

Ohio Department of Job and Family Services  
**MUSKINGUM COUNTY CHILDREN SERVICES BOARD**  
**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 section 5101:2-33-26 of the Ohio Administrative Code. It is an agreement among **Muskingum County Children Services Board (MCCSB) {AKA Muskingum County Adult and Child Protective Services (MCACPS)}** and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting child abuse and neglect cases. 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 134<sup>th</sup> 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 County Department of Job and Family Services (CDJFS)/Public Children Services Agency (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 forty-five (45) working days with the option of a fifteen (15) day extension for extenuating circumstances as prescribed in the Ohio Administrative Code;

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

The **Muskingum County Children Services Board** is the lead agency for the investigation of child abuse, neglect, or dependency in **Muskingum County**. The **Muskingum County Children Services Board** will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with law enforcement, cross-referrals, collection of forensic evidence, 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 and each Chief of the local political subdivisions will have responsibility for: taking referrals/reports alleging child abuse and neglect from any source within their respective jurisdiction; Referring reports to **Muskingum County Children Services Board** as soon as possible or within **one (1) business day** for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with **Muskingum County Children Services Board** in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting **Muskingum County Children Services Board** in hazardous situations where the provision of protective services or the investigation of child abuse or neglect is impeded; Coordinating with **Muskingum County Children Services Board** on interviews with principals of the case when there are serious criminal implications; Notifying **Muskingum County Children Services Board** of any legal action involving an alleged perpetrator of child abuse or neglect; Responding to **Muskingum County Children Services Board's** requests for information regarding the status of the legal action; Providing police record checks for **Muskingum County Children Services Board** as necessary or requested as permitted by law; Consulting with **Muskingum County Children Services Board** prior to removal of a child from

their home when possible; 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 shall 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 shall report suspected cases of child abuse and neglect to **Muskingum County Children Services Board** or appropriate law enforcement agency. The County Prosecutor shall represent **Muskingum County Children Services Board** 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 shall prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those required 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 **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board** 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 **Muskingum County Department of Job and Family Services** is a separate agency from **Muskingum County Children Services Board**, employees within the county agency are expected to report suspected cases of child abuse and neglect to **Muskingum County Children Services Board** or appropriate law enforcement agency upon receipt; Collaborate with **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board**; Promote ongoing communication between **Muskingum County Department of Job and Family Services** and **Muskingum County Children Services Board** regarding mutual clients, including minors under the protective supervision or in the custody of the Agency and/or minor parents; Assist **Muskingum County Children Services Board** upon request in obtaining case or assistance group information regarding a family when the **Muskingum County Children Services Board** is assessing Title IV-E eligibility or completing an assessment/investigation of a child at risk or alleged to be abused; Assist **Muskingum County Children Services Board** in obtaining addresses and attempts to locate parents whose whereabouts are unknown, pursuant to OAC 5101:2-33-28; And where applicable and permitted assist **Muskingum County Children Services Board** 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 ORC 2151.421, report suspected cases of child abuse and neglect that may be observed during the commission of their duties to **Muskingum County Children Services Board** or local law enforcement.

- G. CHILDREN'S ADVOCACY CENTER (Must include 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 **N/A**, 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)**

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

The Clerk of County Common Pleas Court will collaborate with **N/A**, 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 **N/A** 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, shall immediately report knowledge or reasonable cause to suspect the abuse or neglect of a child in accordance with that section. Reports shall be made to **Muskingum County Children Services Board** or a law enforcement officer.

The penalty for the failure of a person required to report any suspected case of child abuse and/or neglect pursuant to ORC section 2151.421 shall be 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.

**When any mandated reporter fails to report suspected child abuse or neglect as required by ORC 2151.421, Muskingum County Children Services Board is required to give written notification to the County Prosecuting Attorney, the appropriate City Law Director or Village Solicitor.**

#### B. System for receiving reports

Reports of child abuse or neglect shall be made to **Muskingum County Children Services Board** or any law enforcement officer with jurisdiction in **Muskingum** County. If **Muskingum County Children Services Board** contracts with an outside source to receive after-hour calls, a copy of the signed agreement shall 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.

