Minister’s Human Trafficking Response Toolkit
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WARNINGS: A person should never attempt to rescue a victim of human trafficking or human smuggling by him or herself. In a situation where a victim needs to be rescued please call law enforcement or your emergency services by dialing 911. Upon notification or suspicion of human trafficking call the National Human Trafficking Resource Center - 1(888) 373-7888. If you or the victim is in immediate danger, please call law enforcement at 911.

The following manual is intended to assist pastors, ministers and lay persons in addressing human trafficking in their congregation. This toolkit does not supersede the law or any advice from legal council.
Dear Coalition Ministry Leaders,

Addressing human trafficking within our communities takes bravery and compassion and we commend you and your congregation for responding to this call. Before you begin a ministry to address human trafficking and the needs of victims within your community, we encourage you to pray, fervently, seeking God’s direction and preparation. We also pray that God answers that prayer with renewed courage and conviction to protect our most vulnerable.

It is our honor to assist you as you seek to do the work of God in addressing human trafficking within your communities. We believe that this instrumental toolkit will support your congregation’s ability to assess, identify and provide benevolent services to those affected by this grave sin.

This toolkit, designed to assist congregations in working collaboratively with local human trafficking coalitions and local law enforcement, provides you with some foundational resources and strategies to administer necessary and urgent assistance to those you will encounter in this ministry. Responding to, and eventually deconstructing the institutions of, human trafficking must be addressed on a myriad of levels.

To that end, a community resource directory is included in the toolkit identifying some important community resources to assist in the collaborative nature of this work. This list is not exhaustive and we encourage you to add your resources and collaborators as we may have missed local agencies that provide tremendous resources within the anti-human trafficking community. We absolutely encourage you and your congregation to continue to build networks and connections with local community organizations and ministries.

Additionally, you will find a glossary to help those within your congregations that are new to the concept of human trafficking. We hope that you utilize these definitions and the grounding laws and policies to work with your local law enforcement agencies to determine the ways in which you can best serve victims and survivors of human trafficking.

Finally, you will find a case management guide that will assist with identification and response protocols, case management notes and a template for benevolent record keeping. We hope these tools will be beneficial as you begin your ministries.

It is our hope that your ministry answers God’s call to address human trafficking and that God will allow these resources to strengthen the work that you do. We are so honored and grateful that God has allowed us to assist you and your ministry in living out this call on your life. Our prayer is that God will richly bless you and your congregation as you embark on this sensitive and important work of the kingdom. As we endeavor to impact our communities with the love of Jesus Christ, let us be mindful of the charge presented to us in Micah 6:8, “He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” (NIV)
In humble service to Him,

Elizabeth M. Goatley

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Definitions

What is Human Trafficking?

Human Trafficking is defined as the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation (U. S. Department of State, 2012)

What is Human Smuggling?

Human smuggling is the facilitation, transportation, attempted transportation or illegal entry of a person(s) across an international border, in violation of one or more countries laws, either clandestinely or through deception, such as the use of fraudulent documents. (U.S. Department of State, 2006)

What is the Difference between Human Trafficking and Human Smuggling?

According to the U.S. Department of State, human smuggling deals with the transportation of persons across borders. Human Trafficking deals with the transaction or bartering of a person for labor or sex. Human trafficking includes conditions for force, fraud or coercion.
Federal Policies and Laws

*The following is the current United States policy in regards to the bringing in or harboring of undocumented persons. This information can be used to help inform individuals of their rights. This information cannot be used for legal advice, please contact legal representation for further understanding. This information was obtained from www.law.cornell.edu.

**United States Human Trafficking**

**Human Trafficking is defined as:**

The TVPA defines “severe forms of trafficking in persons” as:

- sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or

- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

A victim need not be physically transported from one location to another for the crime to fall within these definitions. (Trafficking of Persons Report, 2016)

**United States Federal Human Trafficking Code:**

- U.S. Code, Title 22, Chapter 78 - Trafficking Victims Protection


  Trafficking Victims Protection Act:


- Intelligence Reform and Terrorism Prevention Act of 2004.

