Ohio Department of Children and Youth**PICKAWAY COUNTY**
MEMORANDUM OF UNDERSTANDING
TO ADDRESS CHILD ABUSE AND NEGLECT

I. STATEMENT OF PURPOSE

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

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

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

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

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

timeframes; Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

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

II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

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

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

B. LAW ENFORCEMENT

The county peace officer, each Chief of the local political subdivisions, and any other law enforcement officers handling child abuse and neglect cases in the county will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to the PCSA as soon as possible or within **24 hours** for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with the PCSA in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting the PCSA in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with the PCSA on interviews with principals of the case when there are serious criminal implications; Notifying the PCSA of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to the PCSA's requests for information regarding the status of the legal action; Providing police record checks for the PCSA as necessary or requested as permitted by law; Consulting with the PCSA prior to removal of a child from their home when possible; Handling and coordinating investigations involving a child fatality or near fatality which may have resulted from abuse or neglect.

C. JUVENILE COURT

The most senior Juvenile Judge in point of service of the county or their representative, selected by the Judge, if more than one, will be responsible for attending meetings concerning the MOU, entering into agreements with the other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

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

D. COUNTY PROSECUTOR

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

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

E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES [If not part of a combined agency]

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

If the county's Department of Job and Family Services is a separate agency from the PCSA, employees within the county agency are expected to report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency upon receipt; Collaborate with the PCSA to assist families

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

E. LOCAL ANIMAL CRUELTY REPORTING AGENCY

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

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

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

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

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

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

The Clerk of County Common Pleas Court will collaborate with the PCSA, County Prosecutor, and local law enforcement to establish standards and processes for the filing and acceptance of abuse, neglect, and dependency pleadings; Notice to the necessary parties; Service of process; How to send and receive communications from the Clerk; Defining acceptable methods of communication; Best practices for handling emergency/ex parte motions and orders which require the removal of children and need to be acted upon in an expeditious manner; Date and timestamp process and any cut-offs; Determine how and when to expect decisions or entries to be communicated; Provide

periodic training for those involved in the investigation of child abuse and neglect and the signatories of this MOU; Be available to the PCSA management staff or the Prosecutor should questions arise.

III. SCOPE OF WORK

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

A. Mandated reporters and penalty for failure to report

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

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

If Pickaway County Job and Family Services suspects that a mandated reporter has failed to report suspected or known child abuse or neglect, Pickaway County Job and Family Services shall give written notification to the Prosecutor, Law Director or Village Solicitor, pursuant to ORC 2921.14.

B. System for receiving reports

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

Reports of child abuse or neglect may be filed with Pickaway County Department of Job & Family Services, Children Services Division at

1005 S. Pickaway Street, Circleville, Ohio 43113, (740) 474-7588 or with any law enforcement agency. Children Services has staff available to receive reports by telephone 24 hours per day, 7 days per week. All after hour, holidays, and weekend calls are answered by local law enforcement and forwarded to the on-call Pickaway County Department of Job and Family Services Child Protective Services staff member. A caseworker and supervisor are available at all times to respond to emergency siutations. Reports may be made by telephone, in person, or in writing. The report shall contain, at a minimum, the following information:

•The names and addresses of the child and the child's parents or the person(s) having custody of the child, if known;

•The child's age and the nature and extent of the child's known or suspected injuries, abuse, or neglect, or the known or suspected threat of injury, abuse, or neglect, including any previous evidence of previous injuries, abuse, or neglect; and

•Any other information that might be helpful in establishing the cause of the known or suspected injury, abuse, or neglect, or of the known or suspected threat of injury, abuse, or neglect.

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

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

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

C. Responding to mandated reporters

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

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

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

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

1. PCSA's Response Procedure

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

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

If it is determined that a child has been or is at risk of being abused, neglected, or dependent, agency services are offered to the family. The agency will first attempt to keep the family together by coordinating services needed to strengthen the family. Services may include information and referral, counseling, parenting education, case aide or homemaker services, and visits by a worker to assist with planned changes. Because seperation from family has a traumatic impact on children, it occurs only when the child cannot be protected or have their basic needs met within the primary family. If the child cannot remain safely within their own home, the agency will utilize one of the following options:

- Work with the family to develop a temporary, safe living arrangement, usually with a relative, through safety planning;
- Ask the parents to sign a voluntary agreement that the agency will have temporary custody of the child;
- Contact Juvenile Court to ask for removal of the child from the home.

