



# ARKANSAS HUMAN TRAFFICKING COUNCIL

## LE Policies , Procedures, and Protocols

*The procedures contained herein are written for the law enforcement officer with limited HT training and/or experience and are merely guidelines.*



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# Arkansas Human Trafficking Council Law Enforcement Task Force Policies, Procedures, and Protocols

## I. INVESTIGATIONS & INFORMATION SHARING

1. Investigations shall be conducted in accordance with applicable laws and constitutional requirements in a multidisciplinary team, utilizing a trauma-informed, offender-focused, and victim-centered approach with an end goal of a successful prosecution.
2. Only sworn Law Enforcement (LE) shall conduct criminal investigations.
  - (a) Authorized individuals (e.g. confidential informants) acting under the direction and supervision of sworn LE personnel may participate in investigations.
  - (b) Members of the Arkansas Human Trafficking Council (AHTC) (LE) Task Forces shall not approve, condone, encourage, or promote vigilante actions by private citizens; members shall not use unauthorized private citizens to proactively seek out investigative targets.
  - (c) The above sections shall not preclude the use of information related to a crime provided by victims, survivors, or other members of the public who discover evidence.
3. Investigative and operational reports by sworn AHTC LE Task Forces members participating on the LE Task Force will be prepared in writing, promptly, accurately, thoroughly, completely, and legibly, on their respective agency's standard reporting forms. Any departure from this provision due to unusual or exigent circumstances shall be documented in the relevant case file. Access to investigative case files shall be restricted to authorized personnel only, not precluding disclosures made subject to state and federal rules of discovery or as authorized by statute.
4. The retention, storage, security, and disposal of investigative case information will be consistent with the respective agency's policies and federal and state law regarding same.
5. Evidence will be retained, stored, transferred, secured, and disposed of in a manner consistent with the respective agency's policies and federal and state law regarding same.
6. AHTC LE Task Forces members shall not electronically upload, transmit, forward or otherwise disseminate any images that may be construed as Child Sexual Abuse Material (CSAM). This section shall not prohibit the transfer of evidence between investigators and prosecutors, as provided below in section 7.
7. Absent prosecutorial input to the contrary, during online dialogue, investigators shall allow the investigative target to set the tone, pace, and subject matter of the online and/or cellular conversations. Sections (I)(6) and (7) shall not be construed to prohibit investigators from performing activities when initiating or conducting an investigation, including:

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- (a) Posting information including visual depictions (image or video/printed or digital) to establish an online presence, placing advertisements or posts, or sending messages.
- (b) Visual depictions of any identifiable individual used to represent an investigative persona or any identifiable minor (child) shall be only: 1) an image used with the written consent of a Certified Law Enforcement Standards & Training (CLEST) certified officer, or 2) those of an individual who has given his or her express consent, and only if that individual was at least 18 years of age at the time of the consent. The depictions themselves may be of that employee taken while the employee was under the age of 18.

It should be noted that that section (I) (6) and (7) pertains to human trafficking investigations. When investigative efforts reveal that a case initially centered on human trafficking has transitioned into the realm of internet crimes against children, swift and decisive action is imperative. The agency should follow ICAC Standards and notify the ICAC TF Commander.

- 8. AHTC Task Forces members shall familiarize themselves with relevant state and federal laws, including, but not limited to, those regarding the defense of entrapment and should confer with relevant prosecutors for legal consultation as needed.
- 9. AHTC Task Forces members planning large scale, multi-target operations should advise the AR Human Trafficking (HT) Coordinator of the Arkansas State Police (ASP) and should consult relevant prosecutors regarding the operation.
- 10. Non-profit Government Organizations (NGOs), victim service providers, and other non-sworn entities shall not be made privy to LE sensitive information or briefings. This does not preclude LE from sharing pertinent information with these entities to ensure proper victim services are accounted for regarding operational purposes.
- 11. When minors (children) may be recovered, contact the ASP Child Abuse/Neglect Hotline at 1-800-482-5964 as required by the child maltreatment law. It is recommended that the Arkansas Department of Human Services (ADHS) and Arkansas State Police Crimes Against Children Division (ASP CACD) be notified in order to coordinate appropriate staff to respond immediately to victims.

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## II. REQUIREMENT FOR REPORTING TO THE HT COORDINATOR

1. To deconflict, all AHTC LE member agencies should report in a timely manner all encounters, tips, reports, welfare checks, traffic stops, and investigations with suspected or confirmed victims/survivors of HT, human traffickers, buyers of the goods or services resulting from HT, or individuals/ entities which benefit from and facilitate HT, and all HT investigations, prosecutions, and convictions to the Arkansas HT Coordinator with ASP at [reportht@arkansas.gov](mailto:reportht@arkansas.gov) It is recommended that the report be submitted no more than three days subsequent to the reportable event.

