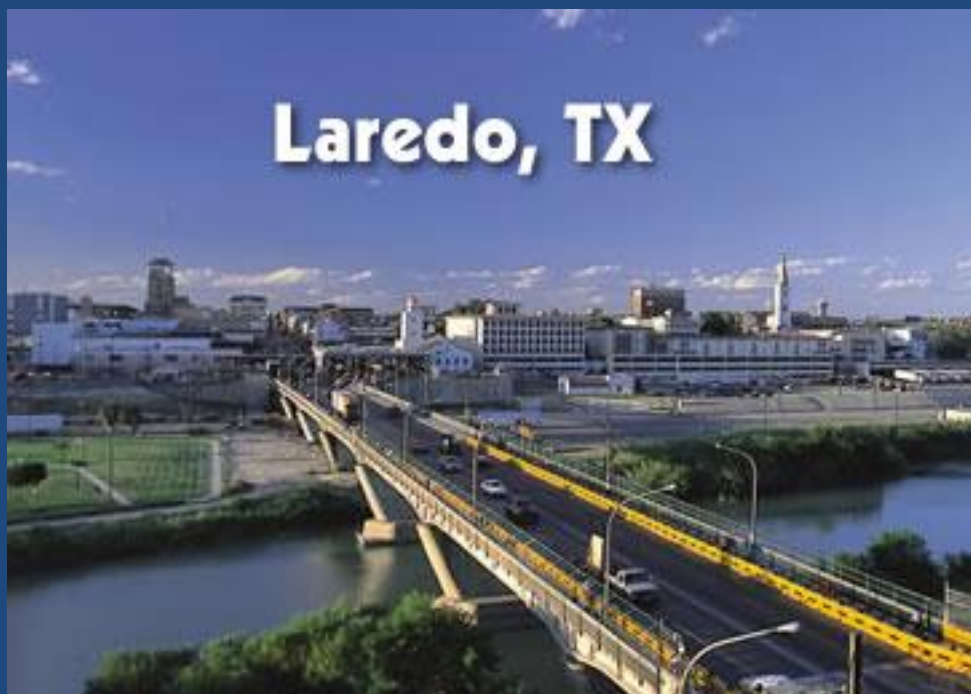


THE DIANA R. GARLAND SCHOOL OF
SOCIAL WORK
AT
BAYLOR UNIVERSITY
IN CONJUNCTION WITH
THE COALITION TO COMBAT HUMAN
TRAFFICKING IN TEXAS GATEWAY AND
DESTINATION CITIES

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.

Letter from the Research Team

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, PhD., MSSW
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Diana R. Garland School of Social Work
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Student Research Team:
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Alexandra Holland, BSW Candidate

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](#)
- <https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>
Trafficking Victims Protection Act:
- <https://www.gpo.gov/fdsys/pkg/PLAW-106pub1386/html/PLAW-106pub1386.htm>
- [The Customs and Facilitations and Trade Enforcement Reauthorization Act of 2009.](#)
- [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>)

Human Smuggling Code:

- <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.

Additional Resources

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

<https://www.ice.gov/human-smuggling-trafficking-center>

Federal Bureau of Investigation

https://www.fbi.gov/about-us/investigate/civilrights/human_trafficki

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.

Visual Cues	Behavioral Cues
<ul style="list-style-type: none"> • Malnourishment • Avoids eye contact* • Injuries • Extremely nervous • Doesn’t speak or is incoherent • Signs of physical abuse • Evidence of sexual assault • Fearful* • Lack of trust* 	<ul style="list-style-type: none"> • Lack of Documentation* • Shy and submissive • Lack of concentration while speaking • Observable psychological disorder • Appears afraid to speak • Can’t identify place of residence • May present as defiant and combative

