

RESOLUTION 21-155

A RESOLUTION TO ENTER INTO A CONTRACT WITH THE DAVIS HOUSE FOR SERVICES RENDERED FOR CHILD ABUSE INVESTIGATIONS

WHEREAS, Tennessee State Law, (TCA 37-1-607) requires each county to investigate child abuse cases by providing a Child Protective Investigative Team, (CPIT) that assist local law enforcement during child abuse investigation; and

WHEREAS, The Davis House in Williamson County provides the required services for child abuse investigations utilized by local law enforcement; and

WHEREAS, The Spring Hill Police Department has averaged 58 cases yearly in Williamson County in the last 5 years; and

WHEREAS, The City of Spring Hill agrees to help offset cost associated with the services provided for the investigations by contributing \$21,315.00 annually to the Davis House.

NOW, THEREFORE BE IT RESOLVED, that the Board of Mayor and Alderman of the City of Spring Hill agree to contribute \$21,315.00 annually to the Davis House for services provided to the Police Department for child abuse investigations.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 7th day of September, 2021.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 21-155*

SUBMITTED BY: Don Brite, Chief of Police

DATE: September 7th, 2021

RE: contract approval Davis House

ATTACHMENTS: contract

PURPOSE:

The purpose of Resolution 21-155 is to seek approval for the City of Spring Hill to enter into a contract with annual funding to help offset cost associated with services provided to Spring Hill Williamson Co. juveniles by the Davis House. The Davis House is a Child Advocacy Center that provides investigative, advocacy, family support, and therapeutic services to children who have experienced sexual or significant physical abuse or some other traumatic event.

BACKGROUND:

Brent Hutchinson, executive director of the Davis House, met with Pam and I to discuss the possibility of the City of Spring Hill contributing funding to help offset the cost of services provided to the victims of abuse, who are residents in our city. State law, TCA 37-1-607, requires each county to investigate child abuse cases by providing a Child Protective Investigative Team, (CPIT) that assist local law enforcement during child abuse investigation. Williamson County utilizes the Davis House, formerly Williamson County Child Advocacy Center Task Force. For juveniles who reside in Spring Hill and live on the Williamson side, this is who our department will work with when investigating abuse cases. The Davis House assists our detectives, by providing forensic interviews and other services with professionals who are trained in their area of expertise. This benefits our department as well as the victims and their families. The annual funding was based on the City funding 25% of the average cost per year. Davis House on average for the last five years had 58 clients per year from Spring Hill, with an average cost of \$85,260.00 per year. The \$21,315.00 is 25% of the cost. The Davis House is



reaching out to all of the Law Enforcement agencies in Williamson Co. to request funding to help offset the associated cost.

FINANCIAL IMPACT:

\$21,315.00 annually, budgeted item, funding is available if approved, Line Item 200.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 21-155 to support the Davis House for services it provides to juvenile victims of abuse, their families and our department.

Williamson County
Child Protective Investigative Team
Inter-Agency Agreement
Calendar Year 2020

In Accordance with Tennessee State law (TCA 37-1-607), a Child Protective Investigative Team (CPIT) will perform coordinated investigations in all cases of alleged sexual abuse and severe physical abuse in Williamson County. A Child Protective Investigative Team is required in every county by law (TCA 37-1-607). The role of the team is to conduct child protective investigations of reported child sexual abuse and to support and provide services to sexually abused children. The law (TCA 37-1-406) also gives each team the discretion to investigate other cases of child abuse. The law (TCA 37-1-607) defines the purpose of the investigation as to protect the child and preserve evidence for future criminal prosecutions and requires that all investigations be appropriately conducted and coordinated.

The law (TCA 37-1-607) requires that representatives from the Office of the District Attorney General, Department of Children's Services, Law Enforcement, Juvenile Court, and the Child Advocacy Center serve as CPIT members with representatives from mental health and medical field as optional members.

As a result, the undersigned agree to establish a unified system designed to ensure that a cooperative, multi-disciplinary team will deliver coordinated, comprehensive services to victims of severe child abuse and their non-offending family members in one location. These services include but are not limited to forensic interviews, case management, victim advocacy, counseling, and court orientation components. These services will be provided in a child-friendly, neutral environment.