**Muskingum County Children Services Board** has staff available to receive and respond to reports twenty-four hours a day, seven days per week. Calls after regular business hours are answered by staff at the Avondale Youth Center. Callers utilizing the regular business phone line will be redirected automatically to the Avondale Youth Center when hitting "0" for an operator. When receiving a call of reported child abuse or neglect, Avondale Youth Center staff will gather contact information from the caller. This information will then be immediately conveyed to the after-hours duty caseworker, who will initiate contact with the reporter to gather information, and determine the appropriate response.

The daily hours, and after hours, phone numbers for **Muskingum County Children Services Board** are available to the public via the agency web site - [www.muskingumkids.org](http://www.muskingumkids.org), the Facebook page - **Muskingum County Adult and Child Protective Services**, [whitepages.com](http://whitepages.com), published materials and advertisements, and by referrals from the National Community and Referral phone number 211.

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 shall 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 **Muskingum County Children Services Board** screens in a report of child abuse, **Muskingum County Children Services Board** shall 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 **Muskingum County Children Services Board** screens in a report of child neglect, and an active safety threat is identified within the first seven days of the assessment/investigation, **Muskingum County Children Services Board** shall 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 **Muskingum County Children Services Board** receives a referral from a mandated reporter who provides their name and contact information, **Muskingum County Children Services Board** shall 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 shall include the information permitted by ORC 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 **Muskingum County Children Services Board** closes an investigation/assessment reported by a mandated reporter, **Muskingum County Children Services Board** shall forward an outcome mandated reporter notification to the referent. The notification will be provided in accordance with the mandated reporter's preference. Information shared with the mandated reporter shall be that permitted by ORC 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 **Muskingum County Children Services Board** determines that a report is emergent, **Muskingum County Children Services Board** shall 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 **Muskingum County Children Services Board** identifies an active safety threat at any point during the assessment/investigation, the caseworker or supervisor shall implement a safety response.

**Muskingum County Children Services Board is committed to preventing removal of any child from their home, and will make reasonable efforts to prevent such a removal. In all situations, Muskingum County Children Services Board will first determine if providing services designed to protect a child in their own home is appropriate. If a determination is made that child safety cannot be provided for in this arrangement, Muskingum County Children Services Board will seek the least restrictive placement alternative that provides the greatest continuity in the child's life. First preference for placement should always be with a relative whenever an appropriate relative is available. If relative or kinship placement is not available, then the next least restrictive placement is a licensed foster home.**

**When Muskingum County Children Services Board has completed a Safety Assessment or a Safety Re-Assessment, and a determination is made that the family cannot manage current active safety threats, and the family is unable or unwilling to participate in an out-of-home safety plan, Muskingum County Children Services shall pursue removal of the child from their home.**

**When emergency removal of a child from their home is necessary, Muskingum County Children Services Board shall consider removal procedures in the following order:**

- a. Filing a complaint or motion in the juvenile court requesting emergency removal of the child and providing notice to the parent, guardian, or custodian regarding the time of the court hearing.**
- b. Petitioning the court for an ex parte emergency order to remove the child.**
- c. Requesting the assistance of a law enforcement officer or a duly authorized officer of the court.**

## **2. Law Enforcement and Heroes Landing Response Procedure**

**Heroes Landing Children's Justice Center is not equipped to handle acute cases of child abuse and neglect. Therefore, in emergency situations, Heroes Landing Children's Justice Center will render no services or assistance.**

**Local law enforcement agencies will assist upon request of Muskingum County Children Services Board. Conditions in which**



- assistance would be requested to assess the safety of a child or remove a child from the home, include, but are not limited to:
- a. **MCCSB is unable, due to the immediacy of the situation, to obtain a court order authorizing the emergency removal of a child.**
  - b. **MCCSB is denied entry into the home, or is denied access to the child.**
  - c. **The parent, guardian, custodian, and/or child offer physical resistance to the assessment or emergency removal.**
  - d. **The safety of the child or MCCSB employee is jeopardized.**

### **3. Children in Need of Medical Attention Special Response Procedures**

**In any situation where a child's physical or mental health is of concern, the child(ren) will be transported to the nearest licensed medical facility equipped to manage the presenting condition.**

**In emergency situations where the need for forensic interviews or services related to sexual assault/abuse are presenting, the child(ren) will be transported to Nationwide Children's Hospital for evaluation, treatment, interview, and any other services deemed necessary.**

#### **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 **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board** 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. **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board** is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board** upon request.