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

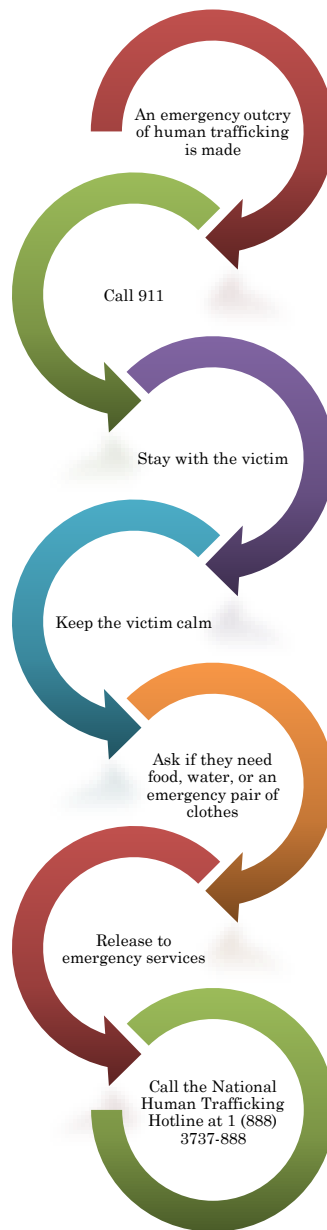
- What are the sleeping arrangements where you live?
- Tell me what would happen if you left your home or job.
- Tell me about rules in your home.
- Has there ever been a time that you went without food, water, sleep or medical care?

Safety

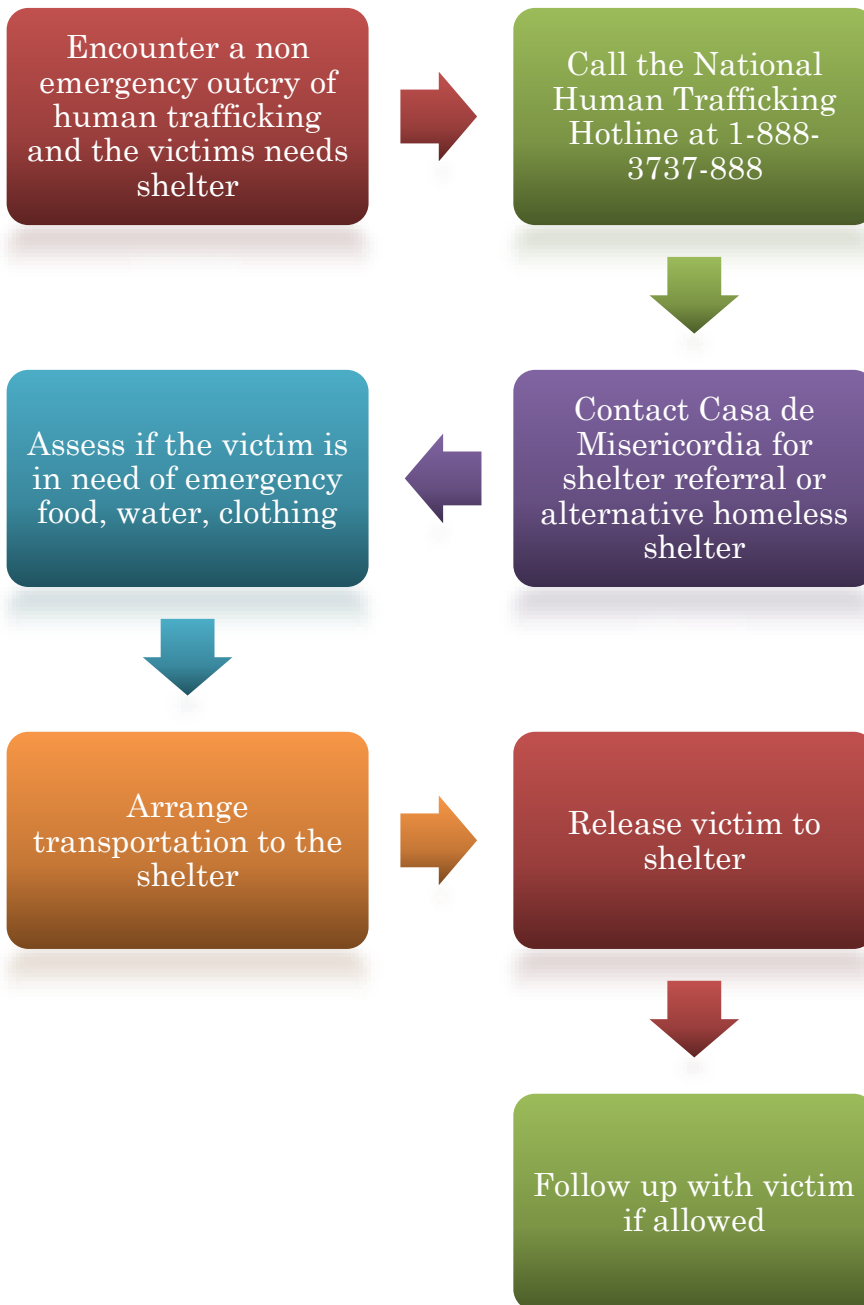
- Tell me about things you worry about.
- Has there ever been time when someone made you do something you didn't want to do? When was this? How did it happen?