## III.LE TASK FORCES – OFFICE FOR VICTIMS OF CRIMES (OVC) REPORTING REQUIREMENTS

1. ASP is responsible for reporting LE data on task force performance and activities to the OVC through the Performance Measurement Tool quarterly. The quarterly reporting deadlines to OVC are January 30, April 30, July 30, and October 30 throughout the duration of the grant. In the event these dates fall on weekends or holidays, the reports are due to the HT Coordinator with ASP prior to the last business day preceding the weekend or holiday.
2. Each Task Force member agency is responsible for submitting their data related to HT cases to the HT Coordinator with ASP on a monthly basis, specifically by the 10th of the month following the respective reporting month.

- (a) The monthly reporting deadlines to the HT Coordinator with ASP are as follows:

<b>Month</b>	<b>Report Due</b>	<b>Month</b>	<b>Report Due</b>
January	February 10	July	August 10
February	March 10	August	September 10
March	April 10	September	October 10
April	May 10	October	November 10
May	June 10	November	December 10
June	July 10	December	January 10

- (b) Each member agency should submit their monthly reports on the Workbook Excel spreadsheet provided by ASP to the HT Coordinator of the ASP via email at [reportht@arkansas.gov](mailto:reportht@arkansas.gov)
- (c) ASP is responsible for providing each task force member agency with a reporting tool that will allow for consistent documentation and reporting guidelines for member agencies across the state of AR.

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3. ASP is responsible for reporting LE data on task force performance and activities to OVC through the Performance Measurement Tool semi-annually. The semi-annual reporting deadlines to OVC are January 30 and July 30.
4. Each task force member agency shall maintain all necessary documentation to support the data that is reported to OVC.
5. Any examination of digital devices/storage (e.g., cell phones, laptops, etc.) shall be conducted in accordance with the respective LE agency's (LEA's) protocol.
6. Images shall be maintained pursuant to the respective LEA's policy. Absent a court order specifically ordering otherwise, evidence containing images of victims shall not be released to any defendant or representative thereof. This does not preclude disclosures at the request of the applicable prosecutor pursuant to state and federal rules of discovery.
7. Absent exigent circumstances, all members' case referrals between jurisdictions shall include:
  - (a) a secure (i.e., digitally protected) copy of the case file;
  - (b) copies of all official investigative reports or affidavits containing case details; and
  - (c) documentation, preferably the original, of all legal process conducted and all compliance with same.
8. Any transfer of evidence containing images and/or a victim's identifying information among LE shall be done in a secure manner.

### **IV. REFERRALS**

1. Cases received by AHTC personnel or member agencies will be referred to the appropriate task force member agency for follow-up and investigation. LE investigators shall make every effort to deconflict new and/or ongoing investigations.

### **V. CASE MANAGEMENT**

1. The dedicated company ASP HT Special Agent, local LEA, and state and/or Federal prosecutors are responsible for determining investigative priorities and selecting cases for investigation within their respective agencies. Those determinations shall include, but shall not be limited to, an assessment of victim risk, jurisdiction (local, state, or federal), known offender behavioral characteristics, and the likelihood of securing the information necessary to pursue each investigation.

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2. All cases involving minors (children) meeting the requirements of the maltreatment law shall be reported to ASP Child Abuse Hotline at 1-800-482-5964 or visit [mandatedreporter.arkansas.gov](http://mandatedreporter.arkansas.gov) for non-emergency cases.
3. It is recommended that Arkansas Department of Human Services (ADHS), ASP CACD, or LE refer the minor (child) to the local Child Advocacy Center (CAC) for interview and should initiate the involvement of the local child abuse multidisciplinary team.
4. Conventional boundaries are often meaningless in the present digital and technological climate, where the usual constraints of time, place, and distance lose their relevance. These factors increase the possibility of lead and/or affiliate agencies targeting other LE personnel acting in an undercover capacity, investigating the same target, or inadvertently disrupting an ongoing investigation. To foster effective case coordination, collaboration, and communication, each task force member shall make every effort to deconflict all active investigations.
5. AHTC LE Task Forces shall be subject to their respective agency's reporting procedures, record management systems, and case supervision systems. At a minimum, a unique identifier shall be assigned to each case.
6. The AHTC LE Task Forces recognize that the investigation of HT is complex and multi-dimensional, requiring a multidisciplinary team, victim-centered, offender-focused, and trauma-informed approach. The initial actions taken by LE and other NGOs assisting in the investigations are crucial to the successful recovery of victims and prosecutions of traffickers and buyers. The AHTC LE Task Forces understand that HT investigations are a process and do not necessarily move forward in a predetermined chronological order. In the case of minor (child) victims, other agencies should be involved in the investigations including, but not limited to, ADHS, ASP CACD, NGOs, CACs, and youth courts.