The **Muskingum County Children Services Board** agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. **Muskingum County Children Services Board** 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.

**Consistent with the Heroes Landing Children's Justice Center Interagency Agreement, local law enforcement, Muskingum County Children Services Board, and the Muskingum County Prosecuting Attorney's office work collaboratively from the point of report to assure the most effective, coordinated response possible for every child. All entities are committed to participating in the multi-disciplinary team approach to unify the Muskingum County community in the daily struggle to ensure the protection of children.**

**Muskingum County Children Services Board** shall follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the forty-five-day timeframe. The timeframe can be extended in special circumstances to a maximum of sixty days if law enforcement needs additional time; however, **Muskingum County Children Services Board** must make a disposition 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 **Muskingum County Children Services Board**
- Law enforcement personnel
- County or city prosecuting attorneys, assistant prosecuting attorneys, in-house JFS legal counsel if applicable, and their investigative staff
- **Staff of Heroes Landing Children's Justice Center**
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**G. Standards and procedures for Muskingum County Children Services Board requests for law enforcement assistance**

**Muskingum County Children Services Board will ensure that timely requests are made to law enforcement to ensure the assistance of law enforcement is obtained in order to conduct investigative activities within the timeframes required under the Ohio Administrative Code. In emergency situations where there is concern as to the safety of children, staff, or others, MCCSB will contact law enforcement by telephone. In less urgent situations where the agency becomes aware of a potential crime, a Report of Suspected Crime document will be completed and provided to the law enforcement agency of jurisdiction.**

**MCCSB shall make cross referral to law enforcement if the report alleges a criminal offense, if MCCSB requires assistance in the assessment/investigation, or if a third party investigation is required pursuant to 5101:2-3608 of the Administrative Code.**

**Muskingum County Children Services Board may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:**

- An exigent circumstance.
- **Muskingum County Children Services Board** has reason to believe that the child is in immediate danger of serious harm.
- **Muskingum County Children Services Board** has reason to believe that the worker is, or will be, in danger of harm.
- **Muskingum County Children Services Board** has reason to believe that a crime is being committed, or has been committed, against a child.
- **Muskingum County Children Services Board** worker must conduct a home visit after regular **Muskingum County Children Services Board** business hours, and a law enforcement escort is requested as a standard operating procedure.
- **Muskingum County Children Services Board** is removing a child from his or her family via an order of the court, and the assistance of law enforcement is needed as **Muskingum County Children Services Board** has reason to believe the family will challenge the removal.
- **Muskingum County Children Services Board** 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.

- **Muskingum County Children Services Board** is working with a family that has historically threatened to do harm to PCSA staff.

## 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 **Muskingum County Children Services Board** and the law enforcement agency of jurisdiction.

### 1. Out-of-Home Care

**Muskingum County Children Services Board** 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 5101:2-1-01 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 his/her 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.

**Muskingum County Children Services Board** follows the procedures for conducting out-of-home care investigations as described in section 5101:2-36-04 of the OAC.

**Within twenty-four hours of the screening decision identifying the need for an out-of-home care investigation, MCCSB shall contact the out-of-home care setting administrative officer, director, or other chief administrative officer, or if the administrative officer, director or chief administrative officer is alleged to be the perpetrator, the board of directors, county commissioners, or law enforcement as applicable in order to:**

1. **Share information regarding the report**
2. **Discuss what actions have been taken to protect the alleged child victim.**
3. **Provide information about the assessment/investigation activities that will follow.**

**MCCSB will contact licensing and supervising authorities, as appropriate, no later than the next working day from the date the referral was screened in, to share information.**

**MCCSB shall attempt to coordinate the interview of the alleged child victim if another agency is required by statute or administrative rules to conduct its own assessment/investigation to minimize the number of interviews of the child.**