**United States Human Smuggling**
**Human Smuggling is defined as:**

The transportation of people into a country via the deliberate evasion of immigration laws. This includes bringing illegal aliens into a country, as well as the unlawful transportation and harboring of aliens already in a country illegally. Some smuggling situations may involve murder, rape and assault ([https://www.ice.gov/human-smuggling](https://www.ice.gov/human-smuggling))

**Human Smuggling Code:**

- [https://www.law.cornell.edu/uscode/text/8/1324](https://www.law.cornell.edu/uscode/text/8/1324)
- Differences between human smuggling and human trafficking
- Comprehensive Federal Laws by Polaris Project

**State Policies:**

Utilize this space to consult with your local law enforcement agencies to determine which laws will assist you and your ministry in addressing human trafficking within your community.

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**Additional Resources**

**U.S. Immigration and Customs Enforcement - Human Smuggling and Trafficking Center**


**Federal Bureau of Investigation**

Identifying Victims of Human Trafficking

Who is at risk for human trafficking?

- Individuals that are seeking acceptance.
- Individuals that feel like they “don’t belong”.
- Individuals living in poverty.
- Individuals with a history of sexual, physical or emotional abuse.
- Individuals that have experience trauma.
- Individuals looking for security.
- Individuals that have dropped out of high school or low literacy

Identifying victims:

Before for the process of assisting victims of human trafficking can begin, one must be trained in how to properly identify a victim. One of the recurring themes that was presented during community interviews was the concept of differentiating between those who have been trafficked and those who have been smuggled. This distinction is important because many times victims do not view themselves as a victim of crime because they either consented to be smuggled, lack knowledge about constitutes human trafficking or fear produced by their trafficker. First responders to human trafficking should be trained in the following areas before providing assistance to victims: observation cues to look for in victims, appropriate questions to ask and self-care practices for the responder

Cues to Identifying Trafficking Victims:

The following chart was taken from the Wisconsin’s Office of Justice Department Human Trafficking Protocol Manual. While many of the cues can be applied across most geographical locations, it is important that the responder understands that some cues may look differently in border cities and surrounding colonias.

<table>
<thead>
<tr>
<th>Visual Cues</th>
<th>Behavioral Cues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malnourishment</td>
<td>Lack of Documentation*</td>
</tr>
<tr>
<td>Avoids eye contact*</td>
<td>Shy and submissive</td>
</tr>
<tr>
<td>Injuries</td>
<td>Lack of concentration while speaking</td>
</tr>
<tr>
<td>Extremely nervous</td>
<td>Observable psychological disorder</td>
</tr>
<tr>
<td>Doesn’t speak or is incoherent</td>
<td>Appears afraid to speak</td>
</tr>
<tr>
<td>Signs of physical abuse</td>
<td>Can’t identify place of residence</td>
</tr>
<tr>
<td>Evidence of sexual assault</td>
<td>May present as defiant and combative</td>
</tr>
<tr>
<td>Fearful*</td>
<td></td>
</tr>
<tr>
<td>Lack of trust*</td>
<td></td>
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</tbody>
</table>

Other Trafficking Indicators:
Federal Law Enforcement identifies a number of indicators that signal a person is victim of human trafficking.

- Is the victim in possession of identification or travel documents; if not, who has control of those documents?
- Was the victim coached on what to say to law enforcement or to immigration officials?
- Was the victim recruited for one purpose and forced to do some other job?
- Is the victim's salary being garnished to pay off a smuggling fee or another debt?
- Was the victim forced to perform sexual acts?
- Has the victim or family been threatened with harm if the victim attempts to escape?
- Has the victim been threatened with law enforcement action or deportation?
- Has the victim been harmed or deprived of food, water, sleep, medical care, or other life necessities?
- Can the victim freely contact friends or family?
- Is the victim a juvenile engaged in commercial sex?
- Is the victim allowed to socialize or attend religious services?
- Is someone controlling access to controlled substances?
- Is there an identifiable source of income?
Interviewing Potential Victims:

When speaking with a potential victim of human trafficking the first responder must be intentional about protecting the safety of both themselves and the potential victim. Developing skills in how to question victims is essential in gathering a clear picture of one’s situation and making an informed decision about how to assist. Always question a potential victim in a safe and confidential environment to ensure that you are not putting them in a more danger than initially meeting with you. This sample set of questions was also taken from the Wisconsin’s Office of Justice Department Human Trafficking Protocol Manual and should be used as a guide. In many instances, it will be necessary to tailor the questions based on the responses of the victim.