Emergency Removals

- Children Services will consider the emergency removal of a child from the home when all of the following conditions exist:
- The child is at imminent risk and in need of protection from abuse or neglect;
- The caretaker is unavailable, unable, or unwilling to provide protection from child abuse or neglect;
- Supportive services cannot provide adequate protection to the child if the child remains in the home; and
- The court has issued an emergency court order.

When an emergency removal has occurred, the worker shall provide the caretaker and the child, when age-appropriate, with the following information:

- The reason for the removal;
- The name, agency address, and phone number of the assigned worker;
- The address, hours, and phone number of Juvenile Court to discuss the appointment of an attorney, if necessary;
- Where and when a hearing will be held to determine if there is a need for continued custody, placement, or other court orders; and
- A visitation plan, pending the completion of the case plan.

When an emergency removal has occurred by ex-parte court order, the agency will petition the court the next working day for an order authorizing the continued placement of the child.

Non-Emergency Removals

Children Services will remove a child from the home and provide temporary placement when:

- The parents sign an agreement for Temporary Custody; or
- Juvenile Court has determined that the child is in need of protection and orders the child to the temporary custody of the agency. This may occur through the course of regular court activity or through the motion of Children Services.

2. Law Enforcement and Children Services Division Response Procedure

Children Servies will request assistance from the appropriate law enforcement agency to facilitate a removal when any of the following conditions exist:

- The worker is denied entry into the residence or denied access to the child;
- The parent or child offers physical resistance to the removal;
- The personal safety of the child is in question; or
- The personal safety of the worker is jeopardized.

3. Children in Need of Medical Attention Special Response Procedures

Child will be taken to the appropriate medical facility to include the local hospital, emergency room, urgent care or health department.

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

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

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

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

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

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

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

Children Services has the responsibility of conducting a legally sound and effective investigation. It is also their responsibility to coordinate the investigation with the local law enforcement agency that has jurisdiction over the case. Both agencies must decide how

to intervene in a manner that will maximize the information obtained from the investigation while minimizing the risk of trauma to the alleged child victim and family members. Joint interviews should be conducted whenever possible to minimize trauma.

The investigation is a detailed fact-finding process with four primary goals:

1. To determine whether the allegation is founded;

2. To determine the degree of risk to the child;

3. To develop and implement a plan to protect the child;

4. To gather evidence to support criminal prosecution and other judicial proceedings, where indicated.

Required Interview

Risk factors and the safety of the alleged child victim should ultimately determine the sequence and timing of interviews. However, Children Services has mandated timeframes outlined in OAC 5101:2-36-03. The sequencing of the interview process is subject to change if the details or specifics of a certain allegation/case warrant such changes.

Interview Environment

Interviews with the alleged child victim (ACV) should be in the least stressful, safest environment possible. A neutral setting is optimal. Interviews with non-offending parent(s) and siblings or other children in the home should occur where they feel most comfortable. Interviews with the alleged offender are generally conducted in a law enforcement setting.

Documentation of Interviews

All interviews, whether conducted jointly or separately, shall be documented by each entity involved. Children Services will document its contact with the family by completing a risk assessment document. Other subscribers to this Memorandum of Understanding will also complete reports of their findings. By signing this Memorandum of Understanding it is understood and agreed that all involved parties will share copies of these written reports with each investigative entity upon request.

Alleged Child Victim (ACV) Interviews

The interview with the ACV should always take into consideration the strengths and limitations of the child to be interviewed. Interviews should acquire a working knowledge of the child's chronological age, developmental age, level of functioning, language proficiency, and the ability to pair known information with verbal responses.

Corroborating evidence to the ACV's interview can strengthen the case and increase the possibility of criminal prosecution.
Photographs of areas of visible trauma/neglect on an ACV should be taken unless it is unnecessary or detrimental to the ACV's well-being. Photographs must be noted with the child's name, identifying characteristics such as the child's face, who took the photograph, and the date/time the photograph was taken.

A medical examination may be arranged:
• With parent, guardian, or custodian consent;
• Without parent, guardian, or custodian consent upon 1) request of the ACV; 2) request of a law enforcement officer or prosecuting attorney and with consent of the ACV; or 3) court order.