Ministry Response Guides

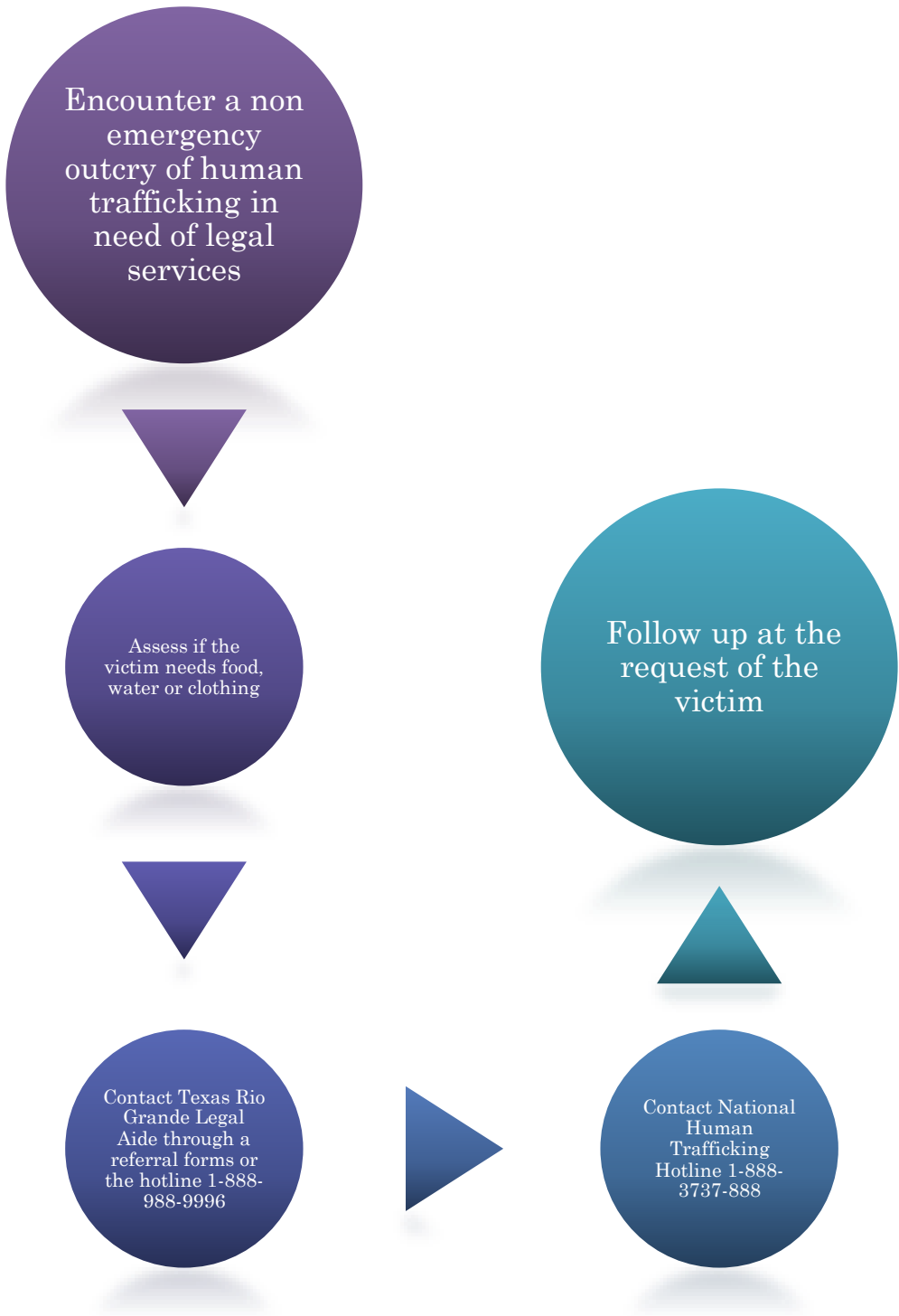
IF YOU ENCOUNTER A VICTIM OF HUMAN TRAFFICKING IN NEED OF EMERGENCY HELP



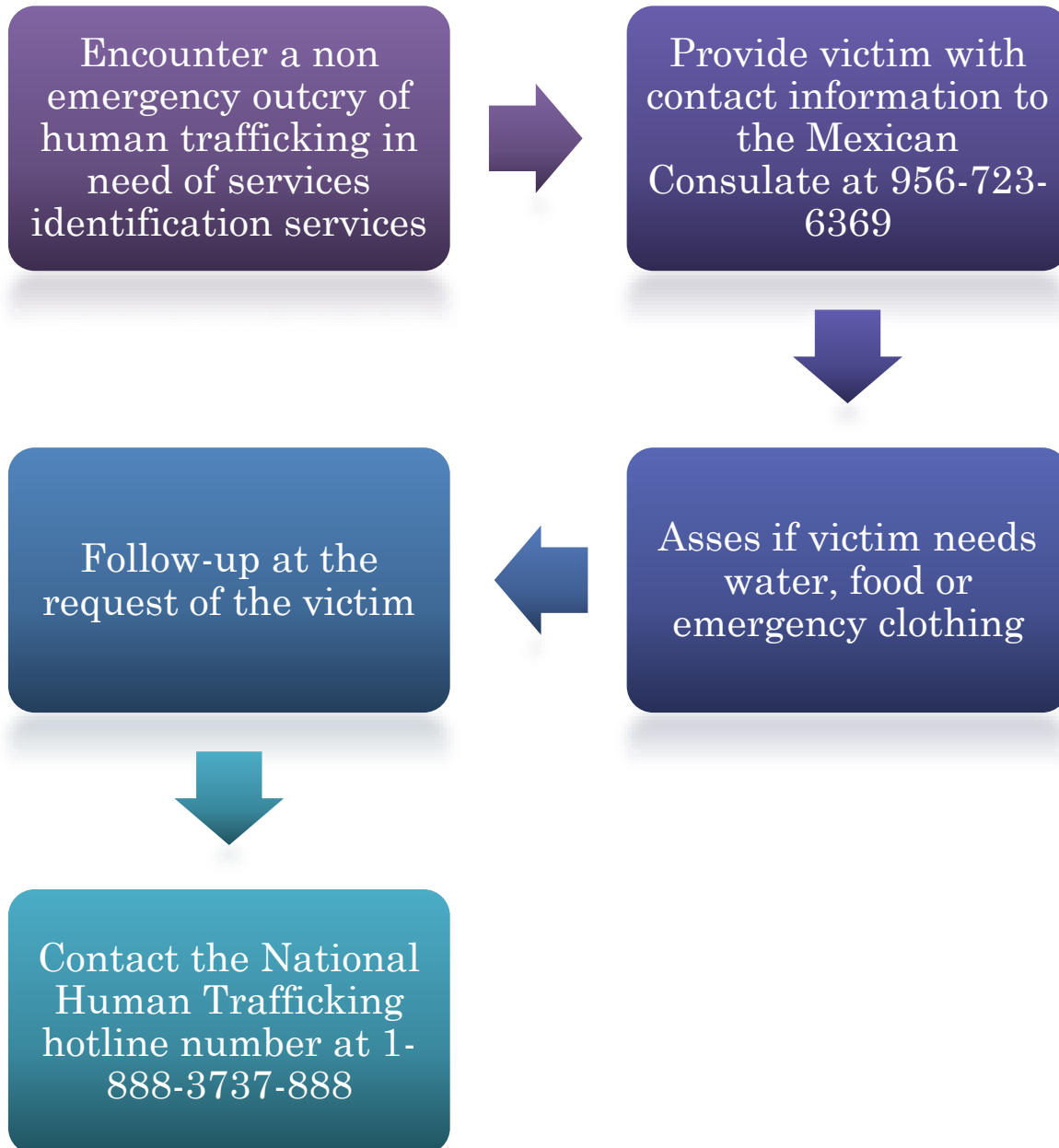
IF YOU ENCOUNTER A NON EMERGENCY OUTCRY OF HUMAN
TRAFFICKING THAT NEEDS SHELTER



IF YOU ENCOUNTER A NON EMERGENCY VICTIM OF HUMAN TRAFFICKING IN NEED OF LEGAL ASSISTANCE THROUGH LEGAL AIDE



IF YOU ENCOUNTER A VICTIM OF HUMAN TRAFFICKING IN NEED OF CONSULATE SERVICES (EX. IDENTIFICATION, LOSS OF DOCUMENTATION, MEXICAN CITIZENSHIP)



Emergency Contact Information

Church Contact Information

Church Name:	
Point of Contact:	
Phone Number:	
Email Address:	
Physical Address:	

Local Law Enforcement Designee:

Law Enforcement Agency:	
Point of Contact:	
Phone Number:	
Email Address:	

Local Human Trafficking Service Provider Designee:

Agency Name:	
Point of Contact:	
Phone:	
Email:	
Type of Service Provided	
Do you need a referral?	Yes or No (attach referral forms if needed)

Local Human Trafficking Task Force:

Name of Human Trafficking Task Force	
Point of Contact:	
Phone:	
Email:	

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 Srvcios Scles Aztlan

406 Scott St. Laredo, TX 78040

956-724-6244

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

2801 Cross St Laredo, TX 78046
956-724-6638

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.webbcountytexas.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.txs.uscourts.gov

Webb Count District Clerk

1110 Victoria St. #203 Laredo, TX 78040
956-523-4268