Each of the undersigned agencies has specific responsibilities with regard to the investigation, assessment, medical/therapeutic treatment, and prosecution of severe child abuse cases. We agree to support the concept of a multi-disciplinary response to allegations of severe child abuse and agree to adhere to the guidelines as outlined.

General Provisions

1. Each agency will work with and assist the others to ensure that the best interest and protection of children will be served.
2. The appropriate law enforcement agency is to investigate and determine whether or not a crime has been committed, and to present information to the proper authorities for prosecution.
3. The Department of Children's Services (DCS) is responsible for the protection of children from harm by a caregiver or another alleged offender. DCS is responsible for conducting a civil investigation to determine the degree of risk to the children, make efforts to ensure their safety, and recommend services for rehabilitation of the family.
4. The Office of the District Attorney is responsible for assessing the legal aspects of the case in accordance with their prosecutorial role.

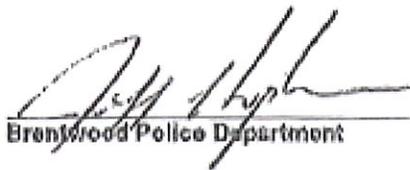
5. All reasonable efforts will be made by each agency to coordinate each step in the investigative process in order to minimize the number of interviews and interviewers to which the child is subjected, thus reducing the potential trauma to the child.
6. All agencies participating in current investigations are expected to attend the CPIT meetings on the second and fourth Wednesday of the month.
7. All agencies are encouraged to participate in quarterly CPIT trainings provided by Davis House Child Advocacy Center.
8. It is expressly understood each agency will work within its departmental mandates and policies. Nothing contained herein supersedes the statutes, rules, or regulations governing each agency.
9. All personnel participating in CPIT meetings agree to maintain the confidentiality of all client records and information gathered during the investigative process.
10. All agencies participating in CPIT meetings agree to share pertinent case information with the appropriate agency except as prohibited by law.
11. The Williamson County Child Protective Investigative Team Inter-Agency Agreement shall only be modified with the consent of all signatories.
12. The Inter-Agency Agreement may be terminated by written notice, submitted to all parties. Any party seeking to terminate the Inter-Agency Agreement must give thirty days' notice.
13. Each individual agency is investigating an allegation for their respective agency and shall conduct an independent investigation and may reach an independent conclusion based on the information obtained from the investigation.
14. As agencies become parties to this agreement, they agree to follow the provisions as outlined in this document.
15. Signatories of this Inter-Agency Agreement will include the following agencies:

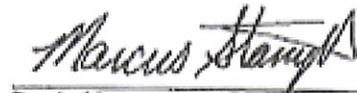
Brentwood Police Department
Davis House Child Advocacy Center
Department of Children's Services
Fairview Police Department
Franklin Police Department
Nolensville Police Department
Office of the District Attorney General, 21st Judicial District
Our Kids
Spring Hill Police Department
Williamson County Juvenile Court
Williamson County Sheriff's Office

The Inter-Agency agreement shall be renewed at least every year or more frequently if any of the parties are no longer authorized to serve as signatories to the agreement.

Williamson County
Child Protective Investigative Team
Inter-Agency Agreement
Calendar Year 2020

SIGNED BY and DATED BY:


Brentwood Police Department

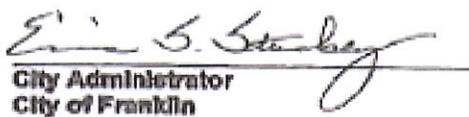

Davis House Child Advocacy Center


Department of Children's Services


District Attorney's Office, 21st Judicial District

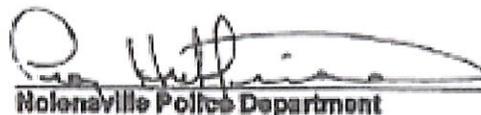

Fairview Police Department


Franklin Police Department


City Administrator
City of Franklin


City Administrator
City of Brentwood


Williamson County Juvenile Court


Nolensville Police Department

Sue Fort White
Our Kids Clinic

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Spring Hill Police Department

[Signature]
Williamson County Sheriff's Office

WILLIAMSON COUNTY

CHILD PROTECTIVE INVESTIGATIVE TEAM

PROTOCOL

Calendar Year 2020

Child Protective Investigative Team (CPIT)

A Child Protective Investigation Team is required in every county by law (TCA 37-1-607). The role of the team is to conduct child protective investigations of reported child sex abuse and to support and provide services to sexually abused children. The law (TCA 37- 1406) also gives each team the discretion to investigate other cases of child abuse. TCA 37-1- 607 defines the purpose of the investigation as to protect the child and preserve evidence for future criminal prosecutions and requires that all investigations be appropriately conducted and coordinated.