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7. As with any LE encounter, special provisions must be made to provide immediate victim-centered, trauma-informed services to alleged victims (Multidisciplinary Teams (MDT) approach involving NGOs) and immediate medical attention to victims and others in need. In the event medical attention is required, LEO should request immediate assistance per their respective agency's policy/protocol/procedure. Furthermore, any individual encountered by LE involved in commercial sex should be approached with open mindedness that the individual is a possible victim. That individual will be offered victim assistance services. In cases of minor (child) victims, ADHS and ASP CACD should be called in accordance with the child maltreatment law. This may be done by contacting the ASP Child Abuse Hotline at 1-800-482-5964 or visiting [mandatedreporter.arkansas.gov](http://mandatedreporter.arkansas.gov) for non-emergency cases. It is recommended to contact local partners to assist in the investigation and delivery of victim's services. It is not an objective of AHTC LE Task Forces to arrest those being provided for commercial sex (which includes, sex trafficking, prostitution, sex tourism, pornography, early marriage, performance in sexual venues, and online or electronic transmission of children engaged in sexual activities). It is an objective of the AHTC LE Task Forces to arrest those buying commercial sex and any others who are controlling or providing subjects/victims for commercial sex.

### **VI. MEDIA RELATIONS & RELEASES OF INFORMATION**

1. AHTC member agencies will abide by applicable state and federal laws regarding confidentiality, privacy, and AHTC standards regarding LE secrecy and/or concerning active operations, investigations, and prosecutions.
2. AHTC member agencies will not publish, comment, or otherwise release any information to the media or make any other public release regarding an active operation, investigation, prosecution, or appeal being conducted under the auspices of the AHTC in a manner inconsistent with the AHTC mission.
3. AHTC member agencies will coordinate reasonably in advance of any intended media or other public release regarding any AHTC matter with the applicable and appropriate prosecutorial entity, so as to give the appropriate prosecutorial entity a reasonable opportunity to review legal and practical consequences of said intended release, and to coordinate with the respective agency regarding the intended release.



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## VII. TIP REACTIVE PROCEDURE

1. Initial communication is received by the coordinator/screener/intelligence specialist. Initial information indicating trafficking and victimization could come from public, law enforcement tips, law enforcement investigation, the Polaris Project (National Human Trafficking Hotline), NCMEC, ICAC cyber tips, or advocates.
2. Immediately upon report receipt, the coordinator will determine whether the victim is a minor or adult. By statutory necessity, the response will differ for a contact concerning a minor victim.
  - (a) For minor victims, the coordinator will:
    - (i) *Confirm that a report was made to the Child Abuse Hotline and CACD has been assigned.*
    - (ii) *Notify the district's prosecuting attorney's office and multidisciplinary team facilitator.*
    - (iii) *Notify the local, county, and designated ASP HT Company Special Agent or local HT Task Force member and connect the appropriate law enforcement with lead CACD investigator and supervisor.*
    - (iv) *Notify the established victim and advocacy services for the minor victim.*
  - (b) For adult victims, the coordinator will:
    - (i) *Notify the district's prosecuting attorney's office.*
    - (ii) *Notify the local, county, and designated ASP HT Company Special Agent or local HT Task Force member for the reported geographic location. Deconfliction protocol will determine which agencies investigate.*
    - (iii) *Notify established victim services providers of the potential need for a response.*
  - (c) The Council will provide technical assistance to law enforcement and the local teams.
    - (i) *Forty-eight hours after the initial contact with the coordinator, a follow-up status inquiry will be conducted. The coordinator will ensure that the local team has the necessary contacts and information for a criminal investigation as well as regional service and advocacy agencies. In addition, the coordinator will encourage the local team to provide an update to the prosecuting attorney.*
    - (ii) *Ten days after the initial contact, the coordinator will complete a status report, indicating all steps taken, including custody and placement status, provision of victim services, status of investigation and/or arrest(s), and the pertinent subsequent updates.*
    - (iii) *Sixty days after the initial contact, the coordinator will organize a status check with all agencies involved.*

## VIII. LAW ENFORCEMENT REACTIVE PROCEDURE – ADULT

1. Initial HT indicators are detected by a Law Enforcement Officer (LEO) during routine encounter.
2. The LEO should attempt to separate the potential victim from others (e.g., place parties in separate vehicles).