Living Situation/General Wellbeing:
- How do you feel? Tell me about ways/places in which you feel safe. Tell me about ways/places in which you feel unsafe.
- Describe your current living situation. What the people you live with like?

Work Situation
- Do you have a source of income?
- Tell me about your job. What type of work do you do? Do you like your job?
- How are you compensated for the work that you do?
- Can you leave your job if you want to?

Freedom of Movement
- What are the sleeping arrangements where you live?
- Tell me what would happen if you left your home or job.
- Tell me about rules in your home.
- Has there ever been a time that you went without food, water, sleep or medical care?

Safety
- Tell me about things you worry about.
- Has there ever been time when someone made you do something you didn’t want to do? When was this? How did it happen?
Ministry Response Guides

IF YOU ENCOUNTER A VICTIM OF HUMAN TRAFFICKING IN NEED OF EMERGENCY HELP

1. An emergency outcry of human trafficking is made
2. Call 911
3. Stay with the victim
4. Keep the victim calm
5. Ask if they need food, water, or an emergency pair of clothes
6. Release to emergency services
7. Call the National Human Trafficking Hotline at 1 (888) 373-7888
IF YOU ENCOUNTER A NON EMERGENCY OUTCRY OF HUMAN TRAFFICKING THAT NEEDS SHELTER

- Encounter a non emergency outcry of human trafficking and the victims needs shelter
- Call the National Human Trafficking Hotline at 1-888-3737-888
- Contact Casa de Misericordia for shelter referral or alternative homeless shelter
- Assess if the victim is in need of emergency food, water, clothing
- Arrange transportation to the shelter
- Release victim to shelter
- Follow up with victim if allowed
IF YOU ENCOUNTER A NON EMERGENCY VICTIM OF HUMAN TRAFFICKING IN NEED OF LEGAL ASSISTANCE THROUGH LEGAL AIDE

1. Encounter a non emergency outcry of human trafficking in need of legal services

2. Assess if the victim needs food, water or clothing

3. Contact Texas Rio Grande Legal Aide through a referral forms or the hotline 1-888-988-9996

4. Follow up at the request of the victim

5. Contact National Human Trafficking Hotline 1-888-3737-888
IF YOU ENCOUNTER A VICTIM OF HUMAN TRAFFICKING IN NEED OF CONSULATE SERVICES (EX. IDENTIFICATION, LOSS OF DOCUMENTATION, MEXICAN CITIZENSHIP)

- Encounter a non emergency outcry of human trafficking in need of services identification services
- Provide victim with contact information to the Mexican Consulate at 956-723-6369
- Assess if victim needs water, food or emergency clothing
- Contact the National Human Trafficking hotline number at 1-888-3737-888
- Follow-up at the request of the victim
## Emergency Contact Information

### Church Contact Information

<table>
<thead>
<tr>
<th>Church Name:</th>
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<tbody>
<tr>
<td>Point of Contact:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
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<tr>
<td>Email Address:</td>
<td></td>
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<tr>
<td>Physical Address:</td>
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</tbody>
</table>

### Local Law Enforcement Designee:

<table>
<thead>
<tr>
<th>Law Enforcement Agency:</th>
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<tbody>
<tr>
<td>Point of Contact:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>
Local Human Trafficking Service Provider Designee:

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Contact:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Type of Service Provided</td>
<td></td>
</tr>
<tr>
<td>Do you need a referral?</td>
<td>Yes or No (attach referral forms if needed)</td>
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</tbody>
</table>
**Local Human Trafficking Task Force:**

