

Kitsap County Human Trafficking Task Force Memorandum of Understanding

Human Trafficking task force Multi-Disciplinary Team

Commercially exploited children and adults are victims of trauma who require the support and services of multiple and diverse agencies. Effective coordination and collaboration among the professionals at these agencies is foundational to providing the immediate and ongoing care victims need to reclaim and rebuild their lives.

The Human Trafficking task force is committed to our mission statement, “**We collaborate as a community to end human trafficking.**” This mission statement anticipates that the collaboration among the task force would address both sex and labor trafficking that is occurring within our community amongst juvenile and adult victims.

This memorandum of understanding (MOU) defines the roles and responsibilities of each participating organization in a formally established local Human Trafficking task force. The MOU identifies the key organizations involved in providing needed support and services to Human Trafficking victims in Kitsap County.

Participants in the Human Trafficking task force are professionals representing diverse disciplines with direct responsibility to Human Trafficking victims, who collaborate following the identification of a human trafficking victim for as long as needed to assess the victim’s situation, addressing problems, barriers or other challenges as they arise, offering support as the victim and the victim’s family navigate complex systems, and making other services available as needed. The Human Trafficking task force works together to meet the victim’s immediate needs, to assess the victim’s safety needs and to arrange housing/placement, and to identify and offer ongoing services and care.

Each member agency agrees to support the mission of the Human Trafficking task force to assist victims by coordinating their separate activities to meet the victim’s needs. Specifically, the Human Trafficking task force member agencies agree to the following:

Kitsap County Sheriff's Office

- Local law enforcement is often the first responder responsible for determining if an individual is a victim of human trafficking, identifying criminal suspects in the case (john, pimp predators, or employer exploitation), investigating and gathering forensic evidence, preparing cases for prosecution, and coordinating with and notifying others, including victim advocates, Child Protective Services and prosecutors about cases, victims and suspects.
- The Kitsap County Sheriff's Office will provide basic Human Trafficking training to all patrol officers and in-depth Human Trafficking training to Detectives assigned to investigate human trafficking cases. A Detective with in-depth Human Trafficking training will be the lead investigator in human trafficking cases and will collaborate with victim service groups and the prosecutor's office.
- The Kitsap County Sheriff's Office will:
 - Identify a human trafficking victim or person at risk of becoming a victim, and provide the victim with information about their rights under state law.
 - Assess and document any evidence of psychological trauma, coercion and/or physical or other abuse, determine if emergency medical evaluation or treatment is needed, and arrange for such evaluation and treatment.
 - Contact a victim advocate/victim specialist and request the advocate's immediate involvement in the case. Work with the advocate as appropriate to determine the best immediate response for the victim and the victim's safety, including whether, if the victim is a juvenile, the youth requires protective custody.
 - Collect all forensic evidence, including signs of gang involvement, and prepare and submit case reports to the appropriate prosecuting agency for review, or submit reports for additional investigation to supervising officers for assignment to detectives for follow-up, as necessary.

FBI South Sound Child Exploitation Task Force (SSCETF)

- Federal law enforcement identifies victims of human trafficking in Kitsap County and assists on human trafficking cases in Kitsap County when appropriate. This includes occasionally assisting with proactive efforts to locate human trafficking victims and their exploiters.
- The Tacoma CETF will work in collaboration with the local law enforcement agencies and victim services agencies to investigate and identify local victims of human trafficking. All officers participating in these investigations will have basic training in human trafficking investigations.

- The Tacoma CETF will:
 - Identify human trafficking victims or persons at risk of becoming a victim.
 - Assist in arranging for medical treatment and evaluation of victims where necessary.
 - Work with local law enforcement to contact a victim advocate/victim specialist. Work with the advocate as appropriate to determine the best immediate response for the victim and the victim's safety, including whether, if the victim is a juvenile, the youth requires protective custody.
 - Collect all forensic evidence, including signs of gang involvement, and prepare and submit case reports to the appropriate prosecuting agency and/or lead law enforcement agency.

Kitsap County Prosecutor's Office

- Prosecutors handle cases involving victims of human trafficking in Kitsap County and advise law enforcement on legal issues during human trafficking investigations. The Kitsap County Prosecutor's office also offers a human trafficking diversion program specific to victims of human trafficking with pending criminal cases.
- The Kitsap County Prosecutor's Office will work in collaboration with local law enforcement agencies and victim services agencies to prosecute exploiters and identify local victims of human trafficking. The Kitsap County Prosecutor's Office will provide basic training in human trafficking cases to all deputy prosecutors participating in these prosecutions and diversion court.
- The Kitsap County Prosecutor's Office will:
 - Identify human trafficking victims or persons at risk of becoming a victim.
 - Provide the option of diversion for victims of human trafficking charged with criminal offenses when the victim qualifies.
 - Work with law enforcement to contact a victim advocate/victim specialist. Work with the advocate as appropriate to determine the best response for the victim and the victim's safety.
 - Keep victim and the victim advocate apprised of the status of criminal cases of the victim's exploiter.
 - Provide victim with a copy of victim's rights in the criminal justice system, allow the victim to provide input through a victim impact statement and provide an opportunity for the victim to speak at sentencing if the victim requests.