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3. The LEO should use a victim-centered, trauma-informed HT pre-screening tool (HT indicator card) to further determine whether trafficking may be occurring or has occurred. **Do not directly ask the adult the questions on the indicator card. It is not a questionnaire.**
  - (a) If time permits, and the LEO needs additional assistance, the LEO will contact the designated ASP HT Company Special Agent or local HT Task Force member before deciding whether to detain or release subject(s) from encounter. The ASP HT Company Special Agent or HT Task Force member is responsible for contacting the ASP Human Trafficking Coordinator.
  - (b) If it is determined that the adult is a victim of HT, the LEO shall immediately assess the needs of the victim, including safe removal from the trafficker(s), food, medical attention, clothing, shelter, and/or other needs. The LEO will coordinate with the services coordinator or victim service providers to address victim needs.
4. If the victim(s) does/do not need immediate assistance, the LEO should contact HT Navigator employed by the Arkansas Department of Human Services or a local victim/survivor advocate as close as possible to first contact with potential victims to ensure appropriate services are offered.
5. Investigative and operational reports by sworn AHTC LE Task Force members participating on the LE Task Force will be prepared in writing, promptly, accurately, thoroughly, completely, and legibly, on their respective agency's standard reporting forms. Any departure from this provision due to unusual or exigent circumstances shall be documented in the relevant case file. The LEO should indicate potential victim's apparent level of willingness to talk to investigators.
  - (a) The LEO should document all details of the encounter, including identification documents, vehicle description, addresses, and contact information for each individual involved.
  - (b) The LEO, ASP HT Special Agent, or task force member will determine whether or not potential victims should be asked to come in for an interview and additional screening.
  - (c) The LEO, ASP HT Special Agent, or task force member shall conduct the interview(s) and HT screening.
6. The dedicated company ASP HT Special Agent or task force member should coordinate and collaborate with the LEO to determine if the case will be investigated by local LEA or AHTC LE Task Forces.
7. The CAC may be used for adult victims with a cognitive or development delay.

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8. The LEO should contact NGOs in their area. NGOs provide a multitude of services for victims of human trafficking. Contact the Arkansas HT Coordinator for assistance in identifying NGOs in the area. NGOs assisting in the investigations are crucial to the successful recovery of victims and prosecutions of traffickers and buyers.
9. If the victim is a foreign national:
  - (a) follow the above protocol;
  - (b) secure a qualified neutral interpreter/translation if needed;
  - (c) run names through NEED NAME (BLOC) or El Paso Intelligence Center (EPIC). If the LEA does not have these capabilities, contact the ASP LE Task Force Special Agent assigned to that respective company;
  - (d) refer victim to Office of Refugee Resettlement; and
  - (e) Law Enforcement request Continued Presence (CP) status or provide CP status or provide documentation to support CP or other immigration assistance.

### IX. LAW ENFORCEMENT REACTIVE PROCEDURE – MINOR (CHILD)

1. Initial HT indicators are detected by a Law Enforcement Officer (LEO) during routine encounter.
2. The LEO should attempt to separate the potential victim from the suspected trafficker (e.g., place parties in separate vehicles).
3. The LEO should use a victim-centered, trauma-informed HT pre-screening tool (HT Indicator card) to further determine whether trafficking may be occurring or has occurred. **Do not directly ask the child or family the questions on the indicator card. It is not a questionnaire.**
4. If a minor (child) discloses that abuse or trafficking has occurred, or LEO believes trafficking happened or is happening, the minor (child) shall be removed from the situation per individual agency policy.
  - (a) The LEO shall immediately notify the areas ASP CACD on call investigator and the ASP Child Abuse/Neglect Hotline at 1-800-482-5964 to assist in the investigation and provide the delivery of victim's services. ASP CACD will complete a simultaneous civil child maltreatment investigation. The criminal and civil investigation should be coordinated with LE and ASP CACD. ADHS will facilitate determining who is the legal guardian of the minor (child), whether placement with the legal guardian is appropriate, and if not, who or what entity shall assume responsibility of the minor (child).
  - (b) After contacting ASP, the LEO shall immediately assess needs of the minor (child) victim, including safe removal from traffickers, food, medical attention, clothing, shelter, and/or other needs. The LEO will coordinate with ASP CACD, ADHS, NGOs, and CACs to address victim's immediate and long-term needs.

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- (c) In determining the identity of the legal guardian, the LEO will work with ADHS and ASP CACD.
- (d) Law enforcement (LE), ADHS, and ASP CACD should coordinate and complete history searches. This should include child welfare history (e.g., CHRIS search).
- (e) CACD is required to contact the victim after a report is accepted by the Child Abuse Hotline, in accordance with the child maltreatment law. CACD should coordinate with LE to schedule the first contact with the victim. CACD should coordinate with LE regarding witness and offender interviews. LE will serve as lead on criminal investigation, and CACD and the Division of Children and Families (DCFS) will work alongside LE to ensure the child's safety. Either the LEO, the designated company ASP HT Special Agent, or ASP CACD investigator will observe the forensic interview. CACD shall coordinate with LE before making a true finding. Upon request, ASP CACD may request extensions based on law enforcement investigations and the prosecuting attorney's office.
- (f) LEO documents should detail the encounter, including identification documents, vehicle description, addresses, and contact information for each individual involved. Investigative and operational reports by sworn AHTC LE Task Forces members participating on the LE Task Force will be prepared in writing, promptly, accurately, thoroughly, completely, and legibly, on their respective agency's standard reporting forms. Any departure from this provision due to unusual or exigent circumstances should be documented in the relevant case file.
- (g) The dedicated company ASP HT Special Agent should coordinate and collaborate with the LEO to determine if the case will be investigated by the local LEA or the AHTC LE Task Forces.
- (h) The ADHS caseworker is responsible for coordinating appropriate placement and services for the minor (child).
- (i) When contacted, CACs shall provide or refer child for mental health services, and forensic medical exams, and provide family/victim support and court prep for the victim.
- (j) CACs will coordinate forensic medical exams and anything of evidence value with LE.
- (k) The LEO should contact NGOs in their area. NGOs provide a multitude of services for victims of human trafficking. Contact the Arkansas HT Coordinator for assistance in identifying NGOs in the area. NGOs assisting in the investigations are crucial to the successful recovery of victims and prosecutions of traffickers and buyers.