<table>
<thead>
<tr>
<th>Name of Human Trafficking Task Force</th>
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<table>
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<tr>
<th>Point of Contact:</th>
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<table>
<thead>
<tr>
<th>Phone:</th>
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<table>
<thead>
<tr>
<th>Email:</th>
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**After Hours Protocol:**

- **Step 1:**
- **Step 2:**
- **Step 3:**
- **Step 4:**
- **Step 5:**
- **Step 6:**
- **Step 7:**
- **Step 8:**
- **Step 9:**
- **Step 10:**

**National Human Trafficking Hotline: 1-888-373-7888**
Directory in Services in Laredo, TX:

Social Services
Bethany House
817 Hidalgo St. Laredo, TX 78040
956-722-4152
www.bethanyhouseoflaredo.org

Cervantes Counseling Center
6108 Mcpherson Rd #1 Laredo, TX 78041
956-724-4357

Holding Institute Community Center
1102 Santa Maria Ave Laredo, TX 78040
956-718-2070
www.holding-institute.org

Casa La Esperanza
1903 Victoria St. Laredo, TX 78040
732-991-9502
www.laredocasaesperanza.org

Texas Rio Grande Legal Aid
1702 Convent Ave Laredo, TX 78040
956-718-4600
www.trla.org

Casa De Misericordia
1000 Mier St. Laredo, TX 78040
956-712-9591
www.casademisericordia.org

Mexican Consulante
1612 Farragut St. Laredo, TX 78040
956-723-6369
www.sos.state.tx.us

Catholic Social Services
1919 Cedar Ave Laredo, TX 78040
956-722-2443
www.dioceseoflaredo.org

Centro de Servicios Sociales Aztlan
406 Scott St. Laredo, TX 78040
LULAC Council
1613 Hidalgo St. Laredo, TX 78040
www.lulac.net

Bruni Plaza Branch Library
1120 San Bernardo Ave Laredo, TX 78040
956-795-3035
www.laredolibrary.com

Lily Perez Community Center
4420 Santa Maria Ave Laredo, TX 78041
956-724-7050
www.webbcountytx.gov

Churches

Holy Redeemer Catholic Church
1602 Garcia St. Laredo, TX 78040
956-723-7171

Iglesia Bautista Emanuel Church
2719 Napoleon St. Laredo, TX 78043

Saint Peter the Apostle Catholic Church
1510 Matamoros St. Laredo, TX 78040
956-723-6301

San Martin De Porres Catholic Church
1704 Sandman St. Laredo, TX 78041
956-723-5215

Primera Iglesia Bautista Laredo
1320 San Bernardo Ave Laredo, TX 78040
956-723-9475

Iglesia Bautista Loma Alta
620 E Lyon St. Laredo, TX 78040
956-727-7067

Korean Baptist Church-Laredo
1702 Mier St, Laredo, TX 78043
956-725-5614
Iglesia Bautista Nueva Vida
1319 N Bartlett Ave
Laredo, TX 78043
956-726-4575

Mines Road Baptist Church
956-753-5022

United Baptist Church
811 International Blvd Laredo, TX 78045
956-727-7729

First Baptist Church
7610 N Bartlett Ave Laredo, TX 78041
956-723-8374

Mision Lutherana Agua Viva El
3520 Cecilia Laredo, TX 78046
956-729-9060

St. Jude Catholic Church
2031 Lowry Rd Laredo, TX 78045
956-722-2280

Divine Mercy Catholic Church
9350 Amber Ave Laredo, TX 78045
956-726-0210

Saint Patrick Catholic Church
555 E Del Mar Blvd Laredo, TX 78041
956-722-6215

Christ The King Catholic Church
1105 Tilden Ave Laredo, TX 78040
956-723-4267

Blessed Sacrament Catholic Church
2219 Galveston St Laredo, TX 78043
956-722-1231

St. Joseph Catholic Church
109 S Meadow Ave Laredo, TX 78043
956-723-4172

Santo Niño Catholic Church
Justice Department

Texas Rio Grande Legal Aid
1702 Convent Ave Laredo, TX 78040
956-718-4600
www.trla.org

