

Ohio Department of Children and Youth
**LAKE COUNTY MEMORANDUM OF UNDERSTANDING
TO ADDRESS CHILD ABUSE AND NEGLECT**

I. STATEMENT OF PURPOSE

This memorandum of understanding (hereinafter MOU) to address child abuse and neglect is required by sections 2151.4220, 2151.4221, 2151.4222, 2151.4223, 2151.4225, 2151.4226, 2151.4228, 2151.4229, 2151.4230, 2151.4231, 2151.4232, 2151.4233, and 2151.4234 of the Ohio Revised Code and rule 5180:3-1-26 of the Ohio Administrative Code. It is an agreement among **Lake County Department of Job and Family Services** (hereinafter "LCDJFS" or "PCSA") and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases within **Lake County** (hereinafter "County"). The MOU also identifies procedures for collaborative service provisions needed to ensure child safety, permanence, and well-being, and the minimum requirements of screening, assessment/investigation, and service planning, to meet mandates included in children services legislation passed by the 134th Ohio General Assembly. Two primary goals of this MOU are:

- The elimination of all unnecessary interviews of children who are the subject of reports of child abuse or neglect.
- When feasible, conducting only one interview of a child who is the subject of a report of child abuse or neglect.

Throughout the state each PCSA provides the following services to their communities:

Screening: The capacity to accept and screen referrals of suspected child abuse, neglect, and/or dependency includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Recording and retaining referral information; Following Ohio's screening guidelines based on Ohio Administrative and Revised Code and categorizing the child maltreatment type; Adherence to a protocol for making screening and differential response pathway decisions regarding referrals of suspected child abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

Assessment and Investigation: The capacity to investigate and assess accepted reports of suspected child abuse, neglect, and/or dependency, includes responding to emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours; Conducting an initial Safety Assessment using a standardized CAPM (Comprehensive Assessment Planning Model) tool within the timeline prescribed in the Ohio Administrative Code; Completing a more in-depth CAPM Family Assessment including a clinical and actuarial risk assessment within sixty (60) days; Working collaboratively with other investigative agencies when appropriate; Making traditional response case dispositions within required timeframes; Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

Service Provision: The capacity to provide services that ameliorate, eliminate, or reduce future child maltreatment and the conditions which led to abuse, neglect, or dependency includes providing service planning and case management coordination; Identifying and stating the concern and behavior change(s) needed for reunification to occur through the use of the CAPM Family Case Plan; Monitoring the family's case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using the CAPM Case Review and Semi-Annual Review tools; And adhering to existing visitation, documentation, and case closure protocols.

II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY

A. LCDJFS/PCSA (If a combined agency or stand-alone PCSA)

The PCSA is the lead agency for the investigation of child abuse, neglect, or dependency in the county. The PCSA will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, confidentiality, and training of signatories as required by statute. Child Protective Services staff and management will also participate in meetings and trainings as deemed appropriate at the discretion of the Director.

B. LAW ENFORCEMENT

The County Sheriff, each Chief of the local political subdivisions, and any other law enforcement officers handling child abuse and neglect cases in the county will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; referring reports to the PCSA as soon as possible or within **twenty-four (24) hours** for investigation of the circumstances; determining whether allegations of abuse or neglect rise to the level of criminal conduct; cooperating with the PCSA in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; assisting the PCSA in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; coordinating with the PCSA on interviews with principals of the case when there are serious criminal implications; notifying the PCSA of any legal action involving an alleged perpetrator of child abuse or neglect; responding to the PCSA's requests for information regarding the status of the legal action; providing police record checks for the PCSA as necessary or requested as permitted by law; consulting with the PCSA prior to removal of a child from their home when possible; and handling and coordinating investigations involving a child fatality or near fatality which may have resulted from abuse or neglect.

C. JUVENILE COURT

The most senior Juvenile Judge in point of service of the county or their representative, selected by the Judge, if more than one, will be responsible for attending meetings concerning the MOU, entering into agreements with the

other signatories of the MOU regarding the court's responsibility to timely hear and resolve child abuse, neglect, and dependency matters, signing the MOU, and updating the MOU or approving any amendment.

The juvenile court has a duty to exercise jurisdiction over adults and children to hear and decide matters as permitted by the Ohio Revised Code Chapters 2151 and 2152. The court is responsible for issuing orders regarding the care, protection, health, safety, mental and physical best interest of children. The Juvenile Judge will ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any abused, neglected, or dependent child; Order timely and safe permanency dispositions for children; Preserve the family environment whenever possible while keeping the child(ren)'s health and safety paramount.

D. COUNTY PROSECUTOR

The County Prosecutor will report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency. The County Prosecutor will represent the PCSA in legal actions to protect a child from further harm resulting from child abuse or neglect unless the Prosecutor has granted consent for the appointment of an in-house PCSA Attorney pursuant to Ohio Revised Code chapters 309 and 305.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney will prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those needing to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and the PCSA staff for questions or assistance in the investigation of child abuse and neglect cases and eliminate the need for testimony at the municipal court level by allowing for direct presentation to the Grand Jury, when feasible, to minimize trauma to child victims. The prosecuting attorney agrees to aid the PCSA in protecting the confidential nature of children services records and investigations; As well as the special protection afforded to the identity of the reporting source.

E. COUNTY DEPARTMENT OF JOB & FAMILY SERVICES [If not part of a combined agency]

☒ Not Applicable (*if selected, this section is not relevant.*)

If the county's Department of Job and Family Services is a separate agency from the PCSA, employees within the county agency are expected to report suspected cases of child abuse and neglect to the PCSA or appropriate law enforcement agency upon receipt; Collaborate with the PCSA to assist families in caring for their children; Assure that children at risk of abuse and neglect receive protective services; Assure service coordination for families already involved with the PCSA; Promote ongoing communication between the

county's Department of Job and Family Services and the PCSA regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist the PCSA upon request in obtaining case or assistance group information regarding a family when the PCSA is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist the PCSA in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5180:2-33-28; And where applicable and permitted assist the PCSA in locating suitable relatives or kin that may be available as familial support for the child(ren) or as a placement option.