www.webbcountytexas.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.webbcountytx.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.webbcountytx.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 Srvcios 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.tamui.edu

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>

Fort Worth Police Human Trafficking Unit -
<https://www.fortworthpd.com/Divisions/human-trafficking.aspx>

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/departments/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>

North Texas Anti-Trafficking Team - <http://www.arlington-tx.gov/police/human-trafficking-about-the-north-texas-anti-trafficking-team/>

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

Texas Attorney General's Human Trafficking Prevention Task Force -
<http://www.traffick911.com/events/2016/4/21/texas-attorney-generals-human-trafficking-prevention-task-force>

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

<u>Initial Contact</u>											
Who conducted the initial assessment?											
Initial Contact Date and Time											
Reason for Contact with the Church											
<input type="checkbox"/> Report of Trafficking <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: left;">If Report of Trafficking:</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Location of incident?</td> <td></td> </tr> <tr> <td>Has incident been reported to law enforcement? (mandatory reporting requirements available at end of initial assessment form)</td> <td></td> </tr> </tbody> </table>		If Report of Trafficking:		Location of incident?		Has incident been reported to law enforcement? (mandatory reporting requirements available at end of initial assessment form)					
If Report of Trafficking:											
Location of incident?											
Has incident been reported to law enforcement? (mandatory reporting requirements available at end of initial assessment form)											
<input type="checkbox"/> Victim's Arrest <input type="checkbox"/> Other (please describe): _____											
Initial Contact Type											
<input type="checkbox"/> Hotline Call <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: left;">If Hotline Call:</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Caller Name</td> <td></td> </tr> <tr> <td>Caller Relation to Victim</td> <td></td> </tr> <tr> <td>Phone Number</td> <td></td> </tr> <tr> <td>Is this a safe number to call you back on?</td> <td></td> </tr> </tbody> </table>		If Hotline Call:		Caller Name		Caller Relation to Victim		Phone Number		Is this a safe number to call you back on?	
If Hotline Call:											
Caller Name											
Caller Relation to Victim											
Phone Number											
Is this a safe number to call you back on?											
<input type="checkbox"/> Law Enforcement Request for Visit <input type="checkbox"/> Other (please describe): _____											

<u>Client Information</u>	
Client Legal Name	
Phone Number	
Nickname, if applicable	
Gender	
Date of Birth	
Age	
Race/Ethnicity	
Language of Preferences	
Housing Situation	<input type="checkbox"/> Living Alone <input type="checkbox"/> Living with Parent or Guardian <input type="checkbox"/> Living with Roommate(s) <input type="checkbox"/> Living with Perpetrator

