Oakland Police Department
Youth and Family Services Division

Policy 08-03  Date: 22 Jan 09

Youth and Family Services Division (YFSD) Policy and Procedure Manual

Index as:  High Risk Victims (Sexually Exploited Minors)

Ref: CALEA Standards: N/A

The purpose of this directive is to set forth YFSD policy and procedures to evaluate and process a suspected High Risk Victim (HRV) case.

I. BACKGROUND

The overwhelming number of child prostitutes are runaways and in some cases truants. In most of these cases, there is a history of prior runaway and/or truancy incidents. For this reason, it is believed that if some level of intervention had taken place earlier in the lives of these juveniles, it may have prevented the child from falling into a life of prostitution and sexual exploitation.

II. DETECTING POSSIBLE HIGH RISK VICTIMS

A. Early detection and identification of these juveniles, who are potentially at risk for becoming sexually exploited, is crucial in our prevention efforts. For this reason, a collective group of child protection/service organizations work together to form a prevention front. These groups shall include, but are not limited to:

1. The Oakland Police Department;
2. Alameda County Social Services (Child Protective Services);
3. Oakland Unified School District; and
4. Service Providers [e.g., Sexually Abused Commercially Exploited Youth (SACEY); Sexually Exploited Minors (SEM) Network; and Child Protective Services (CPS)].

B. The following indicators may be used to determine and/or classify whether a juvenile is a potential HRV:

1. The juvenile has been reported to the OPD two (2) or more times as a run-away within the last 12-months.
2. OUSD has recorded three (3) or more incidents of truancy by the same juvenile during the course of the current school year.

3. ALCO Child Protective Services has recorded two (2) or more incidents of a juvenile running away from a Foster Home, Group Home or any county placement whether or not with the juvenile’s relatives.

4. Service Providers who are aware of any behavior or activity they suspect might warrant the juvenile being classified as a HRV.

5. Any partner (non-service provider) who feels a juvenile might become a HRV.

6. History of sexual abuse and/or exploitation

III. REPORTING AND RESPONDING TO SUSPECTED HRV CASES

A. 601 Runaways only: As enumerated in Part II, Section B of this directive, once it is suspected that a juvenile may be a HRV, the actions, as enumerated in the Appendix, shall take place depending upon the circumstances of the case.

B. Truants: Field officers shall consult with the Intake Desk Officer on all cases involving truants. When a truant is listed as a reported “Runaway,” the juvenile shall be processed as outlined in Part III of this directive. For those juveniles listed only as “truant,” they shall be delivered to the Truancy Center in accordance with the provisions of YFSD 08-04, Intake Manual. Intake staff shall complete and process the HRV form.

C. The Intake Desk Officer shall:

1. Serve as the point of contact for Departmental personnel and participating agencies and partners.

2. Coordinate responses received by involved personnel and agencies; and

3. Ensure proper notifications are made in a timely manner to YFSD investigative units.
IV. **OPD FOLLOW-UP & TRACKING SYSTEM**

Case management of HRV cases shall utilize the following process:

A. Vice/Child Exploitation Unit and Missing Persons Unit Supervisors

The Vice/Child Exploitation Unit and Missing Persons Unit Supervisors shall:

1. Ensure YFSD related cases are reviewed and evaluated as possible HRV cases (e.g., two (2) or more runaways / three (3) or more truancy cases);

2. Review all HRV cases and coordinate follow-up investigations are conducted accordingly;

3. Log the incident in the Sexual Molest and Annoying Tracking System (SMATS);

4. Update SMATS during and at the conclusion of the investigation;

5. Ensure mandated cross reporting and coordination with other agencies/partners takes place, when applicable, and/or mandated by law or agreement;

6. Provide training to CID and BFO staff on the history and process of HRVs – stressing the need for cooperation in reporting such incidents; and

7. Ensure cases that were initially classified as HRV cases but subsequently determined not to be, are forwarded to the Intake Desk for a formal service provider referral in accordance with the provisions of YFSD P&P 08-04.

B. Intake Supervisor

The Intake Supervisor shall:

1. Ensure staff is updated/trained on the HRV process;

2. Ensure compliance with the provisions of this directive;
3. Address any incident in which a proper notification was not made in a timely manner to the appropriate YFSD detail/unit;

4. Ensure proper and timely referral to a service provider in those cases deemed not to be HRV cases.

C. Field Services Section Commander

The Field Services Section Commander shall:

1. Coordinate the OUSD’s participation in this process, ensuring that truancy cases that satisfy Part II, B, 2, are reported to the Intake Desk Officer for forwarding to the CEU/MPU; and

2. Ensure Intake staff are completing and forwarding HRV sheets and referrals as directed.

D. The Investigative Services Section Commander shall conduct routine audits of this process to ensure it is updated and effective in the achieving the goals set forth in this directive.