- Discuss resolution of cases with victim prior to a resolution of the case where possible.

United States Attorney's Office-Western District:

- Prosecutors handle cases involving victims of human trafficking in Kitsap County and advise law enforcement on legal issues during human trafficking investigations.
- The US Attorney's Office will work in collaboration with local law enforcement agencies and victim services agencies to prosecute exploiters and identify local victims of human trafficking. All Attorneys participating in these prosecutions will have basic training in human trafficking cases.
- When the US Attorney's Office has a case where the charges arise out of Kitsap County the US Attorney's Office will:
 - Identify human trafficking victims.
 - Work with law enforcement to contact a victim advocate/victim specialist. Work with the advocate as appropriate to determine the best response for the victim and the victim's safety.
 - Keep victim and the victim advocate apprised of the status of criminal cases of the victim's exploiter.

Victim Specialist/Advocate with Kitsap County Prosecutor's Office

- Victim advocates identify exploited victims of human trafficking and those at risk for exploitation, provide support to victims at the point of initial contact and if a juvenile, until they are under the care and supervision of another adult, coordinate with other agencies for the victim's safety, and provide ongoing case management and support while the victim is involved with the legal and social services systems. Victim advocates oversee victims' needs—including the need for safety—and provide victims with information and resources, including information about legal and court proceedings and their legal rights. In addition to support and safety planning, advocates refer victims to appropriate community service providers, and assess the needs of family/caregivers, if appropriate, and refer them to services.
- The Kitsap County Prosecutor's Office will provide human trafficking training to at least one advocate/specialist. Besides providing case-specific support, these specially trained victim advocates collaborate generally with relevant agencies and other community organizations, including legal and criminal justice system entities; participate on task forces and committees concerned with victim issues.
- The victim advocate/specialist will:

- Respond to calls from law enforcement or other members of the community and arrive as quickly as possible to the location of victims.
- Identify victims or persons at risk of exploitation.
- Establish immediate rapport with victims:
 - Provide food, drink, clothing, and other comforts.
 - Inquire about what the victim's immediate wants and needs (medical care, help with addiction if in acute distress, etc.).
 - Explain what the advocate is and is not able to do or provide, including requirements for mandatory reporting and the extent to which shared information can be held confidentially.
 - Explain the process and what next steps will likely occur.
- Strategize with law enforcement, and others, as appropriate, to determine next steps including how to keep the victim safe.
- Accompany the victim until they are under the care or supervision of another adult if the victim is a juvenile.
- Provide information and counseling, case management and advocacy for the victim throughout their involvement with the system, if applicable:
 - Assist victims and their family, if appropriate, in accessing resources and services such as crisis and other counseling, support groups, housing, and health and social service.
- Refer to legal services and/or be legal advocates for human trafficking victims and family, providing information about rights under state law, and accompanying victims and family members to legal appointments and court hearings.

The YWCA

- YWCA Victim advocates provide supportive services to victims of domestic violence. It is understood that the vast majority of human trafficking victims experience multiple forms of abuse, such as domestic violence and sexual assault. YWCA advocates will attempt to identify victims of human trafficking and those at risk for exploitation in order to provide support to these victims, coordinate with other agencies for the victim's safety, and provide ongoing support while the victim is involved with the legal and social services systems. Victim advocates utilize a survivor-centered and empowerment approach to advocacy that includes an emphasis on crisis intervention, safety planning, and assistance in accessing community resources. Advocates provide victims with information about legal and court proceedings as well as their legal rights as victims of crime. YWCA Advocates are employed by a community based domestic

violence agency and will protect the confidentiality and privacy of victims and their families in accordance with State and Federal laws.

- The YWCA will provide human trafficking training to at least one advocate (domestic violence, sexual assault, or other). Besides providing case-specific support, these specially trained victim advocates collaborate generally with relevant agencies and other community organizations, including legal and criminal justice system entities; participate on task forces and committees concerned with human trafficking issues; and offer community education, outreach and professional trainings on human trafficking.
- The YWCA will:
 - Identify human trafficking victims or persons at risk of exploitation.
 - Establish immediate rapport with the victims utilizing a survivor-centered and empowerment model of advocacy as outlined in WAC 388-61A-0260. Such a model:
 - Promotes safety for all victims
 - Builds on the strengths and resources of individuals, respecting their autonomy and self-determination
 - Offers options and support for autonomous decision making based on the needs and circumstances of each victim.
 - Assists individual in accessing protection and services that are respectful of cultural and community characteristics.
 - Inquire as to the victim's immediate wants and needs (medical care, help with addiction if in acute distress, etc.).
 - Provides a safe and supportive environment in a private setting that protects confidentiality.