**MCCSB will conduct and document face-to-face interviews with the alleged child victim to:**

- a. Evaluate the alleged child victim's condition**
- b. Determine whether the child is safe.**
- c. Obtain the alleged child victim's explanation regarding the allegations contained in the report.**

**MCCSB does not have to interview an alleged child victim if it is determined that:**

- a. The child does not have sufficient verbal skills.**
- b. Additional interviewing would be detrimental, unless requested by the lead Children Services agency conducting the investigation.**

**MCCSB shall conduct and document face-to-face interviews with the alleged perpetrator, unless law enforcement or the county prosecutor will interview the alleged perpetrator in order to assess his or her knowledge of the allegation. In situations where law enforcement or the county prosecutor interviews the alleged perpetrator, MCCSB staff can view the interview of the alleged perpetrator, when possible via video recording. MCCSB staff should not be present in the room during an interview of an alleged perpetrator conducted by law enforcement or the prosecutor unless requested by the investigating officer/prosecutor. In situations where MCCSB is requested to be present in the room, the investigating officer/prosecutor will complete the written report regarding the interview.**

**MCCSB shall advise the alleged perpetrator of the specific complaints or allegations made against him or her at the time of the initial contact with the person. The initial contact between MCCSB and the alleged perpetrator of the report includes the first face-to-face or telephone contact, whichever occurs first, if information is gathered as part of the assessment/investigation process.**

**In situations where law enforcement or the county prosecutor conducts the interview with the alleged perpetrator, MCCSB remains responsible for providing the alleged perpetrator with**

notification that they are named in a report with the agency as an alleged perpetrator and that an investigation is being conducted.

**MCCSB shall complete the Specialized Assessment/Investigation tool no later than forty-five days from the date MCCSB screened in the report.**

**At any time MCCSB determines a child is in immediate danger of serious harm, MCCSB shall engage in one or more of the following activities:**

- 1. Immediately enact a safety plan**
- 2. Contact law enforcement**
- 3. Remove the child pursuant to rule 5101:2-39-03 of the Administrative Code.**

## **2. Third-Party Investigations**

In accordance with section 5101:2-36-08 of the OAC, **Muskingum County Children Services Board** shall request a third-party investigation be conducted by a local law enforcement agency or a PCSA in a contiguous county when 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 Job and Family Services (ODJFS) 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 ODJFS 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 ODJFS or the PCSA as defined in Chapter 5153. of the Revised Code.
- Any authorized person representing ODJFS 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 ODJFS 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 shall document in the case record if a conflict of interest is identified.

**Muskingum County Children Services Board** shall request that law enforcement serve as the third party when a report alleges a criminal offense. **Muskingum County Children Services Board** must request

the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

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

**Muskingum County Children Services Board** is governed by ORC section 307.622 and must have a child fatality review board.

**Muskingum County Children Services Board's** role in an investigation is limited to protective intervention on behalf of the siblings of the deceased child. The appropriate law enforcement agency is responsible for the criminal investigation of the child's death.

If a child who is the subject of a report dies for any reason at any time after the report is made, but before the child attains eighteen years of age, **Muskingum County Children Services Board**, on the request of the child fatality review board, shall submit a summary of the report to the review board of the county in which the deceased child resided at the time of death.

**Muskingum County Children Services Board** serves as a member of the **Muskingum County Child Fatality Review Board** ensuring attendance at all annual meetings.

**4. Child Fatality- Death of a child in the custody of Muskingum County Children Services Board**

**Muskingum County Children Services Board** follows section 5101:2-33-14 of the OAC following the death of a child in its custody.

**MCCSB shall notify the appropriate law enforcement agency with jurisdiction within one hour of learning a child in its custody dies. When the death of a child is the result of suspected child abuse or neglect, MCCSB will make an immediate report to law enforcement.**

**For a child in temporary custody, MCCSB shall contact the parent, guardian, or custodian within one hour of learning of the child's death. For those children in permanent custody, MCCSB shall be responsible for funeral arrangements, including exploring all available financial resources for funeral expenses.**

**For those children in temporary custody, MCCSB shall assist the family in planning the funeral arrangements if requested. The Executive Director is authorized to approve the expenditure.**

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

**Muskingum County Children Services Board** follows the procedures described in section 5101:2-36-07 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 5101:2-36-07(A)(3)(a-d).