Mexican Consulate
1612 Farragut St. Laredo, TX 78040
956-723-6369
www.sos.state.tx.us

Webb County Commissioners Office
1000 Houston St. Laredo, TX 78040
956-523-4660
www.webbcountytx.gov

Laredo City Hall
1110 Houston St. Laredo, TX 78040
956-791-7300
www.ci.laredo.tx.us

Federal District Court
1300 Victoria St. Laredo, TX 78040
956-723-3542
www.tx.uscourts.gov

Webb Count District Clerk
1110 Victoria St. #203 Laredo, TX 78040
956-523-4268
www.webbcountytx.gov

Law Enforcement

Laredo Police Dept.
4712 Maher Ave Laredo, TX 78040
956-795-2800
www.laredopd.com
Webb County Sheriff's Office
902 Victoria St. Laredo, TX 78040
956-523-4500
www.webcountytx.gov

Narcotic Services
1901 Bob Bullock Loop Laredo, TX 78043
956-728-2243
www.txdps.state.tx.us

Federal Bureau of Investigation
105 Shiloh Dr. Laredo, TX 78045
956-723-4021
www.fbi.gov

Webb County Jail
1001 Washington St. Laredo, TX 78040
956-523-4400
www.webcountytx.gov

Laredo Crime Stoppers
1200 Washington St. Laredo, TX 78040
956-724-1876
www.laredocrimestoppers.org

Border Patrol North Station
11119 Mcpherson Rd Laredo, TX 78045
956-764-3800
www.cbp.gov

Border Patrol South Station
9001 San Dario Avenue Laredo, TX 78045
956-764-3600
www.cbp.gov

Immigration and Customs Enforcement (ICE)/ Detention Center
4702 E Saunders St. Laredo, TX 78041
956-727-4118
www.ice.gov

Immigration and Legal Services
Texas Rio Grande Legal Aid
1702 Convent Ave Laredo, TX 78040
956-718-4600
www.trla.org

Mexican Consulate
1612 Farragut St. Laredo, TX 78040
956-723-6369
www.sos.state.tx.us

Centro de Servicios Scles Aztlan
406 Scott St. Laredo, TX 78040
956-724-6244

LULAC Council
1613 Hidalgo St. Laredo, TX 78040
www.lulac.net

Educational Services

Laredo Independent School District
www.laredoisd.org

LULAC Council
www.lulac.net

Bruni Plaza Branch Library
www.laredolibrary.com

United Independent School District
www.uisd.net

Laredo Community College
www.laredo.edu

TAMU International
www.tamiu.edu

Human Trafficking Coalitions Directory
Central Texas Coalition Against Human Trafficking - http://ctcaht.org

City of Houston – Anti-human trafficking - http://humantraffickinghouston.org

Coalition to Combat Human Trafficking in Texas Gateway and Destination Cities (CCHT-TX) http://cchttx.com


Heart of Texas Human Trafficking Task Force
Heart of Texas Human Trafficking Task Force

Human Trafficking and Vice Unit (Austin, TX) - http://www.austintexas.gov/department/human-trafficking-and-vice-unit

Human Trafficking Database - http://childrenatrisk.org/content/?page_id=10428

Human Trafficking Task force of Bexar County - https://www.bexar.org/1846/Human-Trafficking-Task-Force


South Texas Coalition Against Human Trafficking - http://stcahts.net


United Against Human Trafficking - http://uaht.org
Case Management Tool Kit
Initial Assessment + Case Notes

Provided below are some basic guidelines for your initial contact with the potential client.

- Bring brochure and contact information for Holding Institute
- Secure an interpreter, if applicable
- Introduce self, and describe what Holding Institute is and what we do
- Inform the potential client that everything said will remain confidential, unless you suspect harm to self or to others, or they have given consent to share information with other agencies for the purpose of assistance (ROI)
- Describe the 'basics' of trafficking
- "We don't know what's going on in your life, but we'd love to hear your story and help you in any way that we can."
- Open the floor for the client to talk the remainder of your time together.
- Ensure that you get as many questions in the initial assessment answered as possible, but the more organic the better i.e. through stories rather than through questioning.
- If you give physical documents to the client, inform them to keep them hidden from their trafficker

If at any point during the interaction, anyone is in immediate danger, immediately end the assessment and call 911.