E. LOCAL ANIMAL CRUELTY REPORTING AGENCY

The local animal cruelty reporting agencies are to investigate reports of animal abuse and neglect within the county and, pursuant to O.R.C. 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to the PCSA or local law enforcement.

G. CHILDREN'S ADVOCACY CENTER (Needs to be included if agreement with CDJFS/PCSA exists. Option to skip this section if your agency does not have a formal agreement with a children's advocacy center.)

☒ Not Applicable *(if selected, this section is not relevant.)*

The Children's Advocacy Center (CAC) will establish internal protocols regarding the investigation of CAC cases, participate in training as needed, work jointly and cooperatively in their established role with the other team members in the investigation of CAC cases, and attend and exchange information when meeting with the PCSA, law enforcement, and other signatories of this agreement.

H. CLERK OF COUNTY COMMON PLEAS COURT (Optional per statute, but benefits to inclusion should be considered per county. If the Clerk signs this MOU, the Clerk will execute all relevant responsibilities as required of officials specified in this MOU.)

☒ Not Applicable *(if selected, this section is not relevant.)*

The Clerk of County Common Pleas Court will collaborate with the PCSA, County Prosecutor, and local law enforcement to establish standards and processes for the filing and acceptance of abuse, neglect, and dependency pleadings; Notice to the necessary parties; Service of process; How to send and receive communications from the Clerk; Defining acceptable methods of communication; Best practices for handling emergency/ex parte motions and orders which require the removal of children and need to be acted upon in an expeditious manner; Date and timestamp process and any cut-offs; Determine how and when to expect decisions or entries to be communicated; Provide periodic training for those involved in the investigation of child abuse and neglect and the signatories of this MOU; Be available to the PCSA management staff or the Prosecutor should questions arise.

III. SCOPE OF WORK

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of child protective services.

A. Mandated reporters and penalty for failure to report

Persons identified as mandated reporters per Ohio Revised Code section 2151.421, while acting in official or professional capacity, will immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports will be made to the PCSA or a law enforcement officer.

The penalty for the failure of a mandated reporter to report any suspected case of child abuse and/or neglect pursuant to O.R.C. section 2151.421 is a misdemeanor of the fourth degree. The penalty is a misdemeanor of the first degree if the child who is the subject of the required report that the offender fails to make suffers or faces the threat of suffering the physical or mental wound, injury, disability or condition that would be the basis of the required report when the child is under the direct care or supervision of the offender who is then acting in the offender's official or professional capacity or when the child is under the direct care or supervision of another person over whom the offender, while acting in the offender's official or professional capacity, has supervisory control. Failure to report suspected child abuse and/or neglect may also result in civil liability in the form of compensatory or exemplary damages.

The Lake County Prosecuting Attorney, city law director, or village solicitor with jurisdiction shall be informed any time a mandate reporter fails to make a timely report concerning suspected or known child abuse or neglect.

The Lake County Prosecuting Attorney, city law director, or village solicitor with jurisdiction shall review the information contained in the report to determine if a violation of law has occurred and whether prosecution of that violation is warranted.

B. System for receiving reports

Reports of child abuse or neglect will be made to the PCSA or any law enforcement officer with jurisdiction in the county. If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement will be attached to this MOU which indicates that all reports with identifying and demographic information of the reporter and principals will be forwarded to a designated children services worker within an hour of receipt, confidentiality requirements will be met, and how the public is informed of after-hours reporting opportunities.

Reports to LCDJFS can be made:

1. By telephone 24 hours a day, 7 days a week. Dial 440-350-4000 (or 440-918-4000), and select option 1.
2. In person or by mail to:

Lake County Department of Job and Family Services
177 Main Street
Painesville, OH 44077

When a law enforcement officer receives a report of possible abuse or neglect of a child or the possible threat of abuse or neglect of a child, the law enforcement officer will refer the report to the appropriate PCSA unless an arrest is made at the time of the report that results in the appropriate PCSA being contacted concerning the alleged incident involving the child.

When the PCSA screens in a report of child abuse, the PCSA will notify the appropriate law enforcement agency of the report, unless law enforcement is present and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child abuse.

When the PCSA screens in a report of child neglect, and the PCSA implements a legally authorized out-of-home placement due to neglect within the first seven days of the assessment/investigation, the PCSA will notify the appropriate law enforcement agency within the first seven days of the assessment/investigation unless an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the child neglect.

C. Responding to mandated reporters

When the PCSA receives a referral from a mandated reporter who provides their name and contact information, the PCSA will forward an initial mandated reporter notification to the referent within seven days. The notification will be provided, in accordance with the mandated reporter's preference. Information shared with the mandated reporter will include the information permitted by O.R.C. 2151.421(K):

- Whether the agency or center has initiated an investigation of the report;
- Whether the agency or center is continuing to investigate the report;
- Whether the agency or center is otherwise involved with the child who is the subject of the report;
- The general status of the health and safety of the child who is the subject of the report;
- Whether the report has resulted in the filing of a complaint in juvenile court or of criminal charges in another court.

When the PCSA closes an investigation/assessment reported by a mandated reporter, the PCSA will forward a mandated reporter referral

outcome notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter will be that permitted by O.R.C. 2151.421 to include a notification that the agency has closed the investigation along with a point of contact.

D. Roles and responsibilities for handling emergency cases of child abuse, neglect, and dependency

1. PCSA's Response Procedure

When the PCSA determines that a report is emergent, the PCSA will attempt a face-to-face contact with the child subject of the report/ alleged child victim within one hour of the receipt of the report.

If the PCSA identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor will implement a safety response.