A radiological examination may be arranged:

• With parent, guardian, or custodian consent;
• Without parent guardian, or custodian consent if determined by a physician to be medically indicated through examination or observation.

Psychological diagnosis or treatment may be arranged:

• With parent, guardian, or custodian consent;
• Without parent, guardian, or custodian consent upon a court order.

In neglect cases, photographs of the condition of the home and/or children should be taken if possible:

• With parent, guardian, or custodian consent;
• Without parent, guardian, or custodian consent upon request of law enforcement and/or court order.

Interviews with Alleged Non-Offending Parent/Caregiver

The interview with the non-offending parent is important in determning whether the non-offending parent is:

• Supporting or refuting the child's allegations;
• Able and willing to ensure the child's safety;
• Capable
• Promoting the child to make or recant an allegation.

Interviews with the Alleged Offender

The interview with the alleged offender will be conducted by both a law enforcement officer and a Children Services worker, when possible. Law enforcement is typically in charge of this information due to their specialized training and legal connection to the court system. The purpose of the interview is to gather information regarding the alleged abuse, assess the alleged offender's risk to the child safety, and persuade the offender to cooperate with a plan to ensure the safety of the child. At its conclusion, Children Services and the Prosecutor will be provided a verbal report of the results of the interview. A written report will be provided following the completion of the interview.

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

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

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

- Casework and supervisory staff of the PCSA
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
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G. Standards and procedures for PCSA requests for law enforcement assistance

A Children Services worker investigating a report of suspected child abuse or neglect shall immediately notify the appropriate law enforcement agency in the following situations:
• To request assistance in completing any mandated or necessary investigation requirements;
• When the situation may possibly warrant criminal action to be taken;
• When a third-party investigation is required;
•When an out-of-home investigation is required;
•With cases involving a missing child
•With cases involving a child fatality from alleged abuse or neglect;
•In all reports containing allegations of sexual abuse;
•In all reports containing allegations of severe injury or cruel and unusual punishment;

•When requesting assistance in removing a child;
•When there is a threat of physical harm to the worker or to anyone else involved in the case;
•When requesting assistance in after-hours investigations; and
•When there is a reason to believe that a crime has been committed or is going to be committed.

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

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

H. Specialized Investigations or Circumstances

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

1. Out-of-Home Care

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

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5180:2-1-01 of the Administrative Code.

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

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

Joint Investigation Requirements

Initial intervention in child abuse and neglect cases can be made by either Children Services or the appropriate law enforcement entity. However, any serious report involving injury, hospitalization, or possible removal of a child from the home requires a joint cooperative intervention between the agencies.

The following types of cases will always require a joint investigation:
• Those requiring a third-party involvement;
• Those involving the death of a child who is in the custody of Children Services;
• Those involving a child fatality in which abuse, or neglect suspected as a cause;
• Those involving alleged withholding of appropriate nutrition or hydration;
• Those involving child sexual abuse allegations;
• Those involving human trafficking; and
• Those involving serious physical abuse or neglect that may result in criminal proceedings.

Upon receipt of a potentially life-threatening child abuse or neglect report, immediate contact between Children Services and the appropriate law enforcement agency will be made to jointly plan the intervention and investigation. In joint investigations, Children Services and law enforcement will immediately share all statements, reports, and verbal and written opinions concerning the abusive or neglectful situations.

Children Services shall meet its obligation of maintaining communication with the appropriate law enforcement agency regarding child abuse and neglect investigations as follows:

• A written report will be filed with law enforcement regarding any investigation involving the death of a child;
• Written reports will be filed as requested by law enforcement agencies;

• Contact will be maintained to share information on joint investigations and to notify law enforcement agencies of independently initiated Children Services investigations of actual abuse or neglect situations. In such cases, follow-up reports in conference or in writing will be provided upon request by law enforcement officials.

Children Services will report actions that could result in criminal charges to law enforcement authorities. If further investigation is required, the Prosecutor will collaborate with the appropriate law enforcement agency or Children Services in preparing the case for presentation.

If law enforcement is unable to conduct the joint interview within the mandated time frames (OAC 5101:2-36-03), Children Services will conduct the interviews within their mandated time frames.