The law (TCA 37-1-607) requires that representatives from the Office of the District Attorney General, Department of Children's Services, Law Enforcement, Juvenile Court, and the Child Advocacy Center serve as CPIT members with representatives from mental health and medical field as optional members.

DEPARTMENT OF CHILDREN'S SERVICES

1. A child sexual abuse case is reported to the Department of Children's Services (DCS). If it appears that the immediate safety or well-being of a child is endangered, that the family may flee or the child will be unavailable for purposes of conducting a child protective investigation, or that the facts otherwise warrant, DCS shall commence an investigation immediately, regardless of the time of day or night. In all other child sexual abuse cases, a child protective investigation shall be commenced within 24 hours of receipt of the report. 37-1-606(a)

Immediately upon receipt of a report alleging, or immediately upon learning during the course of an investigation, that:

- (A) Child sexual abuse has occurred; or
 - (B) An observable injury or medically diagnosed internal injury occurred as a result of severe physical abuse, DCS shall notify the team, the appropriate Assistant District Attorney (ADA) and law Enforcement (LE) whose criminal investigation shall be coordinated, whenever possible, with the Child Protective Investigative Team (CPIT) investigation. Immediately contact DA in all cases involving child homicides, serious head or abdominal trauma, or severe burns. Examples of severe abuse include but are not limited to non-organic failure to thrive, broken bones, brain or spinal cord injuries, and deep and penetrating wounds determined to be severe by a physician, second and third degree burns, and deep and penetrating contusions determined to be severe by a physician. Severe child abuse also includes exposure to the process of manufacturing Methamphetamine in clandestine home laboratories.
2. DCS will interview the child within DCS policy time frames. Allegations of sexual or severe physical abuse shall be reported to LE prior to the interview. This reporting shall be to confer with LE to discuss the strategy for conducting the investigation. Joint interviews between DCS and LE are highly recommended and shall be conducted at Davis House Child Advocacy Center (DHCAC) by a trained forensic interviewer whenever possible. Interviewers shall use victim sensitive interview techniques. DCS will share information from the initial referral, any prior interviews, and collateral sources with the investigator when possible.

3. Coordinate all investigations with the members of the CPIT.
This is to include, but not limited to:
 - (A) Interviews of families, witnesses, and the person to whom child made initial disclosure.
 - (B) Determination of safety issues
 - (C) Arranging Medical Legal Exams (MLE's) when necessary
 - (D) Obtaining copies of medical reports and transcripts of interviews when necessary.
 - (E) Arrange forensic interviews at DHCAC unless emergency circumstances dictate otherwise. (Ex. Non-offending parent/caregiver cannot be reached or referral information states parent/caregiver is not protective or there is risk to the public or urgency exists to apprehend the perpetrator.)
4. Participate in and present cases at CPIT meeting. Have case files reviewed and completed prior to staffing. DCS and LE investigators shall confer about their investigation prior to staffing to recommend dispositions.
5. Handle non-criminal court proceedings as related to the protection of the child and be available to assist the CPIT criminal proceedings as well.
6. Prepare paperwork for cases and send to the ADA for case preparation within 10 working days after cases are referred for prosecution in CPIT staffing. This shall include DCS case file, medical reports, prior referral information of the child(ren) involved and the alleged perpetrator, and any other information necessary for the successful prosecution of the case that is requested by the District Attorney's Office.
7. Notify the family of the CPIT staffing decision. If a case is to be reviewed by the ADA for possible indictment, provide family with the name and number of the Victim Witness Coordinator.
8. DCS will contact the Victim Witness Coordinator or the ADA with the case status, a copy of additional records and the name of the new case manager or therapist, when applicable. Past records and other necessary information shall be provided when requested.
9. No later than 60 days, unless extenuating circumstances (documentation required) dictate more time is needed to complete a thorough investigation, after receiving the initial report, CPIT in cases of child sexual abuse, severe physical abuse or DCS in all other cases shall determine whether the reported abuse was

substantiated or unsubstantiated and report its findings to the DCS abuse registry. In any case investigated solely by DCS, DCS shall make a complete written investigative report, including its recommendation, to the juvenile court. The District Attorney General shall also be provided a copy of any report in all cases where the investigation determines that the report was substantiated. 37-1-406(i)