Kitsap Sexual Assault Center

- Kitsap Sexual Assault Center victim advocates and therapists provide supportive services to victims of sexual assault and all other crimes. When victim advocates and therapists identify victims of human trafficking and those at risk for exploitation, they will provide support to these victims and coordinate with other agencies for additional supportive services. Advocates will provide victims with information and resources including information about legal and court proceedings and their legal rights. Advocates will also provide medical advocacy, as needed. In addition to support and safety planning, advocates will refer victims to appropriate community service providers and refer them to services. Therapists will provide trauma focused therapy and on-going support to assist the victim. Kitsap Sexual Assault Center is a community based sexual assault agency that protects the confidentiality and privacy of victims and their families in accordance with State and Federal laws.
- Kitsap Sexual Assault Center will provide human trafficking training to advocates and therapists. This training will complement the 30 hours of specialized sexual assault and

crime victim core advocacy training. Advocates also complete 12 hours of annual continuing education. Master Level and State Licensed therapists complete 23 hours of specialized sexual assault core therapy training and 6 hours of annual continuing education. Besides providing case-specific support, these specially trained victim advocates and therapists will collaborate with relevant agencies and other community organizations, including legal and criminal justice system entities. They will participate on task forces and committees concerned with human trafficking issues and offer community education, outreach and professional trainings on human trafficking.

- The Kitsap Sexual Assault Center will:
 - Identify human trafficking victims or persons at risk of exploitation.
 - Provide general, legal, and medical advocacy to victims of human trafficking.
 - Provide trauma-focused therapy to victims of human trafficking.
 - Provide a safe and supportive environment in a private setting that protects confidentiality.
 - Inform the victim of their rights to confidentiality and provide a copy of the KSAC Confidentiality Agreement.
 - Inform the victim of our obligations as mandatory reporters.
 - Assist the victim in accessing appropriate resources.

Kitsap Recovery Center/Drop in Center (When established)

- Services needed by Human Trafficking victims may include crisis intervention, emergency shelter, and safe/secure housing with a host of services (trauma recovery, mental/physical health, chemical dependency, educational, and life skills training).
- The Kitsap Recovery Center/Drop in Center will provide Human Trafficking training to appropriate staff.
- The Kitsap Recovery Center/drop in center will:
 - Screen and assess victim referrals for immediate risks and safety needs, for physical and psychological health issues, and for appropriate readiness to receive social services.
 - Provide services to include trauma informed care to victims of sexual exploitation and sexual assault. These services will include individual and group therapy facilitated by a co-occurring counselor.

- Provide the full range of human trafficking-specific services directly or coordinate with the human trafficking victim advocate/specialist in referring clients to appropriate providers, particularly those requiring health care, shelter/residential placement, education or other ongoing services. The Kitsap Recovery Center/drop in center will provide culturally appropriate services, including having expertise working with and advocating on behalf of LGBTQI youth/adults and providing services to family members of clients.
- Conduct screening among their general population to confirm status as a human trafficking victim or identify risk factors for commercial exploitation. Where appropriate, the Commercially Sexually Exploited Children/Youth (CSEC) Interview Instrument will be used, after staff have been trained in its use.
- If CSEC is confirmed or suspected in the general population, the Kitsap Recovery Center/Drop in center will notify law enforcement.

Child Protective Services

- Child Protective Services (CPS) is a division within the Children's Administration of the Washington State Department of Social and Health Services that takes reports and investigates cases of alleged child abuse and/or neglect. CPS seeks to prevent or remedy child abuse and/or neglect, prevent or reduce the need for out-of-home placement and provide children with safe and permanent homes. Some youth may be State dependent at the time they are identified as CSEC.
- CPS will send at least two Child Protective Services (CPS) workers and one CPS supervisor) to CSEC training in Kitsap County when it is presented by the Kitsap County Human Trafficking Task Force.
- CPS will:
 - Be available 24/7 in person or by phone to assist and advise local first responders and others on immediate safety planning and placement options for Human Trafficking cases that involve minors.
 - DCFS will assess and engage with the families to address the human trafficking as well as any other child abuse and neglect issues that may be identified in the course of a law enforcement investigation or in a CPS intervention. In addition, if out of home placement is warranted, DCFS will take the appropriate steps to establish legal authority to continue to address the deficits with the family that led to placement.

