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|  <p>NH Department of Health & Human Services Division for Children, Youth & Families</p> | DCYF Standard Operating Procedure | |
| | 1554.2 COORDINATING JOINT INVESTIGATIONS | |
| | Policy Directive: 21-28 Effective Date: January 2022 Implements Policy: 1554 | Approved:  Joseph E. Ribsam, Jr., DCYF Director |

This SOP establishes investigation standards for child human trafficking cases.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. The Human Trafficking Specialist sends a copy of the Law Enforcement Notification (Form 1174) outlining a potential case of human trafficking to the NH Human Trafficking Taskforce Officers and US Department of Homeland Security, as well as any other applicable state and federal agencies to determine their involvement for joint investigations.

- II. Once the CPSW/JPPPO determines the child may have been a victim of human trafficking, further investigation proceeds jointly and cooperatively with a multidisciplinary team made up of local law enforcement, the Human Trafficking Specialist, the CPSW/JPPPO, and other service providers, as appropriate.
 - A. The CPSW/JPPPO makes a referral to the Child Advocacy Center (CAC) in accordance with the multidisciplinary team approach in the investigation.
 - B. If a CAC interview is not possible, the CPSW/JPPPO will discuss with their Supervisor and engage the multidisciplinary team to secure an alternative forensic interviewer for the process.
 - C. Formal interviews must be conducted jointly with law enforcement.

- III. If a child expresses that it is urgent to disclose details at the time of the initial interview, the CPSW/JPPPO documents the information via a video or audio recording.
 - A. For guidelines on recording an interview in public in a child protective matter, see policy 1200 Videotaping or Audio Taping Interviews in Public Places.

Applicable Forms

| Form | Title |
|------|------------------------------|
| 1174 | Law Enforcement Notification |

Frequently Asked Questions

Q1. What are best practices when interviewing potential victims?

- A Avoid the use of statements that place blame on the child.
- A Have several meetings, as needed, to establish trust and rapport with a victim.
- A Maintain awareness of cultural considerations, and that a child's cultural norms may make disclosure of abuse or victimization very difficult for the child.

Q2. Why did I receive a call from Homeland Security about a human trafficking case?

- A The US Department of Homeland Security (DHS), in conjunction with NH Trafficking Task Force Officers, are NH's lead law enforcement agencies when it comes to investigating human trafficking and may wish to discuss the details of the case with you.

Q3. What other resources are available regarding investigations?

- A [US Department of Labor](#);
- A [Granite State Children's Alliance](#); and
- A [The New Hampshire Coalition Against Domestic and Sexual Violence](#).

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

| PD | Modification Made | Approved | Date |
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