2. Third-Party Investigations

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

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Children and Youth (DCY) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by DCY when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee or agent of DCY or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing DCY or the PCSA who provides services for payment or as a volunteer.
- A foster caregiver or an employee of an organization or facility licensed or certified by DCY and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA is to document in the case record if a conflict of interest is identified.

The PCSA is to request that law enforcement serve as the third party when a report alleges a criminal offense. The PCSA is to request the

assistance of a third party within 24 hours of identifying that a conflict of interest exists.

In joint investigations, Children Services and law enforcement will share immediately all statements, reports and verbal and written opinions concerning the abusive or neglectful situations.

In the event law enforcement declines to participate, Children Services will contact alternate law enforcement agency, prosecutor's office, or DCY for guidance.

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

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

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

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

   A joint investigation between Children Services or the appropriate law enforcement agency may be required in cases involving a child death where abuse or neglect is suspected as a cause.

   A written report shall be filed with law enforcement regarding any investigation involving the death of a child.

   A Children Services employee investigating a report of suspected child abuse and neglect shall immediately request the appropriate law enforcement agency in cases involving the death of a child from alleged abuse or neglect.

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

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

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

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

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

Investigations of Alleged Withholding of Medically Indicated Treatment from a Disabled Infant with Life-Threatening Conditions

When a referral of alleged withholding of medically indicated treatment from a disabled infant is received, Children Services is required to comply with the requirements set forth in 5101:2-36-07 of the Ohio Administrative Code.

A child will be taken to any health care facility as determined by proximity or need.

- **Health care facility information within Pickaway County, Ohio:**

  Ohio Health Berger Hospital 600 N. Pickaway Street, Circleville, OH 43113

- **Point of contact for allegations involving alleged withholding of medically indicated treatment from disabled infants with life-threatening conditions:**

-

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

   Children Services has the responsibility of conducting a legally sound and effective investigation. It is also their responsibility

to coordinate the investigation with the local law enforcement agency that has jurisdiction over the case. Both agencies must decide how to intervene in a manner that will maximize the information obtained from the investigation while minimizing the risk of trauma to the alleged child victim and family members. Joint interviews should be conducted whenever possible to minimize trauma.

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

   For all reports involving cases of individuals, Pickaway County Department of Job and Family Services will refer to the Pickaway County Prosecutor's Office or to the local Law Enforcement of Jurisdiction.

8. **Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution**

   For all reports involving cases of individuals, Pickaway County Department of Job and Family Services will refer to the Pickaway County Prosecutor's Office or to the local Law Enforcement of Jurisdiction.

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

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

   - When an MOU signatory agency is made aware that a child is missing, they will coordinate with the custodian to report their concerns to the law enforcement agency in the appropriate jurisdiction.
   - The law enforcement agency will enter known information into the National Crime Information Center (NCIC) database if the child is in PCSA custody.
   - The law enforcement agency will take prompt action upon the report, including, but not limited to, concerted efforts to locate the missing child.
   - The law enforcement agency will promptly enter any additional, relevant information into NCIC.

- The law enforcement agency will promptly notify the missing child's parents, parent who is the residential parent and legal custodian, guardian, or legal custodian, or any other person responsible for the care of the missing child, that the child's information was entered into NCIC.
- The PCSA will contact the National Center for Missing and Exploited Children (NCMEC) if the child is in PCSA custody.

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

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

I. Standards and procedures for removing and placing children

1. Emergency

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

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

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

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

business day (but not later than seventy-two hours) after the emergency order has been issued. If the ex parte motion is denied, the matter is to be set for a shelter care hearing within ten days from the filing date.

Children Services will consider the emergency removal of a child from the home when all of the following conditions exist:

- **The child is at imminent risk and in need of protection from abuse or neglect;**

- **The caretaker is unavailable, unable, or unwilling to provide protection from child abuse or neglect;**

- **Supportive services cannot provide adequate protection to the child if the child remains in the home; and**

- **The court has issued an emergency court order.**

When an emergency removal has occurred, the worker shall provide the caretaker and the child, when age-appropriate, with the following information:

- **The reason for the removal;**
- **The name, agency address, and phone number of the assigned worker;**

- **The address, hours, and phone number of Juvenile Court to discuss the appointment of an attorney, if necessary;**
- **Where and when a hearing will be held to determine if there is a need for continued custody, placement, or other court orders; and**
- **A visitation plan, pending the completion of the case plan.**

When an emergency removal has occurred by ex-parte court order, the agency will petition the court the next working day for an order authorizing the continued placement of the child.