10. DCS shall notify the person reporting child sexual or severe physical abuse that a child protective investigation occurred as a result of the report within 10 days of the completion of the child protective investigation (if requested at the time of the report). 37-1-612(9)
11. DCS shall schedule an MLE for the same day if the allegation states abuse occurred within the past 72 hours. DCS shall accompany children to Our Kids for the MLE when possible.
12. DCS will obtain a signed copy of the CPIT form on cases being presented at CPIT staffing. If the majority of CPIT members disagree with the classification proposed by DCS, the case will be reviewed by the Regional Administrator (RA) who shall conduct a review within 2 weeks of the request. The RA will make a final classification decision, send written notification to the team leader within 10 days of the review and the team leader shall notify all CPIT members of the classification assigned by the RA or his/her designee.

LAW ENFORCEMENT

1. Report to DCS any receipt of a case involving child sexual or severe physical abuse immediately. 37-1-605(b)(2)
2. Using the TCA definition of Severe Child Abuse, the following criteria has been established in order to clearly define physical abuse cases that will need to be presented at CPIT:
 - (A) Any types of physical abuse, as indicated by police, involving a child that cannot walk, crawl, or is in no way ambulatory.
 - (B) Any head injury, internal injury, or severe burn case of a child 17 years or younger that is believed to have been caused due to neglect or abuse of the parent or caregiver.
 - (C) Any physical abuse case where a pattern of broken bones or other injuries are present, and is believed to be a result of the abuse or neglect of the parent or caregiver.
 - (D) Any other cases as deemed appropriate by LE or DCS.

4. It shall be the preferred procedure of CPIT that the interview of a victim be conducted by a forensic interviewer at DHCAC whenever possible. Joint interviews between LE and DCS are recommended and shall be conducted at DHCAC whenever possible.
5. Collect and process evidence (crime scenes, MLE's, search warrants, scene searches, computers, etc.). Evaluate the propriety of conducting scene searches and applications for search warrants as soon as possible.
6. Interview and take statements from possible witnesses and coordinate efforts with DCS, including witnesses to whom child made allegations.
7. Request copies of medical reports when necessary.
8. Interview the perpetrator and provide DCS with a summary of the alleged perpetrator's statement prior to staffing. Notify DCS to observe perpetrator interviews when possible.
9. Participate in CPIT meetings. Have case files reviewed and completed prior to staffing. DCS and LE shall confer about their investigations prior to staffing to recommend dispositions.
10. Compile case for the ADA. Include police reports, DCS reports, MLE's, evidence, etc. within 10 working days of cases referred for prosecution at staffing. Also include prior criminal investigations for sexual or physical abuse, neglect or domestic violence on alleged perpetrator.
11. When possible, review case with the ADA prior to obtaining arrest warrants. Notify the ADA or Victim Witness Coordinator with family information and warrant number as soon as possible.
12. Present case to the Grand Jury.
13. Make arrests on indictments as quickly as possible and notify DCS, ADA, or Victim Witness Coordinator of any arrests as quickly as possible.
14. No later than 60 days, unless extenuating circumstances dictate more time is needed to complete a thorough investigation, after receiving the initial report, CPIT in case of child sexual or severe physical or DCS in all other cases abuse shall determine whether the reported abuse was substantiated or unsubstantiated and report its findings to the DCS abuse registry. 37-1-406 (i)