- **Genesis HealthCare Systems is the only healthcare facility within the jurisdiction of Muskingum County Children Services Board**
- **Genesis HealthCare Systems is located at 2951 Maple, Avenue, Zanesville, Ohio; The telephone number for Genesis Healthcare is 740-454-4000**
- **For children in life-threatening situations, Genesis Healthcare transfers patients to a provider specializing in pediatric care - oftentimes Nationwide Children's Hospital.**
- 

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

**MCCSB shall make a cross referral in all situations when a report alleging the abuse or neglect of a child is screened in on the Traditional Pathway. In situations where information is obtained that would result in the reasonable belief that a crime has been committed, MCCSB will complete a Report of Suspected Crime and submit this to the responsible law enforcement agency, based on the location of where the crime is believed to have occurred. These reports will be submitted as agreed upon between MCCSB and the respective law enforcement agency.**

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**

**When MCCSB is made aware of a situation when an individual is aiding, abetting, inducing, causing, encouraging or contributing to a child or a ward of the court becoming a dependent child as defined in 2151.04, a neglected child as defined in 2151.03, an unruly child as defined in 2151.022 or a delinquent child as defined in 2152.02, MCCSB shall contact law enforcement to initiate a criminal investigation.**

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

**When MCCSB becomes aware that a person aided, abetted, induced, caused, or encouraged a child in its custody to leave the custody of MCCSB, it shall refer the matter to law enforcement for a criminal investigation or file interference of custody charges through the Muskingum County Prosecutor's Office.**

9. **Receiving and responding to reports of missing children**

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, **Muskingum County Children Services Board, in no case later than 24 hours**, shall:

- Refer the reporter to the law enforcement agency in the appropriate jurisdiction.
- Contact the law enforcement agency for entry into the National Crime Information Center (NCIC) database if the child is in **Muskingum County Children Services Board's** custody.
- Contact the National Center for Missing and Exploited Children (NCMEC) if the child is in **Muskingum County Children Services Board's** custody.

Upon request of law enforcement, **Muskingum County Children Services Board** shall provide assistance and cooperation in the investigation of a missing child, including the immediate provision of any information possessed by **Muskingum County Children Services Board** that may be relevant in the investigation.

Law enforcement shall notify **Muskingum County Children Services Board** 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.

- 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 must 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 must exist to believe the child's removal is necessary to prevent immediate or threatened physical or emotional harm.

Findings must 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 must 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 must be set for a shelter care hearing within ten days from the filing date.

## 2. Non-emergency

Upon receiving a report alleging child abuse, neglect, and/or dependency, **Muskingum County Children Services Board** commences an investigation in accordance with the requirements of section 2151.421 of the ORC. If the final case decision rises to the level of court involvement, **Muskingum County Children Services Board** shall approach the juvenile court and file a complaint alleging the child(ren) to be abused, neglected, or dependent per ORC 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 must 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 must 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 **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board** 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.*)

**In the event of a disaster, Muskingum County Children Services Board will follow the Disaster Preparedness Plan as well as the Emergency Response Preparedness Plan for Avondale Youth Center.**

## **Deserted Child Procedures**

**"Deserted child" means a child whose parent has voluntarily delivered the child to an emergency medical service worker, peace officer, or hospital employee without expressing intent to return for the child and who, pursuant to sections 2151.3516 and 2151.3517 of the Revised Code, is fewer than thirty-one days old and has no apparent signs of abuse or neglect.**

**Muskingum County Children Services Board shall screen in a report of child abuse/neglect if any of the following occur during the assessment/investigation of a deserted child:**

- 1. The child's condition reasonably indicates abuse or neglect.**
- 2. It is determined that someone other than the parent deserted the child.**
- 3. The child is determined to be more than thirty days old at the time the child was deserted.**

**MCCSB shall consider the child to be in need of public care and protective services and perform the following activities:**

