

**DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES ADMINISTRATION  
311 W. SARATOGA STREET  
BLATIMORE, MARYLAND 21201**

**DATE:** January 30, 2014

**POLICY #:** SSA# 14-13

**TO:** Directors, Local Departments of Social Services  
Assistant Directors of Services

**FROM:** Carnitra D. White, Executive Director   
Social Services Administration

**RE:** Management of After Hours Human Sex Trafficking  
Reports to Child Protective Services

**PROGRAM AFFECTED:** Child Protective Services Screening, In-Home Services

**ORIGINATING OFFICE:** In-Home Services

**ACTION REQUIRED OF:** All Local Departments

**REQUIRED ACTION:** Implementation of Policy

**ACTION DUE DATE:** February 14, 2014

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**PURPOSE:**

This Policy Directive serves to instruct Local Departments of Social Services (LDSS) screeners in the appropriate management of all after hour reports of human sex trafficking of youth.

**BACKGROUND:**

To ensure that all Child Protective Services human sex trafficking of youth referrals received after hours are responded to in a consistent and coordinated manner, it has been decided that all after hour's calls regarding human trafficking cases will be dispatched to the Baltimore City Department of Social Services (BCDSS) after hours reporting number (410-361-2235). BCDSS will operate as a dispatch center for all sex trafficking cases that are reported after hours as they currently are the only jurisdiction in Maryland operating 24 hours a day. BCDSS has agreed to make this exception for sex trafficking cases as a courtesy. They will accept after hour calls and operate as a dispatch center, only, for sex trafficking cases. This will ensure that the referral will be handled by an actual agency screener who will be able to appropriately dispatch the referral to ensure a proper process for referral and placement as needed, as well as coordinate with law enforcement, victim advocates, and other local jurisdictions who may be making the referral. This plan has been developed in cooperation with the Maryland Human Trafficking Task Force (MDHTTF) and Maryland Law Enforcement. Local law enforcement may call BCDSS after hours to report a human sex trafficking victim as they have been instructed to do so by MDHTTF. However, if a local jurisdiction receives a human sex trafficking referral after hours that has been recovered in their jurisdiction; they should proceed with the investigation and address any placement need required.

Given the nature of human trafficking situations, the case can be complicated by (1) the calls come in after hours, (2) the incident may occur in any jurisdiction and (3) the incident may occur not where the child resides. These unique circumstances require that multiple jurisdictions work together to ensure that both the investigative needs are met as are the immediate needs of the child for safety and placement. Communication and cooperation between BCDSS and all other responsible local departments is critical to managing the case to ensure the proper outcomes for the child and the investigative process. By working in cooperation with one another as well as law enforcement the opportunity to respond to victims' needs as quickly as possible can be maximized. **It is critical that when BCDSS dispatches a call to the appropriate jurisdiction (both investigative and services to the child responsibility); that that jurisdiction respond to BCDSS within 30 minutes. Failure of the appropriate jurisdiction to respond to BCDSS will result in a report to the Secretary with follow-up action with the director.**

**Victim recovered in Baltimore City but legal residence is in another jurisdiction:**

If a victim is recovered in Baltimore City but the child's legal residence is in another jurisdiction, the BCDSS will be responsible to accept the referral and to proceed with the investigation in coordination with law enforcement, but the jurisdiction which is the child's legal known residence will be responsible to provide the services for the child. As this is an after hour's referral, the BCDSS screener may have to ensure that immediate appropriate services are provided to the child. This may necessitate that the screener makes arrangements with the jurisdiction responsible and work out the placement plan and details with the responsible jurisdiction. It may be necessary for the BCDSS screener to make the best arrangement possible for the immediate safety of the child pending the responsible jurisdiction's taking possession of the child the following day. The responsible jurisdiction should respond to the child's needs for service and intervention as quickly as possible and shall not expect that BCDSS is responsible for making these arrangements.