2. Non-emergency

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

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

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

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

Children Services will remove a child from the home and provide temporary placement when:

- **The parents sign an agreement for Temporary Custody; or**
- **Juvenile Court has determined that the child is in need of protection and orders the child to the temporary custody of the agency. This may occur through the course of regular court activity or through the motion of Children Services.**

J. Maintaining Operations in the Event of a Disaster

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

In the event of a disaster, Pickaway County Children Services will provide subscribers with a written plan documenting how the agency will continue to maintain operations including, but not limited to, receiving and investigating child abuse, neglect or dependency reports.

K. Deserted Child Procedures: Pickaway County Children Services follows procedures in section 5180:2-36-06 of the OAC for responding to these reports.

IV. TRAINING

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

Subscribers agree to:

- **Educate staff of their respective organization on the Ohio Mandatory Reporting Law and the contents of this MOU.**
- **Work cooperatively with Pickaway County Children Services in arranging in-service training on child abuse and neglect for professionals within their organizations who are required by Ohio's law to report suspected child abuse and neglect.**

V. CONFLICT RESOLUTION

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

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

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

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

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

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

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

VI. CONFIDENTIALITY STATEMENT

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

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

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

Law enforcement shall share all relevant information including, but not limited to police reports, body cam footage, jail calls, photos, and interview transcripts.

Children Services shall share all relevant information in accordance with sections 2151.421, 2151.423, and 5153.17.

The information received in a report of alleged child abuse or neglect is highly sensitive and should be maintained in confidence. When any person commits, causes, permits or encourages the unauthorized dissemination of information, Children Services shall give written notification of such unauthorized dissemination to the Pickaway County Prosecuting Attorney. The reporter's identity is confidential and cannot be confirmed or denied.

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

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

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of the PCSA as soon as possible. The notification will be sent to the Director in writing describing the

circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of the PCSA will then refer this information to the prosecutor or city director of law at their discretion.

VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

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

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

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

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

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

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

VIII. SIGNATURES OF EACH PARTICIPATING AGENCY

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU .

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

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

A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU.

The MOU may be signed in person or electronically.

12-18-25

Pickaway County Department of Job and Family Services Director, Nicholas Tatman — Date

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

Pickaway County Prosecuting Attorney, Jayme Fountain — Date 12/18/2025

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

Pickaway County Juvenile Court Judge, Shelly Harsha — Date 12/17/25

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

DEC 18, 2025

Pickaway County Sheriff, Matthew O. Hafey — Date

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

Safety Dir. Paul Pride SAFETY DIRECTOR PAUL PRIDE

Circleville Police Department, Chief Kenny Fisher — Date 12/18/25

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

Pickaway County Humane Society — Date 12/18/25

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

CHIEF Jason Lawless

New Holland Police Department Chief Jason Lawless — Date 12/18/25

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

South Bloomfield Police Department Chief Michael Maynard — Date 12/18/25

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

Ashville Police Department Chief Bryan Cline — Date 12/17/2025

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

Commercial Point Police Department Chief Adam Jordan — Date 12/18/25

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

Agency, Name, Title — Date

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

Agency, Name, Title — Date

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

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

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

Date: **[Enter date of refusal]**
Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

Date: **[Enter date of refusal]**
Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

Date: **[Enter date of refusal]**
Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

[Enter the reason the individual refused to sign the text box and the attempts to solve the identified barrier.]

X. Board of County Commissioners

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

2-24-26

County Commissioners Signature and Date/Resolution/Vote

The Board of Pickaway County Commissioners hereby review and approve the Pickaway County Memorandum of Understanding.

ATTACHMENTS

[If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement needs to be attached indicating the following:]

[-All reports with identifying and demographic information of the reporter and principals of the report will be forwarded to a designated PCSA worker within an hour of receipt and]

[-Confidentiality requirements will be met.]

[If the PCSA participated in an execution of a memorandum of understanding establishing a CAC, the PCSA will incorporate the contents of that memorandum in this MOU.]