DISTRICT ATTORNEY/VICTIM WITNESS

1. Be available to law enforcement agencies, DCS, and other agencies involved in the child abuse or child neglect investigation for consultation.
2. Participate in CPIT Meetings.
4. Make decision to prosecute, not prosecute, or review for prosecution at final staffing of cases.
5. Notify DCS, LE, DHCAC and family if cases will not be indicted within 60 days of the completion of the investigation.
6. Prepare cases for indictment 60 days after receipt of completed case file.
7. If indicted, notify LE.
8. Inform victim, family, and DCS of indictment/arraignment and case progress throughout the Criminal Court process.
9. The Victim Witness Coordinator in coordination with DHCAC will arrange court preparation for victims and their families.
10. Coordinate use of witnesses for trial utilizing the "on call" system when possible.
11. Discuss disposition/settlement with the family of the victim. When possible, it is recommended that the ADA discuss the disposition/settlement with LE.
12. Notify witnesses including DCS, LE, and DHCAC of final disposition of cases.
13. Provide family of victims with form letter for notification by State Board of Paroles of any parole hearings.
14. Provide Victims Compensation information to families.
15. Maintain vertical prosecution of arrest warrant cases.
16. Provide training for all ADA's to report to DCS all cases of child physical and emotional abuse or neglect cases appearing on General Sessions court dockets.

17. District Attorney's Office agrees to coordinate interviews, share relevant information and use victim sensitive interviewing procedures.

MEDICAL EXAMINATIONS

1. The medical examination serves two main purposes: to promote the health and well-being of the child victim and the family and to gather and document forensically significant information such as ano-genital injury and biological evidence.
2. All medical examinations, medical history, and the preparation of the child for the medical exam will be conducted by a licensed medical doctor, nurse practitioner, or other qualified medical professional. Specialized medical evaluation and treatment services are available to and coordinated with the multidisciplinary team response by Our Kids. Our Kids staff has extensive training in the area of child sexual abuse and in providing the medical legal exam (MLE). Our Kids shall be the preferred agency for conducting medical exams.
3. Medical exams for suspected sexual abuse are provided through Our Kids 24 hours a day, 7 days a week.
4. Medical examinations are scheduled at Our Kids by appointment. For children for whom the investigative team has reason to believe that a sexual assault has occurred within the previous 72 hours, the team should consult with Our Kids staff to see if an exam needs to be done emergently at Nashville General Hospital by Our Kids staff. When alleged abuse has occurred outside this time frame, the investigator and/or CPIT member with the most first-hand knowledge of the case shall call Our Kids to make a referral for a medical examination and give details of the allegation and the child's disclosure. Medical staff is available at all times to consult with the investigative team in order to make decisions about the necessity and timing of medical evaluations.
5. For children seen in the Emergency Department of Nashville General Hospital following an acute assault, standard procedure for rape kit collection, and preserving the chain of custody for evidence will be followed.

6. The medical professional shall not obtain the child's statement in an investigatory interview. However, a history for purposes of medical evaluation and treatment shall be obtained whenever possible on children five years of age and older.
7. Prior to the medical examination, the medical professional shall contact DCS or LE to obtain any pertinent information relevant to the investigation and the medical evaluation. If the victim is 5 years or younger, the DCS case manager or forensic interviewer will attempt to conduct a victim interview prior to medical examination if possible.
8. Medical exams will be strongly recommended under any of the following conditions:
 - (A) Any child less than 5 years of age
 - (B) Any child who describes something going inside their body
 - (C) Any delayed/non-verbal child
 - (D) Child reports pain and/or bleeding
 - (E) Any child with symptoms concerning for sexually transmissible infection (STI)
 - (F) Other - Contact Our Kids to discuss other circumstances that may require an evaluation.
9. All ano-genital exams conducted at Our Kids will be documented in a detailed written report and will be photo documented whenever possible.
10. Multiple exams should be avoided. Our Kids will continue to work on establishing and maintaining working relationships with area physicians and hospitals regarding consultation and referral.
11. A written report of the medical evaluation will be sent to DCS or LE within 30 days of the medical examination.
12. Alleged victims of sexual abuse needing medical evaluations and/or treatment will be seen regardless of ability to pay.
13. Cases of physical abuse or maltreatment shall be referred to Vanderbilt Children's Hospital, which has a specialized child abuse evaluation team.