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5. If the minor (child) does not disclose that abuse has occurred, but the LEO suspects that the minor (child) is in danger, the LEO should coordinate with ADHS. The ADHS caseworker is responsible for coordinating appropriate immediate and long-term placement and services for the minor (child). The LEO may place a hold on the child. See A.C.A. § 12-18-1001. The LEO should follow agency policy and law pertaining to placing a hold on the child. AHTC encourages LE partnership with ADHS.
6. Any person in charge of a hospital or similar institution or any physician treating a child may keep that child in his or her custody without the consent of the parent or the guardian, whether or not additional medical treatment is required. See A.C.A. § 12-18-1001.
7. If the minor (child) is a foreign national:
  - (a) follow the above protocol;
  - (b) secure a qualified neutral interpreter/translation if needed;
  - (c) run names through NEED NAME (BLOC) or El Paso Intelligence Center (EPIC). If the LEA does not have these capabilities, contact the ASP LE Task Force Special Agent assigned to that respective company;
  - (d) refer victim to Office of Refugee Resettlement; and
  - (e) Law Enforcement request Continued Presence (CP) status or provide CP status or provide documentation to support CP or other immigration assistance.
8. LEO, ASP CACD, ADHS and CACs should participate in MDT Case Reviews related to any encounters involving minor children. LEO and prosecutors may refer encounters to MDT Facilitators to be placed on any agenda for MDT Case Review.

### **X. CHILD ADVOCACY CENTERS & FORENSIC INTERVIEWS**

1. Child Advocacy Centers (CACs) are nongovernment organizations that provide services to children who are victims of felony child physical abuse, child sexual abuse, child exploitation, child witness to a violent crime, child human trafficking, and any other cases the local Child Abuse Multidisciplinary Team deems appropriate. In Arkansas, all CACs are members of the State Chapter of CACs, Children's Advocacy Centers of Arkansas, and are required to secure national accreditation through the National Children's Alliance. See below for the list of services and explanation of services provided by the CACs.
2. The LEO and/or the dedicated company ASP HT Special Agent should coordinate with the CAC for the CAC to provide forensic interview or a neutral friendly location and other victim services. Reports of non-verbal children should still be referred to the CAC for services and to the MDT for a collaborative investigation even if they are not referred to the CAC for a forensic interview.

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3. If the child has physical signs of trauma, signs of drug use/dependency, or has been sexually assaulted, the LEO and/or the dedicated ASP HT Special Agent will ensure the child goes to the local CAC, Arkansas Children's Hospital, or a local emergency room for evaluation and a forensic medical exam. A forensic medical exam at a local CAC is preferred if it is in the best interest of the minor child.
4. The referral and scheduling of forensic interviews should be done balancing the needs of the child and the needs of the investigative and service team. It is best practice that a child who is a suspected victim of abuse should receive a forensic interview as soon after disclosure is made or report of concern of abuse is made. Scheduling of the forensic interview should also consider the immediate medical, psychological, and safety needs of the child.
5. Prior to each forensic interview of a minor (child) suspected of being a victim of or witness to HT, the core members of the multidisciplinary team, including ASP CACD, ADHS, LE, prosecutor, and forensic interviewer, will discuss the case and will provide the forensic interviewer with needed information to conduct the interview in a manner consistent with and adhering to the fidelity of the forensic interview model. Team members will discuss information needed, evidence that can be used in the interview, whether a multi-session interview may be necessary, and possible questions for the interview.
6. Evidence collection and assessment of the physical needs and psychological needs of the child may need to be done prior to a forensic interview.
7. Importantly, any delay in scheduling the forensic interview should not cause any delay in other parts of the investigation by the LEO or dedicated company ASP HT Special Agent. For example, even if a child does not receive an immediate forensic interview, the investigators are still able to interview the reporter and possible witnesses, gather other investigative details and possible evidence, etc. Often, the forensic interview drives the next steps of the investigation, protection or removal, and services for the child and family. The importance of the forensic interview should drive each team member to ensure that we are all providing the best possible setting and opportunity for the child to be able to provide the most reliable and complete details possible.
8. The LEO, the dedicated company ASP HT Special Agent, and/or their designee should participate in the pre-interview meeting; The LEO or ASP CACD shall observe each forensic interview of a minor (child) in its entirety, including multi-session interviews; and participate in the post-interview meeting.

