

WVCAN COURTESY INTERVIEW PROTOCOL



wvcan

Purpose

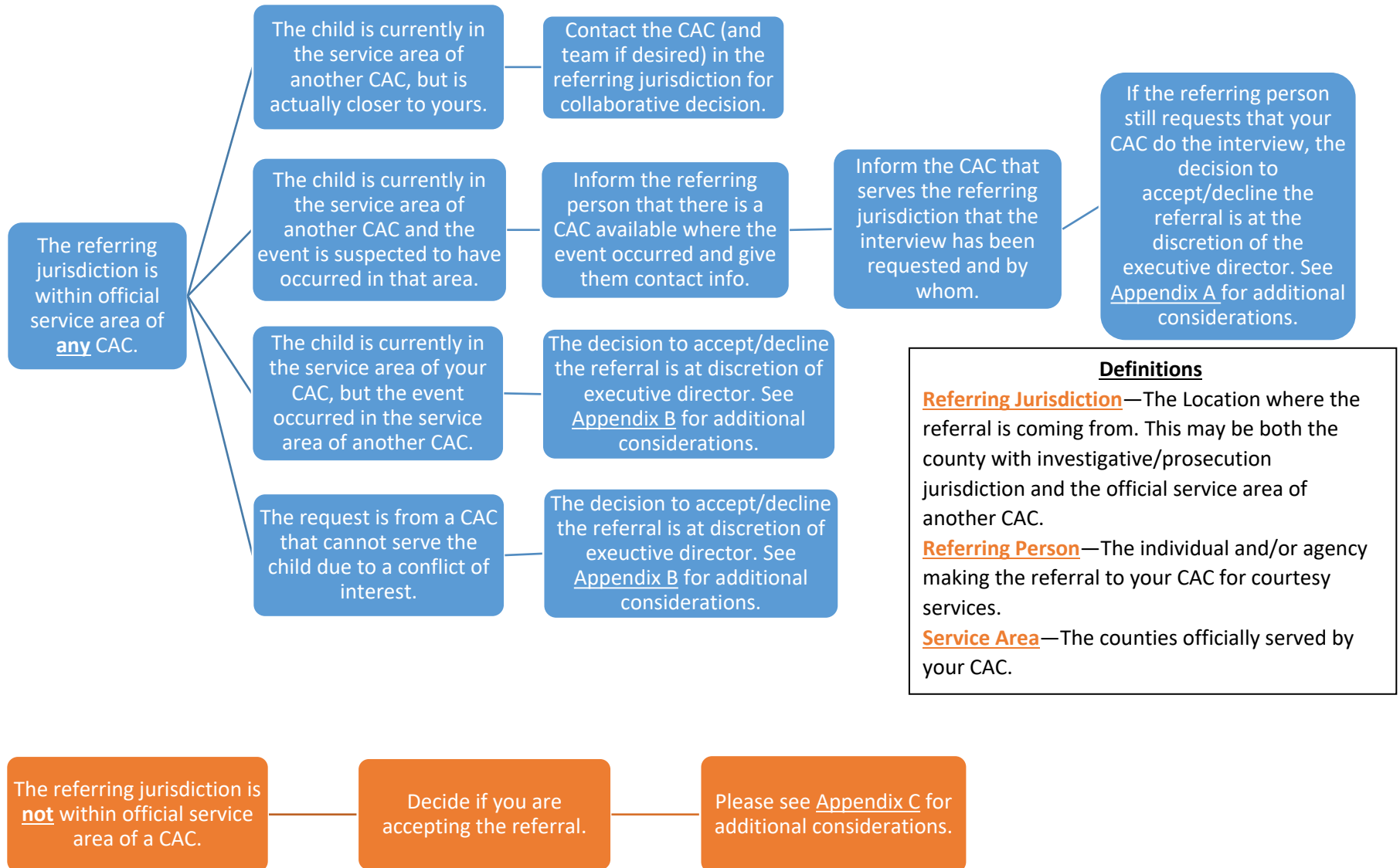
The purpose of this protocol is to standardize communication between WV's CACs around requests for courtesy forensic interviews while respecting local processes.

Common Values

1. All WV children deserve the most comprehensive, sensitive, and timely CAC services available to them and their families.
2. WV's CACs operate as an alliance, and we should share information when a child's case may involve the service area of two or more CACs.
3. It is not one CAC's responsibility to fix another team's challenges.
4. A CAC has the right to decline any request to provide courtesy services if the case is outside its jurisdiction/official service area.
5. CACs are meant to increase team collaboration and minimize duplication—multiple interviews of the child should be avoided when possible.