- 1. Attempts face-to-face contact with the child subject of the report within one hour from the time the referral was screened in.**
- 2. Contact the individual who originally took possession of the child and obtain:**
  - a. The date and time the child was left with the individual**
  - b. All information regarding the child left by the parent(s).**
  - c. The Voluntary Medical History for Safe Haven forms, if completed by the child's parent(s).**
  - d. All clothing and articles left with the child.**
- 3. Accept emergency temporary custody of the child.**
- 4. Arrange for the child to be examined by a physician within one hour of face-to-face contact with the child to assess the health and well-being of the child as well as to assess for indicators of maltreatment.**
- 5. If the child was not left at a hospital, transport the child and arrange for transportation of the child to the nearest appropriate hospital emergency department.**

## **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 **Muskingum County Children Services Board** 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.

## 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 must 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 **Muskingum County Children Services Board**. Every effort will be made to take into account other subscribers' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. **Muskingum County Children Services Board** 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.

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.

## VI. CONFIDENTIALITY STATEMENT

Any report made in accordance with ORC section 2151.421 is confidential. Both the information and the name of the person who made the report under section 2151.421 shall not be released to the public for use and shall 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 ORC 149.43. Children Services records are confidential in nature and should be treated accordingly.

ORC section 2151.423 requires **Muskingum County Children Services Board** 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 that needs the information to carry out its responsibilities to protect children from abuse or neglect. Likewise, law enforcement, **Heroes Landing Children's Justice Center**, and other entities are expected to release information to **Muskingum County Children Services Board** for the purpose of carrying out its responsibility of protecting children from abuse and/or neglect.

**Recordings and written reports of forensic interviews, when obtained by MCCSB and/or law enforcement should only be redisclosed under the direction of the Muskingum County Prosecuting Attorney's Office.** 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 OAC section 5101:2-33-21 and in accordance with the procedures outlined in OAC section 5101:2-33-21. 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 **Muskingum County Children Services Board** 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 **Muskingum County Children Services Board** shall then refer this information to the prosecutor at their discretion.

## VII. **TERMS AND CONDITIONS AND STATUTORY REQUIREMENTS**

This MOU must be retained for a period of at least seven years per the state of Ohio records retention schedule. Please refer to **Muskingum County Children Services Board** records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories will be done in person, whenever practicable. When an in-person meeting is not possible 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 **Muskingum County Children Services Board** is seeking consultation with a signer of this memorandum regarding an active referral of child abuse and/or neglect and has met in person or spoken with another signer, **Muskingum County Children Services Board** 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 shall 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. **Muskingum County Children Services Board** 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.

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.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and shall 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 shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person.

This MOU shall be governed by and construed in accordance with applicable state and federal laws and regulation. In the event any portion of this MOU is inconsistent with state or federal law, that portion shall be without effect as if stricken from the document and the remaining portion shall 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, **Muskingum County Children Services Board** is to provide the new required member with the current memorandum. The new member remains bound by the most recently approved version of the memorandum. Their signature is to be obtained and submitted on or before the next biennial review.



A required member to this agreement may terminate their involvement in the MOU for good cause upon giving reasonable written notice to the other required members in this MOU.

**The Memorandum of Understanding will be reviewed and re-circulated every four years. Failure of any mandated subscriber to follow the procedures set forth in or to conduct an investigation in accordance with this Memorandum is not grounds for and shall not result in the dismissal of any charge or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of any reported child abuse or neglect and does not give, and shall not be construed as giving, any rights or grounds for appeal or post-conviction relief to any person..**