**Victim recovered in another jurisdiction but is a Baltimore City resident:**

If the victim is picked up in a jurisdiction that is other than Baltimore City, the BCDSS screener will take the call but dispatch the call to the jurisdiction where the incident took place and where the investigation will be managed. The BCDSS screener will notify the jurisdiction responsible for the investigation that the referral has been made. As the child is a Baltimore City resident, the BCDSS will be responsible for providing services for the child. The Baltimore City screener shall respond to providing for the safety of the child as in any BCDSS case and should work directly with the jurisdiction where the child was recovered to make arrangements for the child's immediate needs i.e. safety and placement.

**Victim is recovered in another jurisdiction and legal residence is also in another jurisdiction:**

The BCDSS screener accepts the referral and will immediately dispatch the referral to the jurisdiction in which the incidence occurred to respond with an investigation as well as to ensure the immediate safety of the child. The BCDSS screener will also contact the jurisdiction in which the child resides to explain that a referral has been taken and of the need for that jurisdiction to be in contact with the jurisdiction responsible for the investigation. The jurisdiction in which the incident occurred will work directly with the jurisdiction in which the child resides to ensure that the immediate needs of the child are managed. It is possible that the jurisdiction in which the incident occurred may be required to provide placement for the child, in cooperation with the jurisdiction responsible, if that jurisdiction of legal residence is unable to secure the child immediately.

**Victim is from Out of State, Domestic or International:**

If a victim is recovered in Baltimore City after hours and is not a legal resident of Maryland, the BCDSS screener will need to manage placement of the child and contact with the state of legal residence or follow protocol in SSA Policy Directive #14-15 for International Non-Citizens-out of the United States of America (page 5). Placement of the child regardless of legal residence will be needed until residence issues can be resolved.

If the victim is recovered in a jurisdiction other than Baltimore City after hours, that jurisdiction should manage the referral, and should respond as needed and as defined in SSA Policy Directive #14-15. All jurisdictions should manage out of state victims who are recovered within their jurisdiction as these victims will most likely be returning to their state of origin and will need to be sheltered for a short time only. Contact with State Police as well as Missing and Exploited Children should always take place with any victim recovery. Each jurisdiction recovering a victim will arrange for the immediate placement of the victim. The jurisdiction where recovery occurred will need to manage the placement of the victim as that jurisdiction's placement resources need to be utilized. BCDSS screener receiving the call must notify the jurisdiction where the victim has been recovered and request that they make arrangements for the immediate placement of the child.

**Notification of Law Enforcement:**

For all after hour referrals of human trafficking, Maryland State Police is to be notified. Even in cases where local law enforcement has recovered the child; the Maryland State Police after hour headquarter must be notified that a human trafficking case has been identified. The BCDSS screen taking the referral is to call the following number for each referral received 410-653-4200 and to ask for the Child Recovery Unit.

**MANAGEMENT OF CASE IN MD CHESSIE:**

When Baltimore City is accepting a referral of human sex trafficking that did NOT occur in Baltimore City, they will enter the referral as an Information and Referral. They will fax the referral to the jurisdiction where the victim was recovered (and who will be doing the investigation) no later than 8 A. M. the following work day. The jurisdiction responsible for the investigation will then process the case as a CPS referral and proceed with the investigation.

In cases of human trafficking referrals taken by Baltimore City but not recovered in Baltimore City, the screener should select Information & Referral (I & R) from the **Select Referral Type**

**grid on the Narrative tab** to document a type of referral after completion of the previous referral screens

Select Referral Type:

CPS  I&R  ROA CPS

Non CPS  CPS Hist Clnc  Private Adopt

Worker will need to select **IR participant** and **Casehead** in order to open the **Narrative** folder to continue.