LCDJFS will comply with the following procedures:

- a. The law enforcement agency having jurisdiction shall be immediately notified of the situation.
- b. A law enforcement officer shall immediately respond to the scene. The social worker will either accompany the officer to the scene or will meet the officer at the scene within one (1) hour of receipt of the report to make an initial assessment.
- c. The social worker must have face-to-face contact with the alleged child victim within one (1) hour of receipt of the report and will proceed to the location of the child, unless circumstances prohibit such contact within that time frame.
- d. If **LCDJFS** identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor shall implement a safety response.
- e. If there are reasonable grounds to believe that removal of the child from their home is necessary to prevent immediate or threatened physical or emotional harm, the social worker shall contact its agency attorney to discuss obtaining an ex parte emergency order prior to the removal.
- f. If a child is taken into custody by a law enforcement officer (as set forth in the following section below) and the child is turned over to **LCDJFS**, **LCDJFS** shall ensure a safe placement for the child.
- g. In consultation with its agency attorney, **LCDJFS** shall cause a complaint to be filed in the Lake County Court of Common

Pleas, Juvenile Division, alleging that the child is an abused, neglected, or dependent child and request emergency temporary custody of said child. This complaint shall be filed before the end of the next business day after the child has been taken into custody in accordance with O.R.C. 2151.31(D).

2. Law Enforcement Response Procedure

After receiving notification of an emergency situation, the law enforcement officer, in consultation with the **LCDJFS** social worker, shall determine if any of the following conditions exist:

- a. Reasonable grounds to believe that a child is suffering from illness or injury and is not receiving proper care (as described in O.R.C. 2151.03), and the child's removal is necessary to prevent immediate or threatened physical or emotional harm;
- b. Reasonable grounds to believe that a child is in immediate danger from the child's surroundings and that the child's removal is necessary to prevent immediate or threatened physical or emotional harm; or
- c. Reasonable grounds to believe that a parent, custodian, guardian, or other household member has abused or neglected another child in the household and that the child is in danger of immediate or threatened physical or emotional harm from that person.

Pursuant to O.R.C. 2151.31, a child may be taken into custody when any of the three conditions listed above are present.

If a child is taken into custody in accordance with the above, the law enforcement officer will turn the child over to **LCDJFS** for emergency placement. The officer will assist **LCDJFS** with obtaining any necessary information, will prepare a written report and provide it to **LCDJFS** as soon as possible, and will cooperate with any court proceedings.

3. Children in Need of Medical Attention Special Response Procedures

In the event it appears a child taken into custody is in need of medical attention, the **LCDJFS** social worker shall ensure the child is promptly taken to a licensed medical facility within Lake County for an evaluation.

E. Standards and procedures to be used in handling and coordinating investigations of reported cases of child abuse and/or neglect

Methods to be used in interviewing the child who is the subject of the report and who allegedly was abused and/or neglected, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the PCSA and the corresponding law enforcement agency.

To the extent possible investigative interviews of children who are the alleged victims of reports of abuse and/or neglect where criminal activity is suspected, including reports of human trafficking, are cooperatively planned by the PCSA and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. When feasible, to reduce trauma complete only one interview with the alleged child victim/ child subject of the report. The PCSA agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of the PCSA is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by the PCSA to meet the agency investigative requirements set forth in rule. Law enforcement or the prosecutor's office will forward a written summary of the interview to the PCSA upon request.

The PCSA agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. The PCSA will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of the child victim or witnesses. Law enforcement will be the lead agency in the collection of forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

When a law enforcement agency or the prosecutor's office believes its criminal investigation of a report of child abuse, neglect, or dependency will be seriously prejudiced by the participation of **LCDJFS**, the police chief or officer in charge, or prosecutor, shall confer with a **LCDJFS** Unit Supervisor and the assigned social worker to discuss the case and each agency's role in the investigation. The law enforcement agency, or prosecutor, shall verbally and in writing direct that **LCDJFS** take no action (either face-to-face, verbal, or written contact with the subjects of the report) until the law enforcement agency, or prosecutor, either asks for assistance or law enforcement, or prosecutor, requests that **LCDJFS** delay interviewing the

subjects of the report until the law enforcement agency has completed its investigation.

A written request to **LCDJFS** to refrain from or delay its investigation into an allegation of child abuse, neglect, or dependency shall contain the following information:

1. The name and official title of the person making the request; the investigating officer's assessment of the child's condition; documentation that the child is not at risk of further abuse or neglect; and that emergency protective or supportive services were not necessary at the time in order to provide for the child's safety and welfare.
2. A confirmation that the alleged perpetrator does not have access to the child; is not a household member or resident of the home; that the child's caretaker is not the alleged perpetrator; and that the caretaker is willing and able to protect the child from further abuse and/or neglect.

In the event **LCDJFS** does not receive this documentation in writing from the law enforcement agency conducting the investigation, or the prosecutor, **LCDJFS** will consult with its agency attorneys for guidance on how to proceed with its mandates.

The PCSA will follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the sixty-day timeframe.

F. Standards and procedures addressing the categories of persons who may interview the child who is the subject of the report and who allegedly was abused or neglected

The categories of personnel who may conduct interviews of children who are the subjects of reports of alleged abuse, neglect, and/or dependency are limited to the following:

- Casework and supervisory staff of the PCSA
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- Victim's advocates with PCSA participation

G. Standards and procedures for PCSA requests for law enforcement assistance

The PCSA may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance.
- The PCSA has reason to believe that the child is in immediate danger of serious harm.

- The PCSA has reason to believe that the worker is, or will be, in danger of harm.
- The PCSA has reason to believe that a crime is being committed, or has been committed, against a child.
- The PCSA worker needs to conduct a home visit after regular PCSA business hours, and a law enforcement escort is requested as a standard operating procedure.
- The PCSA is removing a child from his or her family via an order of the court, and the assistance of law enforcement is needed as the PCSA has reason to believe the family will challenge the removal.
- The PCSA is working with a client who has a propensity toward violence, and the assistance of law enforcement is needed to ensure the safety of all involved.
- The PCSA is working with a family that has historically threatened to do harm to PCSA staff.

Procedures for LCDJFS requesting law enforcement assistance in an emergency situation are further set forth above in Article III, Section D of this MOU.

