schools to provide periodic drug awareness training to students.
- Provide DEC training to school staff to aid in recognizing children at risk.
- Develop a strategy for notifying teachers and school staff when a child has been detained by law enforcement/CSD in order for school personnel to be aware of external stressors in the student's life. This may become a traumatic event which will require immediate services. Specify method for notification, i.e., telephone call, in person, e-mail or written notice.
- Educate teachers on child endangerment and duties as a mandated reporter.
- Provide questions to school districts for the bi-annual drug/alcohol survey utilizing information to target at risk youth.
- School personnel will provide LE and or/CSD with information about truancy, grades or any other information which will assist in an assessment of the child's well-being.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Local Service Clubs

- Provide DEC training to local service clubs identifying the issues and problems with children found in drug/abusive environments.
- Service clubs to work with LE to establish a resource in the form of charitable contributions to obtain clothing, books, and educational materials for endangered children.
- If agency policy permits, look at the feasibility in receiving monetary donations to purchase DEC bags, clothing, toys and materials in support of the program.
- Work with service clubs to develop and organize annual drug educational seminars for children primarily at the middle school age (i.e., Halloween crack house, red ribbon week).

\_\_\_\_\_





## **Building a Memorandum of Understanding**

### Family Resource Center

- € Will provide early intervention services to families at risk of child abuse and neglect, domestic violence, etc., which have been identified by law enforcement.
  
- € Types of services could include parenting skills, anger management, counseling for substance abuse, domestic violence prevention services, restraining order services/clinics, DV individual counseling services, department of education tutoring services, eligibility list for child care services, home base case management services, child care payment program, home visiting programs, foster family services, teenage pregnancy and parenting and much more.
  
- € Hours of operation and telephone contact information:

---

---

---