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9. The LEO, the dedicated company ASP HT Special Agent, ASP CACD Investigator, and/or their designee should participate in each interview by advising the CAC forensic interviewer, prior to the conclusion of the interview, of any additional inquiries which need to be made to reasonably allow LEO and/or the dedicated ASP Company Special Agent to initiate or advance a criminal investigation of the suspected HT.
10. The LEO or the dedicated Company ASP HT Special Agent should, as time permits and local practice dictates, coordinate with the appropriate prosecutorial entity, or the Office of the Attorney General personnel if the elected prosecuting attorney so elects, prior to the forensic interview of the minor (child).
11. The CAC will provide the LEO, ASP CACD Investigator, ADHS, and/or the dedicated Company ASP HT Special Agent with a copy of the forensic interview.
12. The CAC shall provide or assist in setting up a forensic medical exam by a trained medical provider. Acute medical concerns may need to be referred to Arkansas Children's Hospital or the local emergency room.
13. The CAC will provide or refer the victim to trauma-informed mental health services.
14. The CAC will participate in regular MDT case reviews on the case to ensure all investigative needs and victims' needs are met.
15. The CAC will provide family and victim advocacy and coordinate with the local prosecutor's office to provide court preparation for the victim.

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16. CACs provide the following services:

- (a) Advocacy – Advocates work with the victims and their families to determine the victim and family’s immediate and long-term needs. Advocates also help prepare victims for court testimony as needed, provide referrals to victim services, and assist children and families in securing crucial services. Children and families in crisis need assistance in navigating multiple systems involved in the CAC response. More than one victim advocate may perform these functions at different points throughout a case, requiring continuity and consistency in service delivery. Forensic Interviews – Every CAC has trained forensic interviewers who conduct evidence-based, victim-centered, trauma-informed interviews with children who are alleged victims. The purpose of the CAC forensic interview is to obtain information from a child about abuse allegations, including trafficking, that will support accurate and fair decision-making by the MDT within the criminal justice, child protection, and service delivery systems. The manner in which a child is treated during the initial forensic interview may significantly impact the child’s understanding of, and ability to respond to, the intervention process and/or criminal justice system. Forensic interviews are conducted in a manner that is focused on fact-finding and is developmentally and culturally sensitive, unbiased, and legally sound. The interviews do not stand alone but instead serve to assist in identifying corroborating evidence in the investigation of abuse.
- (b) Mental Health Services – All victims are provided the opportunity to participate in trauma-informed mental health services. Without effective therapeutic intervention, many traumatized children will suffer ongoing or long-term adverse social, emotional, developmental, and health outcomes that may impact them throughout their lifetimes. Evidence-based treatments and other practices with strong empirical support reduce the impact of trauma and future abuse.
- (c) Medical Services – All victims are provided with trauma-informed specialized medical services. All children who are suspected victims of child sexual abuse are provided a medical evaluation by a provider with specialized training. The collection and documentation of possible forensically significant findings are vital. Referrals of children for medical examinations are not limited to those instances in which forensically significant information is anticipated. A medical evaluation holds an important place in the multidisciplinary assessment of child abuse. An accurate and complete history is essential in making diagnoses and determine appropriate treatment.