H. Specialized Investigations or Circumstances

To the extent possible, investigative interviews of children who are the alleged child victims/child subjects of the report of abuse and neglect where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, child endangering, or the like, are cooperatively planned by the PCSA and the law enforcement agency of jurisdiction.

1. Out-of-Home Care

The PCSA conducts an out-of-home care investigation in response to a child abuse or neglect report that includes an alleged perpetrator who meets one or more of the following criteria:

- Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5180:2-1-01 of the Administrative Code.
- Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim by virtue of their employment by or affiliation to an organization as defined in section 2151.011 of the Revised Code.
- Has access to the alleged child victim through placement in an out-of-home care setting.

The PCSA follows the procedures for conducting out-of-home care investigations as described in section 5180:2-36-04 of the O.A.C.

The following procedures shall also be followed by **LCDJFS**:

- a. When **LCDJFS** receives a referral of out-of-home care abuse or neglect, and a principal named in the report poses a conflict of interest for **LCDJFS** pursuant to O.A.C. 5180:2-36-08, a third party shall conduct the investigation. In that case, the assigned social worker shall notify the law enforcement agency with jurisdiction to conduct the investigation if the report is criminal in nature. If it is not criminal in nature, **LCDJFS** shall work with another PCSA as the third-party investigator, as set forth in Section III.H.2., below.
- b. If the allegations are criminal in nature, the law enforcement agency shall control the investigation.
- c. While the investigation may be conducted jointly, the social worker and law enforcement officer shall separately complete a report. The law enforcement officer's report shall be initially reviewed within his/her chain of command, then forwarded, if necessary, to the appropriate prosecutor for review for possible criminal charges. The report shall also be forwarded to **LCDJFS** unless directed not to do so by the prosecutor with jurisdiction.
- d. **LCDJFS** shall complete a case disposition at the conclusion of the out-of-home care investigation no later than forty-five (45) days from receipt of the referral (not to exceed a maximum of sixty (60) days if information needed to determine the final case decision cannot be obtained within forty-five (45) days and the reasons are documents within the case record).

2. Third-Party Investigations

In accordance with section 5180:2-36-08 of the O.A.C., the PCSA is to request a third-party in the assessment/investigation for reports of child abuse or neglect where there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of an organization or facility that is licensed or certified by the Ohio Department of Children and Youth (DCY) or another state agency and supervised by the PCSA.
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
- A type B family childcare home or type A family childcare home licensed by DCY when the CDJFS has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- Any employee or agent of DCY or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing DCY or the PCSA who provides services for payment or as a volunteer.

- A foster caregiver or an employee of an organization or facility licensed or certified by DCY and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- Any time a PCSA determines that a conflict of interest exists. The PCSA is to document in the case record if a conflict of interest is identified.

The PCSA is to request that law enforcement serve as the third party when a report alleges a criminal offense. The PCSA is to request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

LCDJFS shall request that law enforcement serve as the third party investigator when a report alleges a criminal offense. **LCDJFS** must request the assistance of a third party investigator within 24 hours of identifying that a conflict of interest exists.

The following procedures shall also be followed by **LCDJFS**:

- When **LCDJFS** receives a referral of abuse or neglect from one of the above-listed entities in this Section III.H.2., the assigned social worker shall notify the law enforcement agency with jurisdiction.
- The social worker shall meet with the law enforcement officer assigned to conduct the investigation. Together, they shall jointly determine if the incident is criminal or non-criminal and exchange all information concerning the investigation.
- If the allegations are criminal in nature, the law enforcement agency shall control the investigation.
- While the investigation may be conducted jointly, the social worker and law enforcement officer shall separately complete a report. The law enforcement officer's report shall be initially reviewed within his/her chain of command, then forwarded, if necessary, to the appropriate prosecutor for review for possible criminal charges. The report shall also be forwarded to **LCDJFS** unless directed not to do so by the prosecutor with jurisdiction.
- LCDJFS** shall complete a case disposition at the conclusion of the third-party investigation no later than forty-five (45) days from receipt of the referral (not to exceed a maximum of sixty (60) days if information needed to determine the final case decision cannot be obtained within forty-five (45) days and the reasons are documents within the case record).
- In the event the law enforcement agency declines to assist **LCDJFS**, a determination shall be made through consultation with the **LCDJFS** Children Services Administrator, and if appropriate with the ODJFS licensing specialist, to determine if a conflict of interest exists without the assistance of law enforcement. If it is determined that a conflict of interest does not

exist, **LCDJFS** will proceed with the investigation in accordance with the procedures set forth in O.A.C. 5180:2-36-08. If it is determined that a conflict of interest does exist, **LCDJFS** will contact another PCSA to request assistance with the investigation. If as a result of the investigation there is a determination that a potential criminal act has occurred, **LCDJFS** will again contact the law enforcement agency to advise of this concern.

3. Child Fatality- Suspected cause of death is abuse or neglect

The PCSA is governed by O.R.C. section 307.622 and needs to have a child fatality review board.

Upon receipt of information involving a child fatality or near fatality, **LCDJFS** shall follow the requirements of O.A.C. 5180:2-33-14. Investigations involving the death of a child due to alleged abuse or neglect are the responsibility of the law enforcement agency having jurisdiction. **LCDJFS** will assist by being involved in the investigation to provide emergency protective and supportive services to any other children residing in the home the child who died was living if the other children are at risk. **LCDJFS** will be available to assist at any time in the investigation.

4. Child Fatality- Death of a child in the custody of the PCSA

The PCSA follows rules 5180:2-33-14 and 5180:2-42-89 of the O.A.C. following the death of a child in its custody.

In the event of the death of a child in the custody of **LCDJFS**, the law enforcement agency with jurisdiction and the Lake County Prosecutor's Office shall be contacted immediately, in no event later than one (1) hour of **LCDJFS**'s knowledge of the death. If the cause of death is due to abuse or neglect, the procedures set forth in Section III.H.2. shall be followed.