	<input type="checkbox"/> Homeless, Living Temporarily Elsewhere (hotel, motel, shelter, etc.) <input type="checkbox"/> Other (please describe): -----
Is your housing situation stable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Address	
City and State of Residence	
Educational Level	
Transportation Situation (check all that are applicable)	<input type="checkbox"/> Has a driver's license <input type="checkbox"/> Has access to a working vehicle <input type="checkbox"/> Has access to and uses public transportation <input type="checkbox"/> Is able to walk most places <input type="checkbox"/> Transportation is restricted by perpetrator
How do you meet your financial needs?	
Do you have medical insurance?	<input type="checkbox"/> Yes If yes, who is your insurer? <input type="checkbox"/> No
Do you have urgent medical or mental health needs that we can help you with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe these needs.	
If the client shares their story, please describe it in detail here.	
<p>Possible red flags of domestic minor sex trafficking include:</p> <ul style="list-style-type: none"> • 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 	

<ul style="list-style-type: none"> • Malnourished or in bad health • Won't make eye contact • Drug addiction or STDs 	
<p>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.</p>	

<u>Perpetrator Information</u>	
<p>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.</p>	
Name(s)	
Nickname(s) (if applicable)	
Gender(s)	
Age(s)	
Most Recent Location(s)	
Prior Relationship of Victim with Perpetrator	
How did you meet, or how do you know, the perpetrator?	

Supportive Relationship Information #1

Relationship Type	<input type="checkbox"/> Spouse or Significant Other <input type="checkbox"/> Parent or Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/> Sibling <input type="checkbox"/> Children <input type="checkbox"/> Friend <input type="checkbox"/> Other (please describe): -----
Name	
Phone Number	

Supportive Relationship Information #2

Relationship Type	<input type="checkbox"/> Spouse or Significant Other <input type="checkbox"/> Parent or Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/> Sibling <input type="checkbox"/> Children <input type="checkbox"/> Friend <input type="checkbox"/> Other (please describe): -----
Name	
Phone Number	

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

#3 -	
#4 -	
#5 -	

Treatment Planning

What do you believe are your greatest strengths/assets? (i.e. family, friends, coping strategies, hobbies, etc.)	
What do you believe your highest-priority needs are right now?	
Do you have a safe place you can go right now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the safe place, and where is it?	
Do you have any concerns about your safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what are they?	
<p>Follow up on any expressed concerns about safety that the client may have, to include planning for specific situations.</p> <p><u>EVERY TIME YOU SPEAK WITH A CLIENT, YOU MUST ENGAGE IN SAFETY PLANNING!</u></p> <p>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.</p> <p>Share with the client as appropriate the suggestions below:</p> <ul style="list-style-type: none"> • 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Post-Assessment Follow-Up

Who is the assigned case manager for this client?	
Describe the next steps that you plan to take to assist this client.	
<p>If the client indicated any urgent needs, to include emergency shelter or medical/mental health assistance, make the appropriate referrals within 24 hours.</p>	
Assign the client number and name here.	
<p style="text-align: center;">MANDATORY REPORTING REQUIREMENTS:</p> <p>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.</p> <p>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).</p> <p style="text-align: center;">All Populations - National Human Trafficking Resource Center - [Hotline - 1-888-373-7888]</p> <p style="text-align: center;">Children -</p> <hr/> <p style="text-align: center;">(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</p> <p style="text-align: center;">Adults -</p> <hr/> <p style="text-align: center;">(Insert Local Law Enforcement Information)</p> <p style="text-align: center;">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</p>	
Does the content of this assessment require a report to law enforcement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date and Time of Law Enforcement Report, if applicable	

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.

Case Manager	
Date and Time of Case Closure	
Reason for Case Closure	
List all agencies contacted and referrals made on client's behalf during case management.	
Describe client final outcome (i.e. location, safety, future outlook)	
Describe outcome of trial, if applicable.	
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.	
Has client been made aware of and agreed to case closure, or transition to supportive relationship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total time spent with client, in X.X format [see case note records for times]	

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

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