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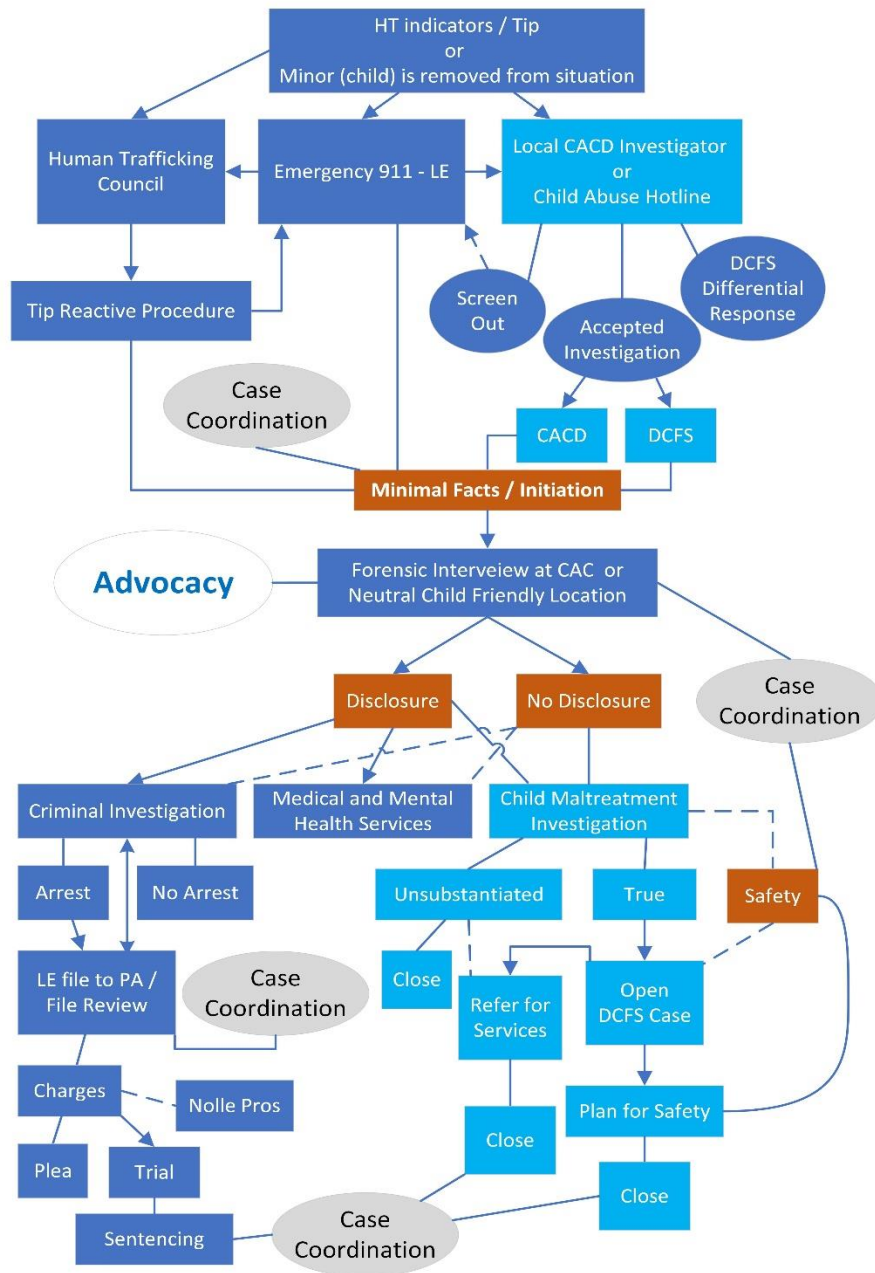
## 17. The Children's Advocacy Centers of Arkansas (CACar)

- (a) Multidisciplinary Team Coordination and Facilitation – The Children's Advocacy Centers of Arkansas (CACar) provides oversight, coordination, and facilitation for the Arkansas multidisciplinary approach to child maltreatment investigations. Multidisciplinary teams serve as an interagency coordinated response. A Multidisciplinary Team coordinates intervention to reduce potential trauma to children and families and improve services overall, while preserving and respecting the rights, mandates, and obligations of each agency. The MDT is a group of professionals from specific, distinct disciplines that collaborates from the point of report through the criminal justice case and healing for the child. A coordinated, MDT approach facilitates efficient interagency communication and information sharing, ongoing involvement of key individuals, and support for children and families. Each agency gains the benefit of a broadened knowledge base from which decisions are made, thorough and shared information, and improved and timely evidence gathering.
- (b) Case Review- CACar MDT Facilitators conduct case reviews on each case with MDT members to determine needed next steps and services. Case Reviews occur a minimum of monthly, although not every case will be reviewed monthly. Case review is the formal process that enables the MDT to monitor and assess its independent and collective effectiveness to ensure the safety and well-being of children and families. The process encourages mutual accountability and helps to assure that children's needs are met sensitively, effectively, and in a timely manner. Case review is intended to plan and monitor current cases. It is not intended as a retrospective case study. Case review is not meant to preempt ongoing discussions, and ongoing discussions are not meant to take the place of formal review.

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## XI.MINOR (CHILD) CASE FLOW CHART