[Insert county-specific information if desired.]

The Pickaway County
Job and Family Services Disaster Preparedness Plan
2025

Introduction

In the event of a disaster, it is the responsibility of Pickaway County Job and Family Services to provide services to Pickaway County citizens in need. Social Services Division to ensure the safety and wellbeing of the children and adult protective clients it serves, as well as make every effort towards the continuity of services for families. Disasters can range from low level with short time recovery to higher levels with extreme devastation with months of recovery. Regardless of the severity, Pickaway County Job and Family Services will follow the guidance of this plan and the Pickaway County Emergency Management Services and Homeland Security to quickly assess the disaster's impact and determine the agency's response. When determining how to respond to a disaster, the agency leadership will evaluate the impact that the disaster has had on the agency and the identified obstacles to providing services. First, the evaluation will be on the available use of the County Building, which houses Pickaway County JFS, the condition of the equipment, available direct services staff, support and financial staff, and the ability of the County Auditor to function. Second consideration will be on the state of the community, access to roads, airborne pathogens, communicable diseases, and the ability of law enforcement to respond. The last decision-making criteria will be on the recovery time from the disaster, whether the disaster is short term (example partial fire damage to building) that can be repaired in a short time, or massive like a tornado leveling a town.

Essential Personnel

- Job and Family Services Director
- Social Services Administrator
- Administrative Assistant
- Job and Family Services Program Managers
- SSW2 Social Service Worker II
- SSW2 Adult Protective Worker
- In house Attorney/Prosecutor

Depending on the severity of the disaster and if the recovery time is short, the Social Worker II, Eligibility Specialist (Lead Workers), Eligibility Specialist 2, and Child Support Case Managers can work remotely from their homes if the network is functioning.

Alternative Facility Location

Pickaway County Job and Family Services office, 1005 S. Pickaway Street, Circleville, Ohio. In the event of structural damage to the Service Center, road closing, or pandemic flu/public health risks, causing the inability to be open to the public and/or damaged office space, the caseworkers will:

- Work out of their homes.
- In the case of a county wide disaster, the Pickaway County JFS Director and management team will be housed in a location that is safe, such as the Circleville Fire Department or Pickaway County Sheriffs Office.

Communication Plan for Social Services

If the Pickaway County JFS building is not open to the public due to damages, or logistics, emergency referrals or contacts will be made through the Pickaway County Sheriff's Department, Circleville Police Department, or the State Highway Patrol. Those Departments will contact the On-Call worker or Managers via their landlines or cell phones.

Social Services staff are required to carry personal cell phones and can communicate with clients, foster parents, and community agencies. Every caseworker is required to keep the foster parent list of phone numbers and addresses, the employee geographic list, and a Pickaway County Resource book at their homes for use in case of a disaster. Staff can work out of their homes using the provided Microsoft Surface assigned to each worker. Walk in referrals will also be accepted at local law enforcement locations.

In the event of a significant disaster, communications will be relayed via local media networks as written in the Pickaway County Weather and Emergencies Policies and Procedures manual. (Attachment to plan). Job and Family Services will also keep staff and foster parents updated using their pre-recorded messages on the phone system if electric power is on and through their website. Staff should always consult their immediate supervisors to see if they should report to work and the location.

Investigations, and Family Assessments for Social Services

The Social Services supervisor and Social Services Administrator will evaluate the current disaster and determine the overall impact the disaster has on the agency as well as the state of the community. Assessments will be done on the condition of the PCJFS building, available staff to respond to referrals (child welfare and APS), the condition of the county vehicles and office equipment, and the ability to process financial requests, pay foster parents and caseworker staff, and give out vouchers. Information will be

gathered on road closures, airborne dangers, law enforcement, and the duration of the disaster.

Essential Personal:

- Administrator
- Administrative Assistant/SACWIS Coordinator
- Children Services Supervisors
- Social Services Worker 2
- APS worker

The above positions represent the current operating unit. The assignments will be done in a geographic manner, linking the investigator's location to the location of the intake investigation.

Mandatory Activities:

- Administrator will keep Intake and Ongoing Managers informed of "state of the disaster."

- Screening and data entry of referrals will continue as ORC mandated.

- Caseworkers will adhere to CAPA requirements.

- Caseworkers will complete CAPMIS tools as needed and required.