M.C.C.S. - Emmert, E.D., see attached 10/2/23

Agency, Name, Title

Date

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

M.C. Juvenile Ct. - MARTIN, Judge, see att. 10/17/23

Agency, Name, Title

Date

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

M.C. PROSEC. OFF. - WELCH, PROSECUTOR - see att. 10/2/23

Agency, Name, Title

Date

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

Zanesv. Law Director, Tarbert, see attached 10/20/23

Agency, Name, Title

Date

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

M.C. D.J.F.S. BRENNEMAN, DIRECTOR, see att. 10/17/23

Agency, Name, Title

Date

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

M.C.S.D., LUTZ, SHERIFF, see attached 10/18/23

Agency, Name, Title

Date

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

Z.P.D., Comstock, Police Chief, see attached 11/1/23

Agency, Name, Title

Date

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

S.Z.P.D., Ross, Police Chief, see attached 10/19/23

Agency, Name, Title

Date

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

New Concord P.D., Peck, Police Chief, see att. 10/25/23

Agency, Name, Title

Date

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

Fraz. P.D., Bourne, Police Chief, see att. 11/9/23

Agency, Name, Title

Date

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

Dresden P.D., Doan, Police Chief, see att. 11/16/23

Agency, Name, Title

Date

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

Roseville P.D., Torres, Police Chief, see att. 11/14/23

Agency, Name, Title

Date

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

HEROES LANDING C.I.C., SAUNDERS, see ATT. 10/19/23  
Agency, Name, Title Date

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

M.C. Humane Officer, HUGHES, see ATT. 10/20/23  
Agency, Name, Title Date

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

\_\_\_\_\_  
Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

\_\_\_\_\_  
Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

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Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

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Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

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Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

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Agency, Name, Title Date  
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Agency, Name, Title Date  
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Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

\_\_\_\_\_  
Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

\_\_\_\_\_  
Agency, Name, Title Date  
Is this agency a participating member of the CAC referenced in Section II(G)?  Yes  No

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Executive Director of Muskingum County Children Services  
Board

SIGNER (Please Print)      Candy Emmert

SIGNATURE      Candy Emmert

DATE      10 / 2 / 23

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Judge Muskingum County Juvenile Court

SIGNER (Please Print)      Eric D. Martin

SIGNATURE



DATE

10-17-23

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**


Signatory Page

2023

TITLE AND AGENCY      Muskingum County Prosecutor's Office

SIGNER (Please Print)      Ron Welch

SIGNATURE



DATE

10/2/23

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Law Director, City of Zanesville

SIGNER (Please Print)      David Tarbert

SIGNATURE



DATE

10-20-2023


**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

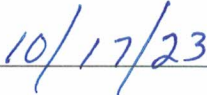
Signatory Page

2023

TITLE AND AGENCY      Director of Muskingum County Department of Job and Family  
Services

SIGNER (Please Print)      Danny Brenneman

SIGNATURE       \_\_\_\_\_

DATE       \_\_\_\_\_



**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

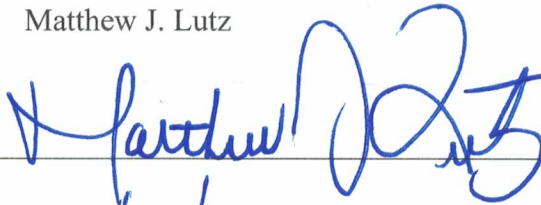
Signatory Page

2023

TITLE AND AGENCY      Sheriff – Muskingum County

SIGNER (Please Print)      Matthew J. Lutz

SIGNATURE



DATE

10/18/23

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Chief of Police – Zanesville Police Department

SIGNER (Please Print)      Scott Comstock

SIGNATURE



DATE

11-1-2023

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023


TITLE AND AGENCY      Chief of Police – South Zanesville Police Department

SIGNER (Please Print)      Mark Ross

SIGNATURE

A handwritten signature in blue ink, appearing to read "Chief Mark Ross", written over a horizontal line.

DATE

A handwritten date "10/19/2023" in blue ink, written over a horizontal line.

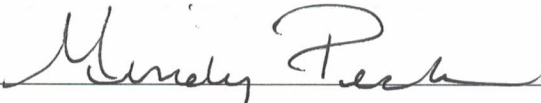
**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Chief of Police – New Concord Police Department

SIGNER (Please Print)      Mindy Peck

SIGNATURE      

DATE      10/25/23

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Chief of Police – Frazeysburg Police Department