Police Department

- Local law enforcement is often the first responder responsible for determining if an individual is a victim of human trafficking, identifying criminal suspects in the case (john, pimp predators, or employer exploitation), investigating and gathering forensic evidence, preparing cases for prosecution, and coordinating with and notifying others, including victim advocates, Child Protective Services and prosecutors about cases, victims and suspects.
- Police Departments that become members of the Kitsap County Human Trafficking Task Force and execute this Memorandum of Understanding will provide basic Human Trafficking training to all patrol officers and collaborate with other police agencies, victim service groups. and the prosecutor's Office to facilitate a full investigation.
- Member Police Departments will:
 - Identify a human trafficking victim or person at risk of becoming a victim, and provide the victim with information about their rights under state law.
 - Assess and document any evidence of psychological trauma, coercion and/or physical or other abuse, determine if emergency medical evaluation or treatment is needed, and arrange for such evaluation and treatment.
 - Contact a victim advocate/victim specialist and request the advocate's immediate involvement in the case. Work with the advocate as appropriate to determine the best immediate response for the victim and the victim's safety, including whether, if the victim is a juvenile, the youth requires protective custody.
 - Collect all forensic evidence, including signs of gang involvement, and prepare and submit case reports to the appropriate prosecuting agency for review, or submit reports for additional investigation to supervising officers for assignment to detectives for follow-up, as necessary.

Bainbridge Island Police Department

- Local law enforcement is often the first responder responsible for determining if an individual is a victim of human trafficking, identifying criminal suspects in the case (john, pimp predators, or employer exploitation), investigating and gathering forensic evidence, preparing cases for prosecution, and coordinating with and notifying others, including victim advocates, Child Protective Services and prosecutors about cases, victims and suspects.

- Bainbridge Island Police Department will receive basic Human Trafficking training from members of the Kitsap County Sheriff's Office Human Trafficking Task Force Training Committee for all patrol officers and/or detectives, at the discretion of the Police Department. The Police Department will collaborate with other law enforcement agencies, victim service groups, and the Prosecutor's Office to facilitate a full investigation.
- Bainbridge Island Police Department will:
 - Identify a human trafficking victim or person at risk of becoming a victim, and provide the victim with information about their rights under state law.
 - Assess and document any evidence of psychological trauma, coercion and/or physical or other abuse, determine if emergency medical evaluation or treatment is needed, and arrange for such evaluation and treatment.
 - Contact a victim advocate/victim specialist and request the advocate's immediate involvement in the case. Work with the advocate as appropriate to determine the best immediate response for the victim and the victim's safety, including whether, if the victim is a juvenile, the youth requires protective custody.
 - Collect all forensic evidence, including signs of gang involvement, and prepare and submit case reports to the appropriate prosecuting agency for review, or submit reports for additional investigation to supervising officers for assignment to detectives for follow-up, as necessary.

The Kitsap County Office of Public Defense

- Victims of human trafficking are often charged with unrelated crimes and are represented in their criminal cases by public defense attorneys.
- The Kitsap County Office of Public defense will provide basic human trafficking training to all attorneys. An attorney with experience working with human trafficking victims will be the designated defense attorney appointed to represent defendants participating in the county's human trafficking diversion program.
- The Kitsap County Office of Public Defense will:
 - Identify criminal defendants who may be victims of human trafficking.

- Engage in confidential conversations with the potential victims of human trafficking to ascertain their past and present situation.
- Foster relationships with clients who are victims of human trafficking in order to assess what services would most benefit them.
- Coordinate with the diversion program's probation officer(s) and the prosecutor in order to set up evaluations and treatment options for human trafficking victim clients.
- Represent human trafficking victims once they are accepted into the human trafficking diversion program and assist them as they progress in the program.
- Represent and provide support to human trafficking victim clients if and when they testify in court against their abusers.

MISCELLANEOUS

This Memorandum of Understanding may be executed in any number of counterparts, each of which will be an original, but those counterparts will constitute one and the same instrument. Upon approval of the Kitsap County Human Trafficking Task Force in accordance with its bylaws, other organizations may be allowed to join the Kitsap County Human Trafficking Task Force. Joining organizations whose membership is approved by the Kitsap County Human Trafficking Task Force will execute this Memorandum of Understanding and will provide original signature pages of this Memorandum of Understanding to the Chair of the Kitsap County Human Trafficking Task Force.

Kitsap Recovery Center-Drop in center	Date
Kitsap County Sheriff's Office	Date
Kitsap County Prosecutor's Office	Date
Child Protective Services	Date
YWCA	Date
Kitsap Sexual Assault Center	Date
United States Attorney's Office-Western District	Date
Tacoma Child Exploitative Task Force	Date
Office Of Public Defense	Date
Suquamish Police Department	Date
City Manager, City of Bainbridge Island Bainbridge Island Police Department	Date