5. Allegations of withholding medically indicated treatment from disabled infants with life-threatening conditions

The PCSA follows the procedures described in section 5180:2-36-07 of the OAC for responding to these reports.

The withholding of medically indicated treatment is the refusal to provide appropriate nutrition, hydration, medication, or other medically indicated treatment from a disabled infant with a life-threatening condition.

Medically indicated treatment includes the medical care most likely to relieve, or correct, the life-threatening condition. Nutrition, hydration,

and medication, as appropriate for the infant's needs, are medically indicated for all disabled infants; in addition to, the completion of appropriate evaluations or consultations necessary to assure that sufficient information has been gathered to make informed medical decisions on behalf of the disabled infant.

In determining whether treatment is medically indicated, reasonable medical judgments made by a prudent physician, or treatment team, knowledgeable about the case and its treatment possibilities are considered. The opinions about the infant's future "quality of life" are not to bear on whether a treatment is judged to be medically indicated. Medically indicated treatment does not include the failure to provide treatment to a disabled infant if the treating physician's medical judgment identifies any of the situations listed in OAC section 5180:2-36-07(A)(3)(a-d).

LCDJFS shall also comply with the following:

- **LCDJFS** Intake Assistant Administrator shall compile and maintain a current database containing the name, address, and telephone number of the healthcare facilities in Lake County, Ohio. Such database shall include the name, title, and telephone number of each facility's contact person whom **LCDJFS** can contact in the event of an allegation involving the withholding of medically indicated treatment from disabled infants with life-threatening conditions. If a healthcare facility in Lake County, Ohio has a review committee, the database shall also include the current name and chairperson of that committee. The Intake Assistant Administrator shall ensure that the database remains updated and correct on a quarterly basis.
- Within one (1) hour of receiving a report alleging the withholding of medically indicated treatment from a disabled infant with a life-threatening condition, the assigned social worker shall contact the appropriate health care facility's administrator or designee to obtain the information required in O.A.C. 5180:2-36-07(B).
- **LCDJFS** shall involve a qualified medical consultant to evaluate the infant's medical information, including medical records, obtained during the preliminary medical assessment.
- **LCDJFS** shall notify law enforcement if it is determined that the attending physician failed to provide medically indicated treatment or failed to inform the disabled infant's parent, guardian, or custodian of the available treatment options.
- If the report contains an allegation of other forms of child abuse or neglect, **LCDJFS** will follow normal investigation procedures.

6. Allegations of child abuse and/or neglect constituting a crime against a child, including human trafficking, and needing a joint assessment/investigation with law enforcement

Law enforcement shall inform **LCDJFS**, as required by O.R.C. 2151.421, of a report of abuse or neglect, including human

trafficking, upon the receipt of the report (which shall include the information required pursuant to O.R.C. 2151.421(C)), as follows:

- a. Immediately when there is danger of imminent risk to the child or a possibility that the child may be removed.
- b. Within twenty-four (24) hours in the case of a substantiated report when there is no imminent risk to the child.
- c. The next business day in the case of an unsubstantiated report or a report with minimal likelihood of its veracity and there is no apparent risk to the child.

When a law enforcement agency or the prosecutor's office believes its criminal investigation of a report of child abuse, neglect, or dependency will be seriously prejudiced by the participation of **LCDJFS**, the police chief or officer in charge, or prosecutor, shall confer with a **LCDJFS** Unit Supervisor and the assigned social worker to discuss the case and each agency's role in the investigation. The law enforcement agency, or prosecutor, shall verbally and in writing direct that **LCDJFS** take no action (either face-to-face, verbal, or written contact with the subjects of the report) until the law enforcement agency, or prosecutor, either asks for assistance or law enforcement, or prosecutor, requests the **LCDJFS** delay interviewing the subjects of the report until the law enforcement agency has completed its investigation.

A written request to **LCDJFS** to refrain from or delay its investigation into an allegation of child abuse, neglect, or dependency shall contain the following information:

- a. The name and official title of the person making the request; the investigating officer's assessment of the child's condition; documentation that the child is not at risk of further abuse or neglect; and that emergency protective or supportive services were not necessary at the time in order to provide for the child's safety and welfare.
- b. A confirmation that the alleged perpetrator does not have access to the child, is not a household member or resident of the home, that the child's caretaker is not the alleged perpetrator, and that the caretaker is willing and able to protect the child from further abuse and/or neglect.

In the event **LCDJFS** does not receive this documentation in writing from the law enforcement agency conducting the investigation, or the prosecutor, **LCDJFS** will consult with its agency attorneys for guidance on how to proceed with its mandates.

LCDJFS shall follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the

forty-five (45) day timeframe. The timeframe can be extended in special circumstances to a maximum of sixty (60) days if law enforcement needs additional time, however, **LCDJFS** must make a disposition within the sixty (60) day timeframe.

7. Reports of cases involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court becoming dependent, neglected, unruly, and/or delinquent

LCDJFS shall follow all normal procedures for reporting and screening of a referral. **LCDJFS** shall contact the law enforcement agency with jurisdiction in such situations (if the law enforcement agency is not the referent), and shall consult with its agency attorneys regarding handling these cases.

8. Reports involving individuals who aid, abet, induce, cause, encourage, or contribute to a child or a ward of the juvenile court leaving the custody of any person, department, or public or private institution without the legal consent of that person, department, or institution

LCDJFS shall follow all normal procedures for reporting and screening of a referral. **LCDJFS** shall contact the law enforcement agency with jurisdiction in such situations (if the law enforcement agency is not the referent), and shall consult with its agency attorneys regarding handling these cases.

The law enforcement agency shall have jurisdiction to investigate these allegations, and **LCDJFS** shall supply protective or supportive services for the child and the child's family.

9. Receiving and responding to reports of missing children involved with the PCSA

Upon learning that a minor child has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent, the following actions will take place:

- When an MOU signatory agency is made aware that a child is missing, they will coordinate with the custodian to report their concerns to the law enforcement agency in the appropriate jurisdiction.
- The law enforcement agency will enter known information into the National Crime Information Center (NCIC) database if the child is in PCSA custody.