**AR Human Trafficking Case Flow Chart  
Minor (child)**

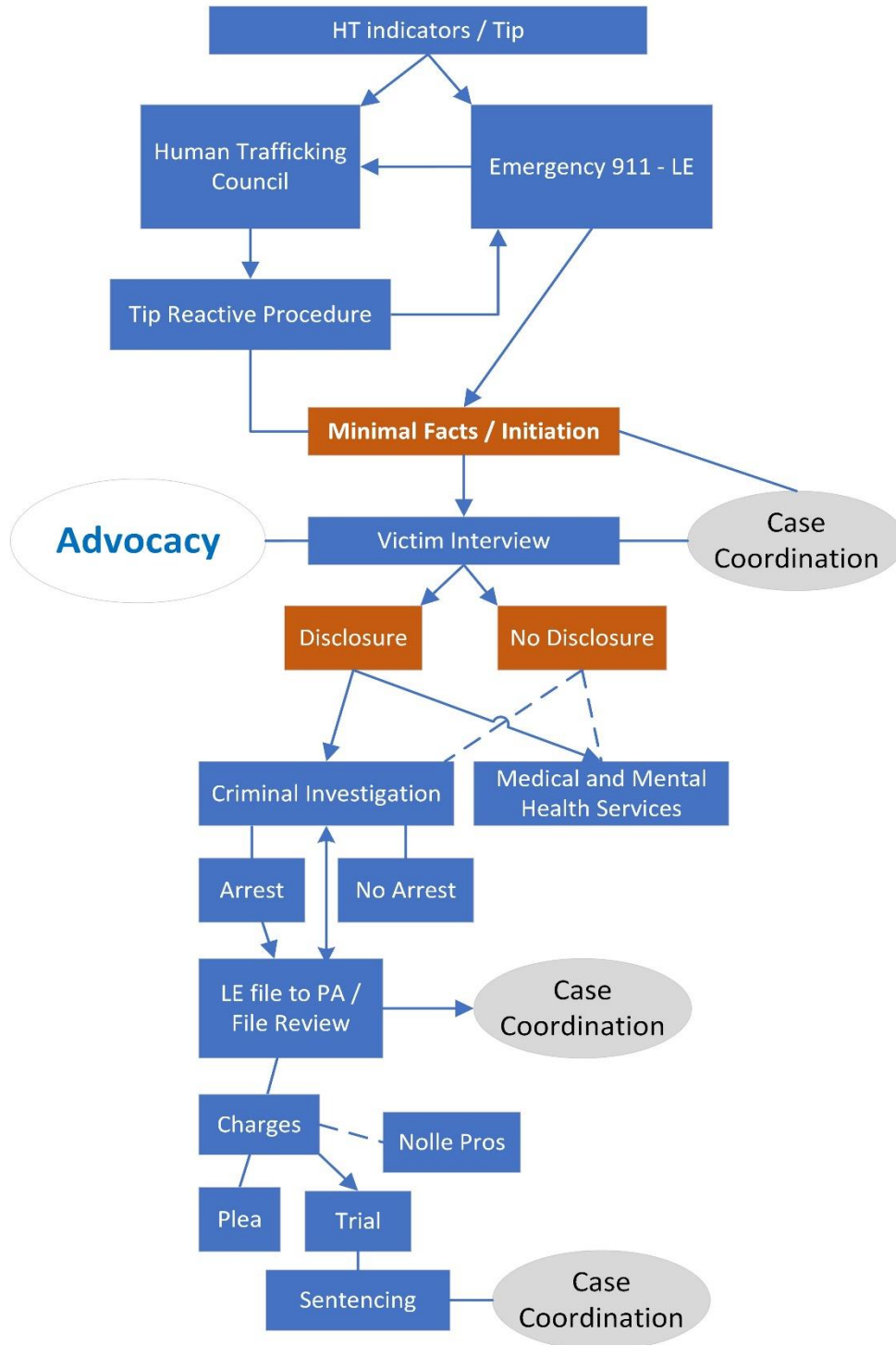


- The criminal and civil investigation should be coordinated with LE and ASP CACD.
- CACD should coordinate with LE to schedule the first contact with the victim, witnesses, and offender.
- CACD shall coordinate with LE before making a true finding.
- ADHS will assess safety upon request from CACD. DCFS will determine next steps based on safety assessment.
- CACs shall provide or refer child for mental health services, and forensic medical exams, and provide family/victim support and court prep for the victim.
- CACs will coordinate forensic medical exams and anything of evidence value with LE.

# Arkansas Human Trafficking Council Law Enforcement Task Force Policies, Procedures, and Protocols

## XII.ADULT CASE FLOW CHART

### AR Human Trafficking Case Flow Chart Adult



# Arkansas Human Trafficking Council Law Enforcement Task Force Policies, Procedures, and Protocols

## XIII.APPENDIX

1. Arkansas Department of Human Services (ADHS)
2. Arkansas Human Trafficking Council (AHTC)
3. Arkansas State Police (ASP)
4. Arkansas State Police Crimes Against Children Division (ASP CACD)
5. Certified Law Enforcement Standards & Training (CLEST)
6. Child Advocacy Center (CAC)
7. Child Sexual Abuse Material (CSAM)
8. Children's Advocacy Centers of Arkansas (CACar)
9. Continued Presence (CP)
10. Division of Children and Families (DCFS)
11. Human Trafficking (HT)
12. Law Enforcement (LE)
13. Law Enforcement Agency's (LEA's)
14. Law Enforcement Officer (LEO)
15. Non-profit Government Organizations (NGOs)
16. Multidisciplinary Teams (MDT)
17. Office For Victims of Crimes (OVC)