V. TRACKING SYSTEM AND PUBLIC ACCESS

A. SMATS is designed to capture select information useful in the detection and identification of HRV cases and shall be utilized to track HRV cases.

B. Information contained in SMATS is confidential (293 PC) and shall NOT be released to the public.

C. Information contained in SMATS shall be retained in accordance with prevailing law.

By order of,

[Signature]

Benson M. Fairley
Captain of Police
Youth and Family Services Division
## APPENDIX

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Outside Agency</th>
<th>YFSD Intake Desk Officer</th>
<th>Follow-up</th>
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<td>The location of a HRV is unknown (e.g., the juvenile is a runaway from home or a placement).</td>
<td>Have the outside agency contact the OPD Intake Desk and make the appropriate report.</td>
<td>Review LRMS and the MP Log to ascertain the juvenile's history. Evaluate the case and: - Complete and place the HRV Sheet in the CEU Supervisor's tray, OR Notify a CEU investigator and/or call-out team, if warranted; - Complete a HRV Sheet as outlined above; and - Process the MP portion of the case in accordance with: o DGO 0-6, Missing / Abducted Persons; and o YFSD P&amp;P 08-04, Intake Manual</td>
<td>The MP/CEU supervisor shall log the HRV case in SMATS. All open/active HRV related cases shall be flagged using the HRV form and marking the &quot;HRV&quot; box provided in SMATS. A coordinated investigative effort shall take place involving both the MPU and CEU, at the direction of the CEU Supervisor. The CEU supervisor shall recommend and/or direct the appropriate unit to complete the investigation. An advocate (e.g., SEM and/or Bay Area Women Against Rape (BAWAR)) shall be notified and invited to participate in the case. Ensure SMATS is updated.</td>
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<td>The location of a HRV is known but the juvenile is not safe (e.g., the juvenile is possibly with a relative who is not addressing protection issues and is not willing or able to control the juvenile's behavior).</td>
<td>Have the outside agency contact the OPD Intake Desk and make the appropriate report.</td>
<td>Review LRMS and the MP Log to ascertain the juvenile's history. Evaluate the case and: - Complete and place the HRV Sheet in the CEU Supervisor's tray, OR Notify a CEU investigator and/or call-out team, if warranted; - Complete a HRV Sheet; and - Process the MP portion of the case in accordance with: o DGO 0-6, Missing / Abducted Persons; and o YFSD P&amp;P 08-04, Intake Manual</td>
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<td>The location of a HRV is known and they are in the custody/care of a partner (e.g., in-custody with CPS and/or service provider).</td>
<td>Have the outside agency contact the OPD Intake Desk and make the appropriate report.</td>
<td>Review LRMS and MP Log to ascertain the juvenile's history. Evaluate the case and: - Complete the HRV Sheet and place it in the CEU Supervisor's tray, OR Notify a CEU investigator and/or call-out team, if warranted. - Complete a HRV Sheet When applicable, the juvenile shall be brought to the Intake</td>
<td>Depending upon the type/nature and seriousness, the case shall be assigned to the appropriate investigative unit for follow-up. An advocate (i.e., SEM rep.) shall be notified and invited to participate in the case. Ensure SMATS is updated.</td>
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#### High Risk Victims (Sexually Exploited Minors)

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<td>Deck as a 601 W&amp;I arrestee and processed (fingerprinted &amp; photographed) in accordance with 625 &amp; 627.5 W&amp;I and YFSD DGO I, 1a-b. Upon completion of the processing, the juvenile may be, depending upon the circumstances:</td>
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<td>o Returned Home;</td>
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<td>o Sent to the Assessment Center; or</td>
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<td>o Other approved placement</td>
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<td>Detained runaways or incorrigibles in which HRV is suspected</td>
<td>Have the outside agency contact the OPD Intake Desk and make the appropriate report.</td>
<td>Review LRMS and MP Log to ascertain the juvenile’s history. Evaluate the case and:</td>
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<td>• When applicable, the juvenile shall be brought to the Intake Desk as a 601 W&amp;I arrestee and processed (fingerprinted / photographed) in accordance with 625 &amp; 627.5 W&amp;I and YFSD DGO I, 1, a-b. Upon completion of the processing, the juvenile may be, depending upon the circumstances:</td>
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