- Safety Plans will continue to be used in certain acceptable circumstances.

- Communication with Juvenile Court and the Judge will continue whether by phone or e-mail. If the Court House is destroyed, the Juvenile Judge will determine the appropriate location of his Court, depending on the state of the County.

- Placement of Children if deemed necessary will continue. Kinship placement as a first choice will continue, a foster home placement if kinship homes are not feasible or available due to the severity of the disaster. Borrowing foster homes in adjacent counties will be a consideration per the contingent county MOU's.

- All placements will be tracked both on paper as well as in SACWIS until the disaster situation is under control, and the agency resumes normal operations.

- All caseworkers are to have in their homes/cars a Microsoft Surface Pro to link children and aps to services and placements.

- Caseworker/supervisor conferences will continue whether via cell phones or an off-site location, depending on the severity and massiveness of the disaster.

- Consents for medical treatment will be handled the same as normal operations. The parent is first to be contacted for consent, as well as secondary consent from the Administrator/supervisor.

- Transportation will be authorized or arranged by the agency for only urgent or critical matters. Foster parents will be asked to transport foster children if need be. If the county cars are not damaged, the agency contract workers will be asked to provide transportation.

- All other activities provided by the Intake Unit will be documented on paper/and or SACWIS, if available.

- Intake workers may be asked to fulfill some Ongoing casework duties, depending on the massiveness of the disaster and locations. They are required to refer to the Ongoing section of this plan and will take direction from the Ongoing Manager/Administrator.

Ongoing Case Management

Below is the essential staff needed to operate the day-to-day ongoing case management services:

- Children Services Administrator
- Children Services Supervisor
- In-house attorney
- Permanency Worker/Adoptions
- Social Services Worker 2
- APS worker

Custodial Care of Displaced Children

The role of Pickaway County Children Services is to assume custody of displaced children, arrange for their placement in substitute care and for their reunification

with parents when possible. Recognizing that normal procedures may be delayed or not available, the priority is the safety and well being of the child.

Law enforcement, other emergency personnel, volunteers, or private citizens will most likely deliver displaced children to Children Services office, or the off-site location. If possible, local media will be given the names of the displaced children to help find family members. Parents and guardians may contact Children Services for information on the location of their child. Children Services will take steps, if necessary, to secure custody and placement of a displaced child using the county's foster homes or borrow foster homes from the contiguous counties. The caseworker will obtain permission from the Judge via cell phone.

When the displaced child's parent is located, Children Services will reunify the family, and refer the family to the appropriate needed services.

Mandatory Services

Children Services Administrator will keep Children Services Supervisor informed of current disaster status.

Face to face contact with children in the following priority:

In home protective supervision and court ordered supervision will at a minimum, be monthly. Both parents and children are to be visited, depending on the severity of the disaster. The foster care coordinator can assist with this mandate.

Monthly contacts are required for Kinship placements with children and kin.

Face to face visits with parents who have children out of their care should be. attempted, if physically possible. If the county environment improves to allow access to homes, then the parental visits become mandatory again. Depending on the severity of the disaster, the foster care coordinator will assist with this mandate.

Activity logs will be done on paper as well as SACWIS.

New placements will have priority, placement changes will be made only. after consultation with the manager and administrator.

All placement activity will be tracked on paper as well as SACWIS.

Reunification will depend on court dates and the availability of a court room, depending on the physical condition of the courthouse.

Caseworker/Supervisor/Legal conferences will be held as needed, either. by phone or in off site locations.

Visitation for families: every effort will be made to allow visits, depending on the disaster. Caregivers will be used to assist with visits. Alternate locations may be used for safe visitation, depending on the severity of the disaster.

Consent for medical treatment will be given by the child's parent and by the Administrator or manager.

Transportation will be provided/arranged by the agency for critical/urgent. matters. Foster parents will be required to provide transportation for their foster children.

Address changes and case notes are to be kept on hard copies as well as In SACWIS, if available and stable.

APS worker will continue to take referrals and will track APS clients using the ODAPS system.

Chain of Command:

In the event of a disaster, the following chain of command will be followed to convey information up the chain of command. This would include where to report to duty, call off's, critical incidents, and to make case decisions.

Up the Command:

- Staff will consult with their immediate supervisor.
- If the Administrator is not reachable, staff will consult with the Director.