- The law enforcement agency will take prompt action upon the report, including, but not limited to, concerted efforts to locate the missing child.
- The law enforcement agency will promptly enter any additional, relevant information into NCIC.
- The law enforcement agency will promptly notify the missing child's parents, parent who is the residential parent and legal custodian, guardian, or legal custodian, or any other person responsible for the care of the missing child, that the child's information was entered into NCIC.
- The PCSA will contact the National Center for Missing and Exploited Children (NCMEC) if the child is in PCSA custody.

Upon request of law enforcement, the PCSA is to provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by the PCSA that may be relevant in the investigation.

All MOU signatory agencies are to notify the PCSA upon learning that a minor child who is alleged to be in the children services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

Law enforcement shall notify **LCDJFS** upon learning that a minor child who is alleged to be in the child services system or who is known or suspected to be abused or neglected has either run away from or is otherwise missing from the home or the care, custody, and control of the child's parents, custodial parent, legal guardian, or non-custodial parent.

I. Standards and procedures for removing and placing children

1. Emergency

Emergency removal of a child from home is necessary when the child is at imminent risk of harm and in need of protection from abuse, neglect, or dependency.

An ex parte order may be issued with or without a complaint being filed. Prior to taking the child into custody the judicial fact finder is to make a determination that reasonable efforts were made to notify the child's parents, guardian, or custodian, or there were reasonable grounds to believe doing so would jeopardize the safety of the child, or lead to the removal of the child from the jurisdiction.

Juv. R 6 orders can be issued in-person, by phone, video conference, or otherwise. Reasonable grounds need to exist to believe the child's

removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings need to be made that the agency either did or did not make reasonable efforts to prevent the removal of the child from their home with a brief description of services provided and why those did not prevent the removal or allow the child to return home, and if temporary custody is granted to the PCSA an additional finding that it would be contrary to the welfare and best interest of the child to continue in the home. If granted, a shelter care hearing is to be scheduled the next business day (but not later than seventy-two hours) after the emergency order has been issued. If the ex parte motion is denied, the matter is to be set for a shelter care hearing within ten days from the filing date.

The procedures for **LCDJFS** and law enforcement investigations in emergency situations are set forth in Section III.D. of this MOU.

2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, the PCSA commences an investigation in accordance with the requirements of section 2151.421 of the O.R.C. If the final case decision rises to the level of court involvement, the PCSA is to approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per O.R.C. 2151.27. The matter will be set for a shelter care/preliminary protective hearing expeditiously by the juvenile court.

Reasonable oral or written notice of the time, place, and purpose of the hearing are to be provided to the parents, guardian, or custodian unless they cannot be found. The same parties are also entitled to notification that a case plan may be prepared, the general requirements, and possible consequences of non-compliance with the case plan.

The parties will be served with the complaint and summons to appear before the juvenile court. Unrepresented parties are advised by the juvenile court of their right to counsel. Counsel is appointed for children when abuse is alleged. A guardian ad litem is appointed to all children subjects of abuse, neglect, or dependency proceedings. A separate guardian ad litem may be appointed to minor parents or parents who appear mentally incompetent.

The judicial fact finder is to determine whether there is probable cause that the child is abused, neglected, or dependent, the child is in need of protection, whether or not there is an appropriate relative or kin willing to assume temporary custody of the child, reasonable efforts were made by the PCSA to prevent the removal or continued removal or to make it possible for the child to return home safely, and for temporary custody orders to the PCSA that it would be contrary to the welfare and best

interest of the child to continue in the home. All other temporary orders should be requested and considered at this time.

J. [Optional Section(s)]

☐ Not Applicable *(if selected this section is not relevant.)*

1. Maintaining Operations in the Event of a Disaster

In the event of a disaster, LCDJFS has policies to maintain operations regarding the receipt and investigation of child abuse and neglect allegations as set forth in the Disaster Preparedness Plan in accordance with O.A.C. 5180:2-5-13.1. A copy of the plan will be made available to any signatories of this MOU upon request.

2. Deserted Child Procedures

LCDJFS will comply with O.A.C. 5180:2-36-06 for all assessments/investigations of referrals received involving a deserted child when all of the following apply:

- a. The child is fewer than thirty-one (31) days old.
- b. The child was voluntarily left by the child's parent in the care of an emergency medical service worker, peace officer, or hospital employee.
- c. The child was left and the child's parent(s) did not express an intention to return for the child.

IV. TRAINING

Cross system training is to be provided to and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by the PCSA as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

Each signatory to this MOU shall be responsible for ensuring its employees receive training in the contents and implementation of this MOU. Each signatory to this MOU shall encourage each other to provide uniform in-service training as to the issues of child abuse and neglect including, but not limited to: indications of abuse and neglect; risk assessment; and sharing training resource materials.

V. CONFLICT RESOLUTION

☐ Not Applicable *(if selected this section is not relevant.)*

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable, this MOU is to set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of child protective services, the ultimate decision on how to handle abuse, neglect investigations lie with the PCSA. Every effort will be made to take into account other signatories' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. The PCSA will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases that come before the court as it relates to decisions and orders, the Juvenile Judge's rulings are final.

Each agency will make a concerted effort to help the other with joint interviews, investigations, evidence collection, information sharing, and fact-finding. Each agency will not hinder or interfere with the express duties of another and will do their best to cooperate and collaborate with the other county partners.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process, the PCSA is to consult with the County Prosecutor to explore available remedies.

Individual conflicts shall be resolved in the least official means possible by:

1. Meeting between the individuals involved; or
2. Meeting of the individuals and their superiors; or
3. Meeting of the agency heads or other designees.

Conflicts between agencies shall be resolved by:

1. Meeting between the agency heads and/or their designees; or
2. Meeting between the legal representatives of the agencies.

VI. CONFIDENTIALITY STATEMENT

Any report made in accordance with O.R.C. section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 of the O.R.C. will not be released to the public for use and will not be used as evidence in any civil action or proceeding brought against the person who made the report.