Referrals > Trafficking, Joan (#9004220) > Referral Information

New Referral MD CHESSIE Referral ID: 9004220

Demo Narrative

Person ID	Name	DOB	SSN	Status	MD CHESSIE ID	Provider ID
20005960	Joan Trafficking	01/02/1998	000-00-0000			
20005961		00/00/0000	000-00-0000			

Client Details

Prefix: [ ] \*First Name: Joan Middle: [ ] \*Last: Trafficking Suffix: [ ]

Type of AKA: [ ]

Prefix: [ ] \*First Name: [ ] Middle: [ ] \*Last: [ ] Suffix: [ ]

Address: [ ] Contact Info: [ ] \*Gender: Female SSN: 000-00-0000

Home: [ ] - [ ] \*DOB: 01/02/1998 [ ] Approximate DOB

Work: [ ] - [ ] Marital Status: [ ]

Ext: [ ]

Primary Race: White/Caucasian +Ethnicity:  Yes  No  Unable to Determine

Tribes: [ ] Hispanic: [ ] Secondary Race: [ ]

\*Role in Intake: **Casehead**  Substance-Exposed Newborn

**I & R Participant** Substance Class: [ ]  Fetal Alcohol Spectrum Disorder

Participating as Child  Probation Search Conducted

In Household  Sex Offender Registry Checked

Reporter Does Not Want an Acknowledgement Letter  Reporter Wants to Remain Anonymous  Unknown Reporter

Other Substances: [ ]

Search CIS Address History Acknowledgement Letter  Screen Complete

The I & R screen should then be completed. Under **Type of I & R**, worker should select **other** and should state below - **Human trafficking referral whose responsibility lies within another jurisdiction.**

Under **Action Taken**, worker again should select **other** and should state below- **information sent to jurisdiction having responsibility for the investigation.**

Referrals > Trafficking, Joan (#9004200) > Referral Information

I&R MD CHESSIE Referral ID: 9004200

Demo Narrative I & R

Type  
\*Type of I&R: Other  
Specify Other: Human Trafficking referral whose responsibility lies within another jurisdiction. [Edit](#)

Action  
\*Action Taken: Other  
Action of Worker: Information sent to jurisdiction having responsibility for investigation. [Edit](#)

Comments: [Edit](#)

Agencies Referred to [Select](#)

Agency / Name	Agency Type
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Recommend to Close I&R [396 Form](#)

## **New Referral**

The jurisdiction receiving the I &R (jurisdiction in which the recovery occurred and who is responsible for completing the investigation) will need to open a CPS referral on the case.

There are four tabs in the **Referral Information** folder: **Demo** and **Narrative, Maltreatment and Screening Decision**

In the **New Referral** screen, **Demo**, the victim is to be entered as the biological child and the parent is to be entered as the casehead. All other information required is to be completed.

The **Narrative** screen is to be completed using the information provided from the I & R received from Baltimore City screening.

## **Service Case**

A Service Case will need to be opened by the jurisdiction in which the child legally resides as this jurisdiction is responsible for providing services to the victim.

The service case is to be case connected to the Referral.

**AFTER HOUR REPORTING NUMBERS**

<p><b>ALLEGANY COUNTY DSS</b></p> <p><a href="tel:301-759-0362">301-759-0362</a></p> <p>FAX: 301-784-7244</p>	<p><b>ANNE ARUNDEL COUNTY DSS</b></p> <p><a href="tel:410-421-8400">410-421-8400</a></p> <p>FAX; 410-508-2041</p> <p>If there would ever be a problem with calling the above number contact the answering service directly <a href="tel:973-283-4100">973-283-4100</a>.</p>
<p><b>BALTIMORE CITY DSS</b></p> <p><b>410-361-2235</b></p> <p><b>FAX: 443-423-5950</b></p>	<p><b>BALTIMORE COUNTY DSS</b></p> <p><a href="tel:410-583-9398">410-583-9398</a>.</p> <p>Baltimore County DSS After Hours staff are reached through a telephone answering service which takes the caller's information and then contacts the on-call worker.</p> <p>FAX: 410-853-3698</p>
<p><b>CALVERT COUNTY DSS</b></p> <p>1-443-550-6900</p> <p>or 1-866-898-9848 as an alternative</p> <p>FAX: 410-286-7429</p>	<p><b>CAROLINE COUNTY DSS</b></p> <p><a href="tel:410-479-2515">410-479-2515</a> (Sheriff's Department)</p> <p>FAX: 410-819-4501</p>
<p><b>CARROLL COUNTY DSS</b></p> <p><a href="tel:410-386-3434">410 386 3434</a></p> <p>FAX: 410-386-3477</p>	<p><b>CECIL COUNTY DSS</b></p> <p><a href="tel:410-996-5350">410-996-5350</a></p> <p>(Number reaches local Emergency Management office, who forwards it to agency vendor, Tasco. Tasco then contacts our after- hours worker.)</p> <p>FAX: 410-996-0228</p>