If at any point during the interaction, you suspect suicidal ideations, immediately contact law enforcement or the National Suicide Prevention Hotline (1-800-273-8255). After completing the screening, regardless of outcome, always provide the client with the hotline for local community services and strongly encourage them to reach out to them.

If the client is a minor and you suspect moderate to immediate risk after completing the suicide assessment, inform the parent or guardian immediately. If you suspect they are in immediate danger of harming themselves, get the client's location and either ask them to go directly to the nearest emergency room or meet with them personally to transport them. If they are a minor, have the parent or guardian transport them to the ER. At no point should you let them off the phone until you or the parent/guardian is with them, or you know they are at the ER. If they hang up on you, call 911 immediately and give the operator the client's location.

Upon the identification of a victim of human trafficking or survivor, email the Coalition to Combat Human Trafficking in Texas Gateway and Destination Cities (CCHT-TX) at www.administration@echttx.com for coalition reporting. Upon the completion of the Case Closure Summary, submit a copy of the summary to www.administration@echttx.com for record keeping.
### Initial Contact

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who conducted the initial assessment?</td>
<td></td>
</tr>
<tr>
<td>Initial Contact Date and Time</td>
<td></td>
</tr>
</tbody>
</table>

#### Reason for Contact with the Church

- **☐ Report of Trafficking**
  - **If Report of Trafficking:**
    - Location of incident?
    - Has incident been reported to law enforcement? *(mandatory reporting requirements available at end of initial assessment form)*

- **☐ Victim’s Arrest**
- **☐ Other (please describe): ___________________________**

#### Initial Contact Type

- **☐ Hotline Call**
  - **If Hotline Call:**
    - Caller Name
    - Caller Relation to Victim
    - Phone Number
    - Is this a safe number to call you back on?

- **☐ Law Enforcement Request for Visit**
- **☐ Other (please describe): ___________________________**

### Client Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Legal Name</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
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<tr>
<td>Nickname, if applicable</td>
<td></td>
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<tr>
<td>Gender</td>
<td></td>
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<tr>
<td>Date of Birth</td>
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<tr>
<td>Age</td>
<td></td>
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<tr>
<td>Race/Ethnicity</td>
<td></td>
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<tr>
<td>Language of Preferences</td>
<td></td>
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</tbody>
</table>
| Housing Situation | **☐ Living Alone**
  **☐ Living with Parent or Guardian**
  **☐ Living with Roommate(s)**
  **☐ Living with Perpetrator** |
| **Homeless, Living Temporarily Elsewhere (hotel, motel, shelter, etc.)** | ☐  |
| **Other (please describe):** | _______________________________ |

| **Is your housing situation stable?** | ☐ Yes | ☐ No |

| **Home Address** | |
| **City and State of Residence** | |
| **Educational Level** | |
| **Transportation Situation** (check all that are applicable) | ☐ Has a driver’s license |
| | ☐ Has access to a working vehicle |
| | ☐ Has access to and uses public transportation |
| | ☐ Is able to walk most places |
| | ☐ Transportation is restricted by perpetrator |

| **How do you meet your financial needs?** | |
| **Do you have medical insurance?** | ☐ Yes |
| | If yes, who is your insurer? | |
| | ☐ No | |
| **Do you have urgent medical or mental health needs that we can help you with?** | ☐ Yes | ☐ No |
| **If yes, please describe these needs.** | |
| **If the client shares their story, please describe it in detail here.** | |

**Possible red flags of domestic minor sex trafficking include:**
- Has provided sexual acts in exchange for something of value, either for self or someone else
- Has felt pressured into providing sexual acts
- Feels trapped in current situation
- Appears to be in a dominating or abusive relationship
- Older boyfriend or friends
- Low self-esteem
- Runaway, homeless, truant
- Shows signs of physical and/or sexual abuse
- Shows unusual tattoos such as branding or barcodes
- Malnourished or in bad health
- Won't make eye contact
- Drug addiction or STDs

If the client agrees with or appears to fit any of the red flags for domestic minor sex trafficking, list and describe them in detail.