SIGNER (Please Print)      Eliasha Bourne

SIGNATURE

*Chief E. Bourne*

DATE

*11/09/23*


MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT

Signatory Page

2023

TITLE AND AGENCY Chief of Police – Dresden Police Department

SIGNER (Please Print) Charles Doan

SIGNATURE  \_\_\_\_\_

DATE 11-14-2023

MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT

Signatory Page

2023

TITLE AND AGENCY      Chief of Police – Roseville Police Department

SIGNER (Please Print)      Kurt Torres

SIGNATURE      Chief Kurt A. Torres

DATE      11/14/23

**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Heroes Landing Children's Justice Center - Executive Director

SIGNER (Please Print)      Evonne Saunders

SIGNATURE      *Evonne M. Saunders*

DATE      10.19.23



**MEMORANDUM OF UNDERSTANDING FOR THE INVESTIGATION OF CHILD  
ABUSE AND NEGLECT**

Signatory Page

2023

TITLE AND AGENCY      Humane Officer – Muskingum County

SIGNER (Please Print)      Carolyn Hughes

SIGNATURE

*Carolyn Hughes*

DATE

*10-20-23*

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

The **Muskingum County Children Services Board** attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this memorandum 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: **[Enter date of refusal]**

Agency, Name, Title: **[Enter the name of the agency, required individual, and their title.]**

Reason the individual refused to sign:

**X. Board of County Commissioners**

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

Cindy S. Cameron - 11-30-2023  
County Commissioners Signature and Date/Resolution/Vote

The **Board of Muskingum County Commissioners** hereby review and approve the **Muskingum Memorandum of Understanding**.

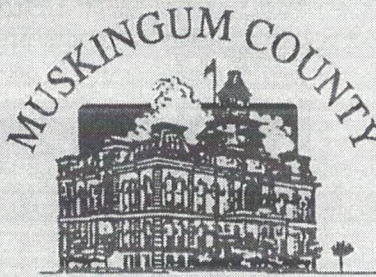
**ATTACHMENTS**

**[If the PCSA contracts with an outside source to receive after-hour calls, a copy of the signed agreement must be attached which indicates that all reports with identifying and demographic information of the reporter and principals of the report will be forwarded to a designated PCSA worker within an hour of receipt and that confidentiality requirements will be met.]**

Cindy S. Cameron  
[cscameron@muskingumcounty.org](mailto:cscameron@muskingumcounty.org)

Melissa J. Bell  
[mjbell@muskingumcounty.org](mailto:mjbell@muskingumcounty.org)

Mollie S. Crooks  
[mscrooks@muskingumcounty.org](mailto:mscrooks@muskingumcounty.org)



Susan Reese, Clerk  
[sareese@muskingumcounty.org](mailto:sareese@muskingumcounty.org)

Eric Reed, County Administrator  
[erreed@muskingumcounty.org](mailto:erreed@muskingumcounty.org)

## COMMISSIONERS

401 Main Street, Zanesville, Ohio 43701-3519  
740-455-7100 • Fax 740-455-3785

RES 23-1239

The following action was taken by the Board of Muskingum County Commissioners at its meeting today, November 30, 2023:

**A RESOLUTION TO AUTHORIZE CINDY S. CAMERON TO SIGN ON BEHALF OF THE BOARD OF MUSKINGUM COUNTY COMMISSIONERS THE CHILDREN SERVICES BOARD MEMORANDUM OF UNDERSTANDING TO ADDRESS CHILD ABUSE AND NEGLECT- MUSKINGUM COUNTY CHILDREN SERVICES**

It was moved by Commissioner Crooks, seconded by Commissioner Bell, that this Board of County Commissioners, Muskingum County, Ohio adopts the following resolution:

BE IT RESOLVED, that this Board of County Commissioners of Muskingum County, Ohio does hereby authorize Cindy S. Cameron to sign on behalf of the Board of Muskingum County Commissioners the Muskingum County Children Services Board Memorandum of Understanding to Address Child Abuse & Neglect, requested by Candy Emmert, Executive Director of Children Services.

(see attached)

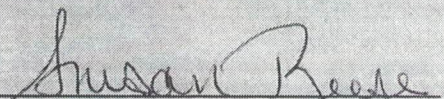
Roll call: Cameron, aye; Bell, aye; Crooks, aye.

Motion carried.

ks  
cc: Candy Emmert, Executive Director

Copied on: 11.30.23  
Copied by: KS

Adopted November 30, 2023:

  
Commissioners' Clerk or Deputy Clerk