Courtesy Interview Referral Intake Process



About Appendices A-C

The information in these appendices are meant to facilitate a CAC's decision-making about accepting/declining a referral for a courtesy interview. **These are resources, not mandatory pieces of the protocol.**

Appendix A

1. A sample "Courtesy Interview Info" form is attached to this protocol to help CACs ask some questions that will be critical in helping them decide whether or not to accept a courtesy interview request.
 - a. This form is meant to help guide CACs in gathering information needed in order to make an informed decision about whether or not to accept a request for a courtesy interview. The form here is meant to obtain information specific to courtesy interviews that a general CAC intake form may or may not capture. This is offered as a resource, not as a requirement that would replace your CAC's regular intake form or process.
2. A sample "Courtesy Interview Requested" form is attached to this protocol that you may choose to use to alert the CAC in the referring service area that the interview is requested and whether or not your CAC has accepted that request.
 - a. This may be particularly helpful in sending notification to a CAC that is difficult to reach due to limited staff or operating hours.

Appendix B

1. Consider determining if investigators and/or MDIT members from the referring jurisdiction, including the CAC, are agreeable to your CAC conducting the courtesy interview.
 - a. Will any of them be attending the interview?
 - b. If no investigators from the referring jurisdiction can attend in person and you want law enforcement present for the courtesy interview, you may invite a member of the Crimes Against Children Unit to attend. The Crimes Against Children Unit officer may or may not attend depending on his/her availability.
2. Consider determining how information from the courtesy interview will be shared by your CAC and investigators in the referring jurisdiction.
 - a. The recording of the forensic interview can be shared with the prosecutor and law enforcement agency investigating the case in the referring jurisdiction. You may want to first contact prosecution/law enforcement to determine if and how they would like to receive the recording of the forensic interview.

- i. The recording should not be shared from one CAC to another for reasons of privacy and security. Once prosecution/law enforcement in the referring jurisdiction receives the recording of the forensic interview, it is their prerogative to share the recording with their local CAC/MDIT.
3. Consider determining how and where the child will receive follow-up services, such as mental health therapy and family advocacy.
4. Consider the possibility of space-sharing. Could the CAC in the referring jurisdiction and team use your facility to conduct the interview?

Appendix C

1. Consider determining if investigators from referring jurisdiction are agreeable to your CAC conducting the courtesy interview.
 - a. Will any of them be attending the interview?
 - b. If no investigators from the referring jurisdiction can attend in person and you want law enforcement present for the courtesy interview, you may invite a member of the Crimes Against Children Unit to attend. The Crimes Against Children Unit officer may or may not attend depending on his/her availability.
2. Consider determining how information from the courtesy interview will be shared by your CAC and investigators in the referring jurisdiction.
 - a. The recording of the forensic interview can be shared with the prosecutor and law enforcement agency investigating the case in the referring jurisdiction. You may want to first contact prosecution/law enforcement to determine if and how they would like to receive the recording of the forensic interview.
 - i. Once prosecution/law enforcement in the referring jurisdiction receives the recording of the forensic interview, it is their prerogative to share the recording with other members of their local MDIT.
3. Consider determining how and where the child will receive follow-up services, such as mental health therapy and family advocacy.

Other Resources

Courtesy Interview Info

Pages 6-7

This form is meant to help guide CACs in gathering information needed in order to make an informed decision about whether or not to accept a request for a courtesy interview. The form here is meant to obtain information specific to courtesy interviews that a general CAC intake form may or may not capture. **This is offered as a resource, not as a requirement that would replace your CAC's regular intake form or process.**

Courtesy Interview Requested Letter

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This is a sample letter you can use to inform another CAC of a courtesy interview request when you cannot otherwise reach that CAC's staff (example: you have called and left messages that haven't been returned).

Courtesy Interview Info

Who made the referral for the courtesy interview?	Name
	Agency
	Address
	Phone
	Email
	Fax
Who is the child (children) of primary concern?	
Who are the child's (children's) caretaker(s)?	Name
	Relation to the child/children of primary concern
	Address
	Phone
What are the allegations?	
Alleged offender information	

<p>Has the child already received a forensic interview related to the current allegations/suspicions?</p>	
<p>Has the child ever been served by a CAC for any reason prior to this report? Why? What were the outcomes?</p>	
<p>What other agencies are already involved in this case</p>	<p>CPS</p> <p>Law Enforcement</p> <p>Prosecution</p> <p>Guardian Ad Litem</p> <p>CAC</p> <p>Mental Health</p> <p>Other</p>
<p>Are other investigators in the referring jurisdiction aware of the referral to your CAC? Consider calling law enforcement, CPS, prosecution, and the CAC when applicable and time permits before making a final decision whether or not to accept the referral.</p>	

Courtesy Interview Requested

[Date]

[CAC in Referring Service Area]

[CAC Director in Referring Service Area]

[Address]

[Address 2]

Dear [CAC Director in Referring Service Area]

I am writing to inform you that [Referring person, Referring Agency] has requested that [Enter your CAC name] conduct a forensic interview for a child from your service area. We are willing to discuss case information at your convenience but have not included it in this communication to ensure confidentiality. You may reach me at [phone number].

Thank You,

[Your Name]

[Title]