<table>
<thead>
<tr>
<th>Perpetrator Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client may be unwilling to provide information regarding the perpetrator, especially if it is a friend, boyfriend, or close relation. However, the case manager should always ask for whatever information they are willing to provide.</td>
</tr>
<tr>
<td>Name(s)</td>
</tr>
<tr>
<td>Nickname(s) (if applicable)</td>
</tr>
<tr>
<td>Gender(s)</td>
</tr>
<tr>
<td>Age(s)</td>
</tr>
<tr>
<td>Most Recent Location(s)</td>
</tr>
<tr>
<td>Prior Relationship of Victim with Perpetrator</td>
</tr>
<tr>
<td>How did you meet, or how do you know, the perpetrator?</td>
</tr>
</tbody>
</table>
# Supportive Relationship Information #1

<table>
<thead>
<tr>
<th>Relationship Type</th>
<th>☐</th>
<th>Spouse or Significant Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>Parent or Grandparent</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Guardian</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Sibling</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Children</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Friend</td>
</tr>
<tr>
<td>☐ Other (please describe):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name**

**Phone Number**

# Supportive Relationship Information #2

<table>
<thead>
<tr>
<th>Relationship Type</th>
<th>☐</th>
<th>Spouse or Significant Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>Parent or Grandparent</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Guardian</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Sibling</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Children</td>
</tr>
<tr>
<td></td>
<td>☐</td>
<td>Friend</td>
</tr>
<tr>
<td>☐ Other (please describe):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Name**

**Phone Number**

---

If there are any other supportive relationships, please list name, relation, and phone number below.

<table>
<thead>
<tr>
<th>#3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>#4</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td></td>
</tr>
</tbody>
</table>
## Treatment Planning

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you believe are your greatest strengths/assets? (i.e. family, friends, coping strategies, hobbies, etc.)</td>
<td></td>
</tr>
<tr>
<td>What do you believe your highest-priority needs are right now?</td>
<td></td>
</tr>
</tbody>
</table>
| Do you have a safe place you can go right now?                          | Yes    
| □ Yes                                                                   | No     |
| If yes, what is the safe place, and where is it?                        |        |
| Do you have any concerns about your safety?                             | Yes    
| □ Yes                                                                   | No     |
| If yes, what are they?                                                  |        |

**Follow up on any expressed concerns about safety that the client may have, to include planning for specific situations.**

**EVERY TIME YOU SPEAK WITH A CLIENT, YOU MUST ENGAGE IN SAFETY PLANNING!**

If the client does not believe they have any safe place they can go to, see if they are interested in staying at a local shelter while Holding Institute tries to find them a safe home program.

Share with the client as appropriate the suggestions below:
- Plan an escape route or exit strategy and rehearse it if possible.
- Have a bag prepared with any important documents and personal needs (i.e. change of clothes) if you need to leave immediately.
- Memorize the NHTRC hotline (1-888-373-7888), as well as other important numbers (i.e. numbers for family or friends) in case you don't have access to your phone.
- Call 911 immediately if you are in danger.
- Make sure your house or current location is safe (i.e. don't share your address, keep doors and windows locked).
- Consider sharing your situation with people that you trust, to include telling them your trafficker's name and appearance so if they see you with him they'll know to get help.

| Are you interested in receiving help from Holding Institute? | Yes |
|                                                             | No  |
## Post-Assessment Follow-Up

<table>
<thead>
<tr>
<th>Who is the assigned case manager for this client?</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Describe the next steps that you plan to take to assist this client.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>If the client indicated any urgent needs, to include emergency shelter or medical/mental health assistance, make the appropriate referrals within 24 hours.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Assign the client number and name here.</th>
</tr>
</thead>
</table>

### MANDATORY REPORTING REQUIREMENTS:

Under Texas state law, you are mandated to report abuse, neglect, or exploitation of the following to either DFPS or law enforcement: children, persons over 65 years of age, and adults with disabilities. There is no reporting requirement for adult victims of abuse, neglect, or exploitation that are under 65 years of age and do not have disabilities.