Children services records are not public records and are exempt from Ohio's Sunshine Laws under O.R.C. 149.43. Children Services records are confidential in nature and should be treated accordingly.

O.R.C. section 2151.423 requires the PCSA to disclose confidential information discovered during an investigation conducted pursuant to section 2151.421 or 2151.422 of the Ohio Revised Code to any federal, state, or local government entity, including any appropriate military authority or any agency providing prevention services, that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement and other entities are expected to release information to the PCSA for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

Each signatory of this MOU shall be responsible for maintaining the confidentiality of reports coming into its possession from other signatories of this MOU:

1. Copies of reports of the law enforcement agencies and LCDJFS may be exchanged as necessary to aid in the investigation of abuse or neglect.
2. Signatories to this MOU receiving copies of another signatory's report shall not release that report to any person or entity unless authorized to do so by the signatory that prepared the report.
3. In the case of a subpoena, the participant to this MOU that received the subpoena shall contact the participant that prepared the report prior to any release of the report so that such participant is afforded an opportunity to respond to the subpoena.
4. LCDJFS shall inform the Lake County Prosecutor's Office when it receives a subpoena requesting LCDJFS records.

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by O.A.C. section 5180:2-33-21 and in accordance with the procedures outlined in O.A.C. section 5180:2-33-21. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of the PCSA as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of the PCSA will then refer this information to the prosecutor or city director of law at their discretion.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's

discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

VII. TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS

This MOU is to be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to the PCSA records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories may be done in person, whenever practicable. When an in-person meeting is not practicable the signer may employ the use of alternative methods of communication including but not limited to MS Teams, Skype, Zoom, or telephone as agreed upon by all members. When the PCSA is seeking consultation with a signer of this MOU regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, the PCSA will make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members are to review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. The PCSA is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and will not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of reported child abuse or child neglect and does not give, and will not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person pursuant to section 2151.4223 of the Revised Code.

This MOU will be governed by and construed in accordance with applicable state and federal laws and regulations. Any identified or listed citations to Ohio Administrative Code revised during the implementation of this MOU are to defer to the current finalized codification. In the event any other portion of this MOU is inconsistent with state or federal law, that portion will be without effect as if stricken from the document and the remaining portion will remain in full force and effect.

VIII. SIGNATURES OF EACH PARTICIPATING AGENCY

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU.

If any individual serving as a signatory changes mid-term, the PCSA is to provide the new required member with the current MOU. The new member remains bound by the most recently approved version of the MOU. Their signature is to be obtained.

If the PCSA participated in the execution of a memorandum under section 2151.426 of the Revised Code establishing a CAC, each participating member of the CAC is a required signatory on this MOU.

A required member to this agreement may terminate their involvement in the MOU for good cause upon giving at least thirty (30) days written notice to the other required members in this MOU. This MOU will remain in effect for all remaining participants until terminated in writing by all of the participants.

Any amendment or changes to this MOU shall be in writing and will be effective upon execution by all participants.

This MOU supersedes all previous MOUs governing the issues contained herein upon a determination made by ODJFS that this MOU is compliant in accordance with O.R.C. 2151.4230.

The MOU may be signed in person or electronically.

Suzanne Casar, Director
Lake County Department of Job and Family Services
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Judge Michael L. DeLeone
Lake County Court of Common Pleas, Juvenile Division
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Charles E. Coulson
Lake County Prosecuting Attorney
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Sheriff Frank Leonbruno
Lake County Sheriff
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Randall S. Barnes, Executive Director
Lake Humane Society
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Michael Werner, Chief
City of Eastlake Police Department
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

David Koran, Chief
Fairport Harbor Village Police Department
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Paul Papes, Chief
Grand River Village Police Department
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Brian McCallister, Chief
City of Kirtland Police Department
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Barry Hendricks, Chief
Kirtland Hills Village Police Department
Date
Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Dean Becker, Chief

Date

Lakeland Community College Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

James Sivak, Chief

Date

Lake Metroparks Ranger Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Troy Hager, Chief

Date

Madison Township Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Troy McIntosh, Chief

Date

Madison Village Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Kenneth Gunsch, Chief

Date

City of Mentor Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

John Forsythe, Chief

Date

City of Mentor-on-the-Lake Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Ron Walters, Chief

Date

North Perry Village Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Daniel Waterman, Chief

Date

City of Painesville Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Steven Williams, Chief

Date

Perry Village Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Nick Dolbin, Chief

Date

Timberlake Village Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Carl Dondorfer, Chief

Date

Waite Hill Village Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Jonathon Bush, Chief

Date

City of Wickliffe Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

James Schultz, Chief

Date

City of Willoughby Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Matthew Naegele, Chief

Date

City of Willoughby Hills Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

Rob T. Daubenmire, Chief

Date

City of Willowick Police Department

Is this agency a participating member of the CAC referenced in Section II(G)? ☐ Yes ☒ No

IX. Refusal to Sign ☒ Not Applicable *(if selected, this section is not relevant.)*

The PCSA attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this MOU and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU.

Date: **NA**

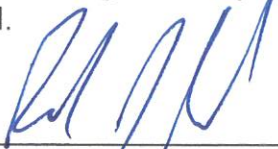
Agency, Name, Title: **NA**

Reason the individual refused to sign:

NA

X. Board of County Commissioners

The PCSA is to submit the MOU signed by all participating agencies to the Board of County Commissioners. The participating agencies will ensure there is adequate time for both the County Board of Commissioners and DCY review and approval process along with any returns for correction prior to the end of the contractual period.



County Commissioners Signature and Date/Resolution/Vote



County Commissioners Signature and Date/Resolution/Vote



County Commissioners Signature and Date/Resolution/Vote

The Lake County Board of Commissioners has reviewed the Lake County Memorandum of Understanding and approved it pursuant to Resolution **202510091861* adopted on *October 9, 2025*. A copy of the Resolution is attached hereto and incorporated herein.

