

# Local Prosecuting Attorney/Law Enforcement/Department of Human Services Child Human Trafficking Communication/Referral Process

## **PURPOSE**

Child trafficking demands a specialized and coordinated response by child welfare professionals to ensure the safety of the victim, to pursue appropriate child protection proceedings, and to initiate criminal proceedings against traffickers. See *Human Trafficking of Children Protocol* published by the Department of Human Services (DHS) in August 2013.

On August 13, 2013, representatives from the Attorney General's Office (AG), DHS and the Federal Bureau of Investigation (FBI), met to discuss issues identified in a sweep that occurred in late July 2013. The discussion included a proposed communication strategy that would ensure timely referrals and investigations with appropriate placement and services being provided to child victims of human trafficking.

As a result of that meeting, this proposed protocol was created. Input was solicited by the identified partners listed below.

## **IDENTIFIED PARTNERS**

Prosecuting Attorneys Association of Michigan (PAAM), AG, FBI, Michigan State Police (MSP), Local Law Enforcement (LLE), DHS, including Centralized Intake (CI) and DHS Child Protective Services (CPS).

### **A. Communication Process: On-the-Scene Recovery**

1. After a raid/sweep, FBI/MSP/LLE determines there is a child victim of human trafficking.
2. Agent in charge, victim advocate or other assigned personnel immediately contacts DHS Centralized Intake (CI) Line at 855-444-3911 and provides identifying, investigative information regarding the recovery and location of child.

3. CI, based upon initial information, conducts a preliminary investigation to research prior DHS actions with the child on the Department's database, SWSS/MiSACWIS.
4. CI contacts county office where child is located and reports to CPS county office supervisor information received from FBI/MSP/LLE and any findings from the preliminary investigation.
5. CPS supervisor will assign report to the caseworker. The caseworker, pursuant to MCL 722.628(3) and (4) shall seek the assistance of law enforcement and will respond and cooperate in conducting its independent investigation with FBI/MSP/LLE to determine appropriate placement and specialized services for the child.
6. The caseworker shall contact the county prosecutor pursuant to the requirements of MCL 722.628(6) to coordinate investigation and interviewing efforts with law enforcement using standard protocols developed and implemented in that county.
7. As required by MCL 722.623(1), the person(s) involved with the initial report who had reasonable cause to suspect child abuse or neglect involving human trafficking shall, within 72 hours of the oral report, complete and file a DHS 3200 report to the Centralized Intake Unit. The written report shall be transmitted to the Centralized Intake Unit by one of the following methods:

- By Mail:

Centralized Intake for Abuse & Neglect  
5321 28th Street Court S.E.  
Grand Rapids, MI 49546

- By Fax:

Fax this form to 616-977-8900 or 616-977-8050 or 616-977-1158 or 616-977-1154

- By Email:

[DHS-CPS-CIGroup@michigan.gov](mailto:DHS-CPS-CIGroup@michigan.gov)

## B. MANDATORY REPORTING REQUIREMENTS

MCL 722.623 mandates certain individuals, including law enforcement officers, DHS department employees and “any employee of an organization or entity that, as a result of federal funding statutes, regulations, or contracts, would be prohibited from reporting in the absence of a state mandate or court order” to report suspected abuse and neglect to CPS. An oral report initiates CPS’ involvement leading to an investigation into a report of suspected human trafficking. Within 72 hours after making the oral report, the reporting person shall file a written report with CPS. MCL 722.623(1)(a).

Pursuant to MCL 722.623(2), the written report, or the DHS 3200 *Report of Actual or Suspected Child Abuse or Neglect*, shall contain the name of the child and a description of the abuse or neglect. If possible, the following should also be contained in the DHS 3200:

- the names and addresses of the child's parents, the child's guardian,
- the persons with whom the child resides,
- the child's age, and
- other information available to the reporting person that might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred.

The DHS 3200 can accommodate the identification of multiple “reporters” as parties or witnesses to the incident. The contact person should list his/her information as the first reporting person with all other relevant reporters that may be helpful to the investigation.

LOCAL PROSECUTING ATTORNEY/LAW ENFORCEMENT/DHS  
ON-THE SCENE RECOVERY OF CHILD HUMAN TRAFFICKING  
VICTIM FLOWCHART