To convey critical information down the chain of command, the following. Procedures will be followed:

- Emergency Management Services will notify the JFS Director as to the status of the
  County environment.
- The Director will relay messages via the agency automated message. Communication system if there is electric. In the event of a significant disaster The Director will notify local media networks and the Emergency Broad Cast System. (See Weather and Emergency Policy)

- The Director will notify the Social Services Administrator and Program Managers.

- The Program Managers will notify their immediate staff with directives.

Maintenance and Security of Agency Records

- All current Child Welfare Cases are entered into SACWIS.
- Children Services images all cases that are closed.
- Children Services images all current cases that are closed.
- Existing paper cases are stored in fireproof filing cabinets.
- PCJFS imaging system has back up discs stored off site.
- Imaging server is located off site.
- In the case of a total destructive disaster, documents from court records can be retrieved.
- IM, OMJ, Child support, and Fiscal files are imaged.

Maintenance and Security of Court Records and Adoption Records

- All court information is entered in SACWIS by the agency workers or legal specialist.
- Court documents are imaged, with back up discs stored off site.
- Current adoption cases are imaged, with back up disc's stored off site.
- The Juvenile Court has daily back up discs which are stored at the Savings Bank.

Human Resources

The Pickaway County Job and Family Services Administrative Assistant serves job applicants as well as current employees. In the event of a disaster, the Administrative Assistant will work closely with the JFS Director and Pickaway County JFS Management Team to ensure the safety and wellbeing of the Pickaway County JFS employees. Therefore, the essential Administrative Assistance functions are:

- Meeting permanent and temporary staffing needs
- Receiving/Assisting with inquiries and concerns from staff and consumers
- Entering current payroll and personnel information into the HR data base
- Completing the County Auditor's payroll sheet
- FMLA/ADA inquiries and processing
- Worker's Compensation Forms
- Discrimination/Harassment/Professional Ethics Investigations

Administrative Assistant will ensure that employees are paid, and that all other pertinent information be recorded in the Human Resources Data Base.

Administrative Assistant will remain in constant contact with the JFS Director and Children Services Administrator to ensure that personnel needs are met, and employee issues are met. The Administrative Assistant and Director will maintain a staff phone list at home that will include work, home, and cell phone numbers.

Chain of Command
Pickaway County JFS Director
Social Services Administrator
Program Managers for Pickaway County JFS
Administrative assistant for Pickaway County JFS

Coordination of Services with Law Enforcement

Pickaway County Sheriff's Office and the Circleville Police Department assist Children Services via the County Memorandum of Understanding. During a disaster both departments will use the current procedure for notifying Children Services during business hours or after hours and weekends. Upon request, both Departments will do well child checks and/or assist a caseworker. Depending on the nature of the disaster, an interview room may be needed for the Children Services caseworker. Depending on the severity and physical location of the disaster, law enforcement may be asked to do well child checks on children in either PCJFS placement, or the custody of a contiguous county per the agreed upon MOU signed by the counties.

Children with no known available parent, guardian, or custodian will be referred to Children Services for assistance in locating family members, or placement in an available foster home either in or out of county. Children taken to shelters in need of family location services will also be served by Children Services.

Coordination with Emergency Shelters

According to the Pickaway County Emergency Operating Plan Annex H, Evacuation and Sheltering, The American Red Cross has the responsibility of setting up shelters at strategic sites in the county. Depending on the situation, other agencies will be called upon for assistance. The Pickaway County Job and Family Services agency is a designated agency. In the event there are missing persons/children, Children Services will handle attempts to determine their whereabouts and reunification. Notification of missing adults with children, or

displaced children will be through the Pickaway County Sheriff's office and Circleville Police Department using the after-hours procedures.

Pickaway County Basic Plan: Support Roles pg. 15 of EOP
Human Services Department
The Department is in the County Services Building, 1005 S. Pickaway St, Circleville. Pursuant to the Public Assistance Manual, Section 6166 through 6170, the JFS assists the Red Cross in coordination with the EMA office. Paragraph two states the Social Service Unit will assist county residents for needed services.

Training

Pickaway County Job and Family Services Management Team along with Administrative Assistant will be provided a copy of the plan. The plan will be reviewed and updated has needed.