**AFTER HOUR REPORTING NUMBERS, cont.**

<p><b>CHARLES COUNTY DSS</b></p> <p><a href="tel:301-932-2222">301-932-2222</a></p> <p>Number is to Charles County Sheriff's Office-ask to speak to on call worker for the Department of Social Services.</p> <p>Fax number: <a href="tel:301-934-2662">301-934-2662</a></p>	<p><b>DORECHESTER COUNTY DSS</b></p> <p><a href="tel:410-228-2222">410-228-2222</a>.</p> <p>Number is to the Police Dept. who will put caller in touch with the worker on call.</p> <p>FAX: 420-901-1060</p>
<p><b>FREDERICK COUNTY DSS</b></p> <p>301-600-2100 (Police Dept.)</p> <p>FAX: 301-600-2639</p>	<p><b>GARRETT COUNTY DSS</b></p> <p>301-334-1930 (Sheriff's Office)</p> <p>FAX: 301-334-5413</p>
<p><b>HARFORD COUNTY DSS</b></p> <p><a href="tel:410-838-6600">410-838-6600</a>. (Sherriff's Dept.)</p> <p>FAX: 410-836-4945</p>	<p><b>HOWARD COUNTY DSS</b></p> <p><a href="tel:410-313-2929">410-313-2929</a> (Police Dept.)</p> <p>FAX: 410-872-4303</p>
<p><b>KENT COUNTY DSS</b></p> <p><a href="tel:410-758-1101">410 758-1101</a> (State Police)</p> <p>FAX: 410-778-1497</p>	<p><b>MONTGOMERY COUNTY DSS</b></p> <p><a href="tel:240-777-4417">240-777-4417</a></p> <p>FAX: 240-777-4258</p>

**AFTER HOUR REPORTING NUMBERS, cont.**

<b>PRINCE GEORGE'S COUNTY DSS</b>  301-699-8605  FAX: 301-909-2200	<b>QUEEN ANNE'S COUNTY DSS</b>  <a href="tel:410-758-0770">410-758-0770</a> (Office of the Sheriff) or  <a href="tel:410-758-1101">410-758-1101</a> (State Police)  FAX: 410-758-8110
<b>ST. MARY'S COUNTY DSS</b>  <a href="tel:301-475-8016">301-475-8016</a> (emergency dispatch office who will contact on call worker)\  FAX: 410-895-7099	<b>SOMERSET COUNTY DSS</b>  <a href="tel:410-651-0630">410-651-0630</a> (Somerset Central)  An alternative number for Somerset Central is <a href="tel:410-651-2633">410-651-2633</a>  FAX: 410-677-4300
<b>TALBOT COUNTY DSS</b>  410-822-3101 (State Police)  FAX: 410-820-7067	<b>WASHINGTON COUNTY DSS</b>  240-420-2222  FAX: 240-420-2549
<b>WICOMICO COUNTY DSS</b>  410-548-4890  FAX: 410-713-3910	<b>WORCESTER COUNTY DSS</b>  410-623-1111 (Sheriff's Office)  FAX: 410-641-0935