DAVIS HOUSE CHILD ADVOCACY CENTER

1. Provide child-friendly environment for victims of child sexual and severe physical abuse to be interviewed by a trained forensic interviewer and observed by CPIT representatives. **At no time is the alleged perpetrator allowed on the premises of Davis House CAC and should not bring or ride with the child to the forensic interview.**
2. Provide ongoing training opportunities for CPIT for training and cross training purposes.
3. Provide trained forensic interviewers to conduct interviews with children who are referred to DHCAC for allegations of abuse.
4. Document all interviews by DVD. Provide the original forensic interview recording to LE and a copy of the forensic interview recording to DCS. Distribute the forensic interview recording utilizing a chain of custody form. A copy of the forensic interview recording shall also be retained by DHCAC. (See Forensic Interview Protocol).
5. Provide victim services in a child centered setting which include mental health, family advocacy, court orientation, court support, and other services designed to address child abuse.
6. Collect signed confidentiality agreement from all attending CPIT members at each CPIT meeting in order to protect sensitive information shared among CPIT members.
7. Collect statistical information from CPIT meetings as mandated by grants and for research projects as determined by CPIT.

MENTAL HEALTH

1. DHCAC employs a Professional Counselor to provide mental health counseling to the children served at DHCAC or another CAC. DHCAC also employs other qualified mental health professionals and each is under the supervision of a Licensed Professional Counselor.
2. Mental health evaluation and treatment is available to any client that receives services from DHCAC or another CAC. Any CPIT member can refer a child to the DHCAC counseling program for services (if they believe the child could benefit from such service) or a request can come directly from a family served at DHCAC or another CAC.
3. All mental health services provided by DHCAC therapist are free of charge. If all the time slots for counseling are full a waiting list is created and if the child needs services before our on-site therapist is available, we provide a list of community counseling resources that provide services with a sliding scale fee structure, some of whom accept insurance.
4. Mental health professionals must hold a master's degree in counseling or related field with specialized training in the dynamics of child sexual and severe physical abuse victimization and offenders.
5. Mental Health professionals employed by DHCAC shall participate as a CPIT member.
6. Mental Health professionals offer consultation to CPIT meetings through feedback for clients he/she is working with and to consult about mental health issues facing other children whose cases are reviewed.
7. Only information that is necessary to be revealed by mental health professionals is shared with CPIT. Parents are made aware of the limits of confidentiality with CPIT through a "policies & procedures" packet they receive during the intake process.
8. DHCAC counselors assist in special investigations when requested.
9. DHCAC counselors provide crisis intervention when requested at DHCAC.

VICTIM ADVOCACY

1. Maintain a child-friendly environment for investigative interviews with child abuse victims. This includes maintaining an appropriate interview room with all the necessary supplies and interviewing tools for the investigators.
2. Assist child victims and non-offending family members through case management and support. These services include, but are not limited to, attending meetings and appointments with the parent, making referrals, placing phone calls, writing letters, or accessing appropriate services or funding.
3. Participate as a CPIT member, provide feedback for clients he/she is working with.
4. Maintain regular communication with members of CPIT and other community agencies to assist parents in meeting their needs and communicating their concerns. This also serves to provide coordinated services and assist in the investigative process.
5. Maintain confidential case files on all clients of the Davis House Child Advocacy Center. This includes documenting all contact and services provided to clients on the NCAtrak database system.
6. Provide victim services, in a child centered setting which include mental health, family advocacy, court orientation, court support, and other services designed to address child abuse.

CASE TRACKING

1. The CAC utilizes NCAtrak, an electronic data base system which is web based to track and receive case information.
2. CPS information is filtered from DCS Central Intake unless it's a non-severe case or a law enforcement only case, in these instances the Forensic Interviewer enters all case information.
3. The Tennessee Department of Children's Services (TNDCS) Central Intake provides referral information on each TN DCS case that meets the CPIT criteria (severe physical abuse, sexual abuse or meth related cases) through a nightly electronic submission. Each case is sent to the corresponding CAC in the TNDCS county that will be investigating the case.