If you suspect abuse, neglect, or exploitation of any of the following populations, report it immediately to the indicated individuals. With exception of the National Human Trafficking Resource Center hotline, reporting is not necessary if law enforcement is already aware of the incident(s). Reports can either be made by email, or by phone call if contact is urgent (i.e. release from hospital or juvenile detention).

### All Populations -

National Human Trafficking Resource Center - [Hotline - 1-888-373-7888]

#### Children –

(Insert Local Law Enforcement Information)

Additionally, if the child is missing or a runaway, use the following link to report to National Center for Missing and Exploited Children:

http://www.missingkids.com/Report

#### Adults –

(Insert Local Law Enforcement Information)

### Holding Institute Information

Mike Smith, Director

Phone: 956-718-2070 (M-F, 9-5pm business hours)

Website: www.holding-institute.org

Ask for the Anti-Trafficking Navigator

<table>
<thead>
<tr>
<th>Does the content of this assessment require a report to law enforcement?</th>
</tr>
</thead>
</table>

| ☐ Yes |
| ☐ No |

<table>
<thead>
<tr>
<th>Date and Time of Law Enforcement Report, if applicable</th>
</tr>
</thead>
</table>

Initial Case Notes | Date [ex. January 14th, 2016] | Time [ex. 11-12p]

Write all case-notes here for each client every single time you make a contact to them or on their behalf, to include the following:

- **Type of contact** (in person, text, email, phone call, etc.)
- **Steps taken for safety planning,** which should be conducted during every contact with a client [see guidelines above]
- **Factual description of all relevant events and conversations with victim, relations or friends, and involved agencies** [record only objective facts, never assumptions or opinions] – includes key dates, times, names, and details
- **Details of referrals and all collaborating community providers**
- **Any new and critical information not originally recorded on the initial assessment**
- **Case manager assessment of client’s current circumstance and needs**
- **Updated case manager plans, if applicable**
- **Detailed description of and reasoning behind any decisions or actions taken**
- **If any part of this contact necessitated a report to law enforcement, details of why it was needed, who it was sent to, and date/time of when it was sent**
Case Closure Summary

‘Assigned Client Number-Name’

**Case Closure Criteria for Holding Institute/Local Church**

When [CHURCH NAME] is no longer able to assist a client, either through lack of potential referrals or through inability to change client’s circumstances, [CHURCH] is obliged to close the client’s case. Cases can be re-opened if additional resources become available, or the capacity to impact the client’s situation changes for the better. Cases can also be maintained to develop supportive, long-term relationships instead of continued assistance, if the client has been placed safely and desires continued contact. If this occurs, please describe your plans for future contact and assistance below.

<table>
<thead>
<tr>
<th>Case Manager</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time of Case Closure</td>
<td></td>
</tr>
<tr>
<td>Reason for Case Closure</td>
<td></td>
</tr>
<tr>
<td>List all agencies contacted and referrals made on client’s behalf during case management.</td>
<td></td>
</tr>
<tr>
<td>Describe client final outcome (i.e. location, safety, future outlook)</td>
<td></td>
</tr>
<tr>
<td>Describe outcome of trial, if applicable.</td>
<td></td>
</tr>
<tr>
<td>If case will be continued on the basis of a supportive relationship rather than assistance, please describe [CHURCH’S] plan for continued contact and support.</td>
<td></td>
</tr>
<tr>
<td>Has client been made aware of and agreed to case closure, or transition to supportive relationship?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Total time spent with client, in X.X format [see case note records for times]</td>
<td></td>
</tr>
</tbody>
</table>

Upon the completion of the Case Closure Summary, submit a copy of the summary to www.administration@echtttx.com for record keeping.
References


prosecuting sex trafficking cases in the Midwest United States. *Feminist Criminology, 10*(1), 7-35.


