

SONOMA COUNTY PROBATION DEPARTMENT JUVENILE PROBATION POLICY & PROCEDURES MANUAL			
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POLICY STATEMENT

It is the policy of the Sonoma County Probation Department to provide specific protocols and procedures for the handling of Commercially Sexually Exploited Children (CSEC) cases. Pursuant to Welfare and Institution Code 16501.35 probation departments are required to identify wards in foster care, non-minor dependents, and youth receiving services pursuant to an order of child support, who are, or are at risk of becoming, victims of commercial sexual exploitation.

PROCEDURES

1. DEFINITIONS

- A. Commercial Sexual Exploitation - the sexual trafficking of a child where anything of value is given or received by any person (Penal Code Section 236.1); the provision of food, shelter, or payment to a child in exchange for the performance of any sexual act as specified in Penal Code Section 11165.1
- B. Sex Trafficking Victim - an individual subject to the “recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act; or, a victim of a “severe form of trafficking in person” in which “a commercial sex act is included by force, fraud, coercion, or in which the person induced to perform the act is under 18 years of age”.
- C. At Risk – Has a minimum of one of the following indicators: Youth exhibits behaviors or otherwise indicates that she/he is being controlled or groomed by another person; Youth spends time with people known to be involved in commercial sex; Youth’s use of internet, cell phone, or social media involves social or sexual behavior that is atypical of his/her age.

Or, has a minimum of two of the following indicators: youth has a history of running away, unstable housing; including multiple foster care placements, or periods of homelessness including couch surfing; youth has had prior involvements with law enforcement or juvenile justice system; youth is frequently truant; youth’s relationships are concerning, placing him/her at risk or in danger of exploitation; youth has a history of hard substance abuse, specifically narcotics, opiates, crack/cocaine and amphetamines.

2. TRAINING REQUIREMENTS

- A. The Probation Department shall provide all juvenile Deputy Probation Officers with training in the identification, documentation, and determination of appropriate services for any youth, with specialized training for those supervising CSEC cases.

3. ASSESSMENT

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- A. Juvenile Hall intake staff and probation officers shall assess whether a youth is at risk for being CSEC.

4. REPORTING REQUIREMENTS

- A. Probation Officers supervising youth in foster care shall document in CMS/CWS all youth who are, or are at risk of becoming, victims of commercial sexual abuse. In addition, assigned officers shall complete all required data fields when a youth is a victim of sexual trafficking. These include:
- i. Before entering foster care
 - ii. While in foster care
 - iii. While in an open case but not foster care. This includes open family maintenance, and/or those participating in voluntary services.
 - iv. While absent from placement
 - v. When the case is closed but the youth is receiving Independent Living Program (ILP) Services
- B. Probation Officers supervising youth not in foster care, who are receiving other child welfare services, shall note the above information in a CSEC chrono in the JRs. System.
- C. Officers shall report any known or suspected instances of commercial exploitation of youth as a form of child abuse, immediately, or as soon as practicable, notifying the both the law enforcement agency that has jurisdiction of the case and the District Attorney's office. When such notification is via telephone, the officer shall send a written report to the agencies within 36 hours.
- D. Pursuant to W&I 16501(a), on an annual basis, the Supervising Probation Officer for the Placement Unit shall collect the following data in Child Welfare System/Case Management System and in CSEC Chronological records and report the data to the State:
- i. The number of dependent children or wards in foster care who are at risk of becoming victims of commercial sexual exploitation.
 - ii. The number of dependent children or wards in foster care who were victims of commercial sexual exploitation before entering foster care.
 - iii. The number of dependent children or wards in foster care who became victims of commercial sexual exploitation while in foster care.
 - iv. The number of dependent children or wards in foster care who go missing, run away, or are otherwise absent from care and were commercially sexually exploited during the time away from placement.

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- v. The number of identified victims of commercial sexual exploitation who are not in foster care.
- vi. The number of identified victims of commercial sexual exploitation who receive ILP services.

5. RUNAWAY PROTOCOL REQUIREMENTS

- A. Probation Officers supervising youth in foster care, and/or those in the community who are receiving child welfare services, shall expeditiously, but in no case later than 24 hours from receipt of information, report missing youth who have been or are at risk for sexual exploitation to the law enforcement agency having jurisdiction of the case. The supervision officer shall request an arrest warrant and make notification to relevant parties, including the parents, the attorney of record, legal guardians, tribal representatives, court-appointed special advocate, etc. The notified law enforcement agency will enter the information into the National Crime Information Center (NCIC). The probation officer shall report the youth to the National Center for Missing and Exploited Children (NCMEC) via telephone (1-800-THE-LOST) or through the web portal.
- B. For youth in foster care, officers shall document in the CWS/CMS the timeframe for reporting the youth missing, their minimum monthly efforts to locate the youth, and the primary factors that contributed to the child or non-minor dependent running away or otherwise being absent from care. For other youth receiving child welfare services, such documentation shall be noted in the case chronological record under the designation of CSEC Chrono. Diligent effort to locate a missing youth shall include, yet not be limited to:
 - i. Determining a youth's whereabouts by contacting significant person in the youth's life
 - ii. Requesting a caregiver and/or parent make inquiries and report back information obtained.
 - iii. Physically checking all places where the youth is likely to be, including visits to relevant addresses; request that law enforcement agency conduct a welfare check.
 - iv. Following up on leads received regarding the youth's whereabouts
 - v. Consulting with internal Runaway/Missing Children Liaisons
 - vi. Searching social media websites and/or using public locator databases (NCMEC)
- C. Once located, the probation officer shall determine the youth or non-minor dependent's experiences while absent from care including whether the youth or non-minor dependent is a possible victim of commercial sexual exploitation. If the youth is a victim, or an immediate risk of being a victim, the officer shall determine appropriate

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services including medical, mental health, and/or law enforcement services. The assigned probation officer shall convene a Child Family Team (CFT) meeting, when applicable, and/or and participate in multi-disciplinary team meetings, as outlined in Sonoma County's CSEC Plan, to best identify available resources to minimize the risk of future victimization.

- D. In dual status cases, the designated lead agency shall be responsible for complying with the runaway protocol of their agency.

APPROVED BY:

DAVID KOCH, Chief Probation Officer