ATTACHMENTS

Signature pages

Suzanne Casar

7/28/25

Suzanne Casar, Director

Date

Lake County Department of Job and Family Services

Email address: suzanne.casar@jfs.ohio.gov



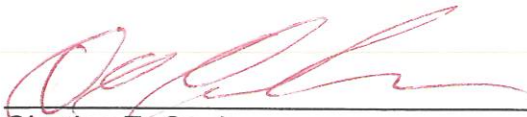
9/2/25

Judge Michael L. DeLeone

Date

Lake County Court of Common Pleas, Juvenile Division

Email address: Rhylcia.Chiaffone@lakecountyohio.gov



Charles E. Coulson
Lake County Prosecuting Attorney

8/11/25

Date

Email address: _____

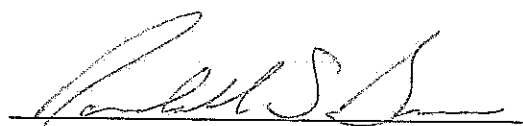


Sheriff Frank Leonbruno
Lake County Sheriff

7-28-25

Date

Email address: leonbruno@lakecountyohio.gov



8/11/25

Randall S. Barnes, Executive Director
Lake Humane Society

Date

Email address: rbarnes@lakehumane.org


Michael Werner, Chief
City of Eastlake Police Department

7/25/25
Date

Email address: MWERNER@EASTLAKEOHIO.COM

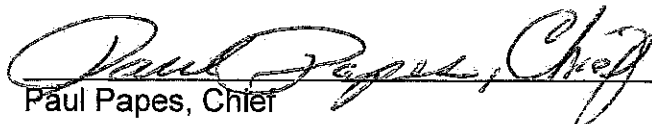


9/6/25

David Koran, Chief
Fairport Harbor Village Police Department

Date

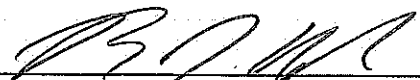
Email address: D.Koran@FairportHarbor.ORG

 07/29/2025
Paul Papes, Chief Date
Grand River Village Police Department

Email address: papes@grandriverohio.com

Chief Brian McCallister 7/28/25
Brian McCallister, Chief Date
City of Kirtland Police Department

Email address: chief@kirtlandpolice.com


Barry Hendricks, Chief
Kirtland Hills Village Police Department

7-28-28
Date

Email address: bhendricks@kirtlandhills.org

Child Abuse and Neglect



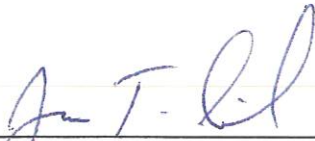
Dean Becker, Chief

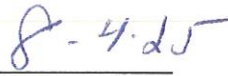
7/27/25

Date

Lakeland Community College Police Department

Email address: dbecker@lakelandcc.edu





James Sivak, Chief
Lake Metroparks Ranger Department

Date

Email address: JSIVAK@LAKE METROPARKS.COM


Troy Hager, Chief
Madison Township Police Department

7-24-25
Date

Email address: THAGER@MADISONTOWNSHIP.NET

 9/3/25
Troy McIntosh, Chief Date
Madison Village Police Department

Email address: tmcintosh @ madison village. org

Chief Kenneth Gunsch 7/25/2025
Kenneth Gunsch, Chief Date
City of Mentor Police Department

Email address: gunsch@cityofmentor.com

John Forsythe 7/28/25
John Forsythe, Chief Date
City of Mentor-on-the-Lake Police Department

Email address: policechief@mentoronthelake.gov



Ron Walters, Chief
North Perry Village Police Department

07-28-25
Date

Email address: RWALTERS@NorthPerry.com

 07/28/25
Daniel Waterman, Chief Date
City of Painesville Police Department

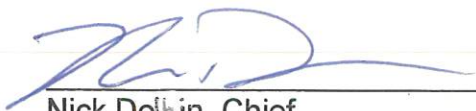
Email address: DWATERMAN@PAINESVILLE.EDU



Steven Williams, Chief
Perry Village Police Department

07/28/2025
Date

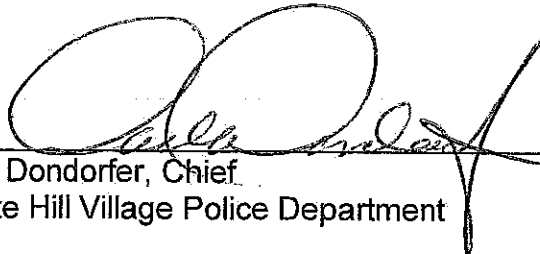
Email address: PERRYVILLAGE.CHIEF@GMAIL.COM



Nick Dolbin, Chief
Timberlake Village Police Department

8/13/25
Date

Email address: NDOLBIN@TIMBERLAKEPD.ORG



Carl Dondorfer, Chief
Waite Hill Village Police Department

7/28/2025
Date

Email address: C.Dondorfer@waitehillvillagepolice.org

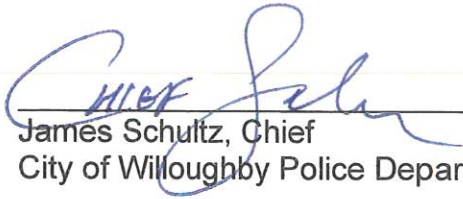


Jonathon Bush, Chief
City of Wickliffe Police Department

7-25-25

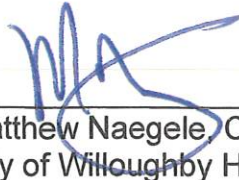
Date

Email address: JBUSH@CITYOFWICKLIFFE.COM


James Schultz, Chief
City of Willoughby Police Department

07-24-2025
Date

Email address: JSCHULTZ@WILLOUGHBYPOLICE.COM



Matthew Naegele, Chief
City of Willoughby Hills Police Department

7-28-25

Date

Email address: POLICECHIEF@WILLOUGHBYHILLSPOLICE.ORG


Rob T. Daubenmire, Chief
City of Willowick Police Department

7-25-25
Date

Email address: rdaubenmire@cityofwillowick.com