

**Child Protection Accountability Commission
Training Committee**

CAN Best Practices Workgroup

Thursday, January 26, 2017

1:00 p.m. – 3:00 p.m.

*Middletown Police Department
130 Hampden Road, Middletown, DE*

Minutes

In Attendance:

Angela Birney	Office of the Child Advocate
Bernadette Clagg	Nemours/Alfred I. duPont Hospital
Brian Daly	Department of Justice
Jen Donahue, Esq.	Office of the Investigation Coordinator
Chief Laura Giles	Delaware Police Chiefs' Council
Bahu Gilliam	Division of Family Services
Kathy Hudson	Nanticoke Health Services
Diane Klecan	Children's Advocacy Center of Delaware
James Kriner, Esq.	Department of Justice
Detective Joe Miller	Wilmington Police Department
Rosalie Morales	Office of the Child Advocate
Sgt. Ron Mullin	Wilmington Police Department
Cpl. Adrienne Owen, Chair	Delaware State Police
Anne Pedrick	Child Death Review Commission
Linda Shannon	Division of Family Services
Anita Symonds	Christiana Care Health System
Julia Vekasy	Division of Forensic Science
Cheri Will	Beebe Medical Center
Jaime Zebroski	Division of Family Services

I. Welcome and Introductions

Cpl. Adrienne Owen opened the meeting and welcomed attendees.

II. Minutes – 1/11/17

The minutes from January 11, 2017 were approved. Linda Shannon made a motion to approve the minutes, and Julia Vekasy seconded the motion. There were five abstentions.

III. Review of Serious Physical Injury Protocol

The workgroup reviewed the draft Serious Physical Injury Protocol and the following revisions were recommended:

- Reports to DFS - language was stricken: "DFS has the ability to override screening decisions and/or to adjust the response time. MDT members must contact the Report Line Supervisor with any concerns." It should be addressed during training.

- Reports to LE - language was stricken: “In situations in which DFS is seeking further involvement than what is initially offered by LE, DFS will contact the acting supervisor on duty at the appropriate LE agency.” It should be addressed during training.
- Preservation of Evidence - language was added in reference to obtaining a blood draw: “Otherwise, a search warrant will be obtained.”
- Investigative Actions Checklist - LE was listed as the agency responsible for establishing the location. DFS was removed. The language about photographs was revised to read: “Take photographs of child *and child’s injuries*.”
- Criminal Proceedings - the language was revised to read: “Before resolution of a criminal proceeding, DOJ should confer with DFS, *on active cases*, regarding issues impacting child safety, such as vacating the No Contact Order and potential impact to a civil substantiation proceeding prior to completion of the civil investigation.”
- Civil Disposition - the language was revised to read: “DFS makes a determination as to whether abuse or neglect has occurred within 45 calendar days.” Twenty days was removed.

The above revisions will be applied to the other protocols as appropriate.

IV. Review of Child Death Protocol

The workgroup reviewed the draft Child Death Protocol, and the following revisions were recommended:

- Preservation of Evidence - the language was revised to read “LE will conduct a doll and scene re-enactment with the alleged perpetrator to provide a visual demonstration of the mechanism of injury and/or death. *Prior notice will be given to ME to allow for observation.*”
- Post-mortem Examination - language was added: “*LE and DOJ will be contacted prior to the post-mortem examination to allow for observation.*”

V. Review of Neglect Protocol

The workgroup reviewed the draft Neglect Protocol and recommended the following revision:

- Medical Examination - the language was revised to read “A medical examination may be considered for any child, who is the alleged victim of a child neglect report, *and other children residing in the home.*”

VI. Review of Sexual Abuse Protocol

The workgroup reviewed the draft Sexual Abuse Protocol, and the following revisions were recommended:

- Medical Examination - the language was revised to read: “The Protocol ensures that children (birth to age 18) with special medical needs, *who are active with DFS or have*

been reported to DFS by Delaware hospitals, are discharged in a planned and safe manner.”

- Safety Assessment - the language was revised to read: *“For children placed in out-of-home interventions through a safety agreement, DFS will conduct background checks on all individuals in that home and complete home assessments.”*

VII. Review of Juvenile Trafficking Protocol

Two edits were recommended to the Juvenile Trafficking Pre-Assessment Checklist. Ms. Morales will seek approval from the Chair of the Juvenile Committee of the Human Trafficking Coordinating Council prior to making the revisions.

VIII. Introduction

Definitions for forensic investigator and forensic pathologist were obtained from Julia Vekasy.

IX. Vote

A motion was made to approve the protocols with the understanding that revisions may be made by CPAC and the signatory agencies will still have the opportunity to review and suggest revisions. Ms. Vekasy made the motion, and Anne Pedrick seconded the motion. Kathy Hudson abstained, and all others voted in favor of the motion.

X. Next Steps

The MOU will be presented at the February 8th CPAC Meeting for review and approval.

XI. Next Meeting Date

The next meeting date will be scheduled once the MOU is approved and the training has been drafted by the smaller working group.

XII. Public Comment

There was no public comment. The meeting was adjourned at 3.