4. Every referral made to DCS and/or law enforcement that meets CPIT criteria is also emailed to the CAC and District Attorney's office.
5. The case is documented in NCAtrak from the time of receiving the referral throughout the investigative process and beyond.
6. Each discipline is responsible for entering the information into NCAtrak under the appropriate case tab.
 - a. The Director of Victim Services inputs and maintains all CPIT information under the MDT (multidisciplinary team) tab and will refer the case to prosecution in NCAtrak, if necessary.
 - b. The Forensic Interviewers enter the forensic interview report and information under the FI (forensic interview) tab.
 - c. The Child and Family Advocates enter all correct information regarding each individual involved in the case and documents all contacts made with the family by the Child and Family Advocate under the VA (victim advocate) tab.
 - d. The Child and Family Advocates refer the case in NCAtrak to the on-site counselor, if necessary.
 - e. The DHCAC Mental Health professional is responsible for entering all sessions and contact he/she makes with the family under the MH (mental health) tab.

CASE REVIEW

1. Case review/CPIT meetings are utilized as a forum for exchanging information about child abuse among team members and educating the team regarding child abuse from a team perspective.
2. DHCAC will convene and facilitate CPIT meetings on the second and fourth Wednesday of each month for Williamson County at DHCAC or another designated location and document necessary information in NCAtrak.

3. CPIT is made up of representatives from the following disciplines: Law Enforcement, District Attorney's office, DCS, DHCAC staff (forensic interviewer, child and family advocate, director of victim services and mental health professionals), Juvenile Court and medical staff.
4. CPIT will not convene if a representative of Law Enforcement, District Attorney's office, DCS and DHCAC are not present.
5. DHCAC Director of Victim Services prepares an agenda, for CPIT, of cases to be reviewed at the upcoming meeting. The agenda includes all open cases (new cases that have been received since the last CPIT and all previously reviewed CPIT cases that have not been classified with an outcome through CPIT) and is disseminated to CPIT members approximately 2 days prior to the next case review meeting.
6. DHCAC Director of Victim Services prepares a Log Sheet (status or outcome of all cases reviewed at previous CPIT) and disseminates to CPIT members post meeting.
7. During the CPIT meetings each case is presented by the DCS investigator and/or law enforcement detective(s) on the case. Updates are also given by various other CPIT members with relevant knowledge of the case investigation.
8. If an investigator is unable to present their case to CPIT, either the case will be held over until the next meeting, or a supervisor or other designee will present the case for the investigator that is unable to present.
9. The information presented is used to make an informed team decision on how to move forward with the case and/or how to classify the allegation(s) and alleged perpetrator(s).

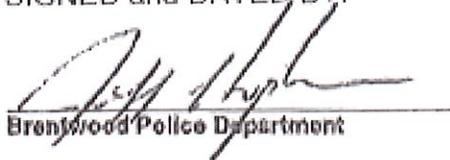
WILLIAMSON COUNTY CPIT

We agree to work as a team in accordance with the Williamson County Child Protective Investigative Protocol. We also agree to review the protocol yearly and amend on a regular basis.

CONFIDENTIALITY STATEMENT

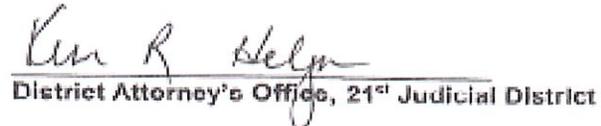
As supervisors of the Williamson County Child Protective Investigative Team, we agree that the information shared among team members during the case review process shall remain confidential. We also agree to provide supervision and training to each of our staff concerning the need for confidentiality about the shared information at the case review meeting.

SIGNED and DATED BY:


Brentwood Police Department

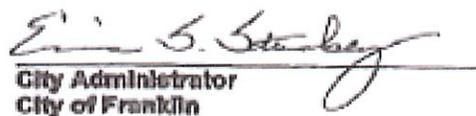

City Administrator
City of Brentwood


Department of Children's Services


District Attorney's Office, 21st Judicial District

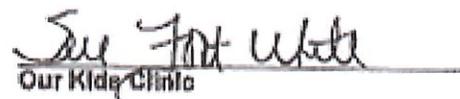

Fairview Police Department


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Williamson County Juvenile Court


Nolensville Police Department


Our Kids Clinic

D. Bl

Spring Hill Police Department

Jeff Long

Wilkeson County Sheriff's Office

Marcus Stamps

Davis House Child Advocacy Center