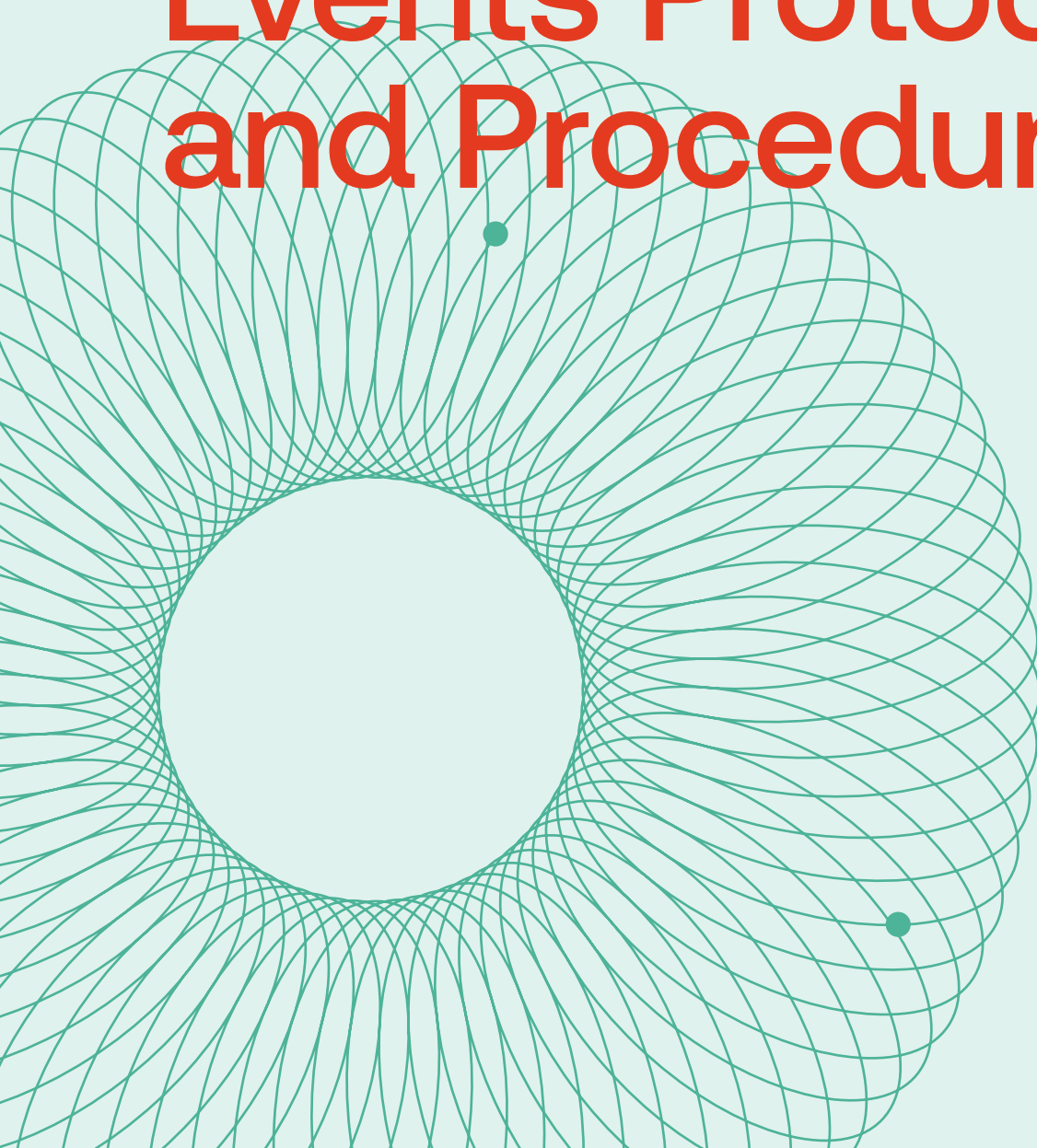


Thomson Reuters Institute

# The Big Game and Future Large-Scale Events Protocols and Procedures

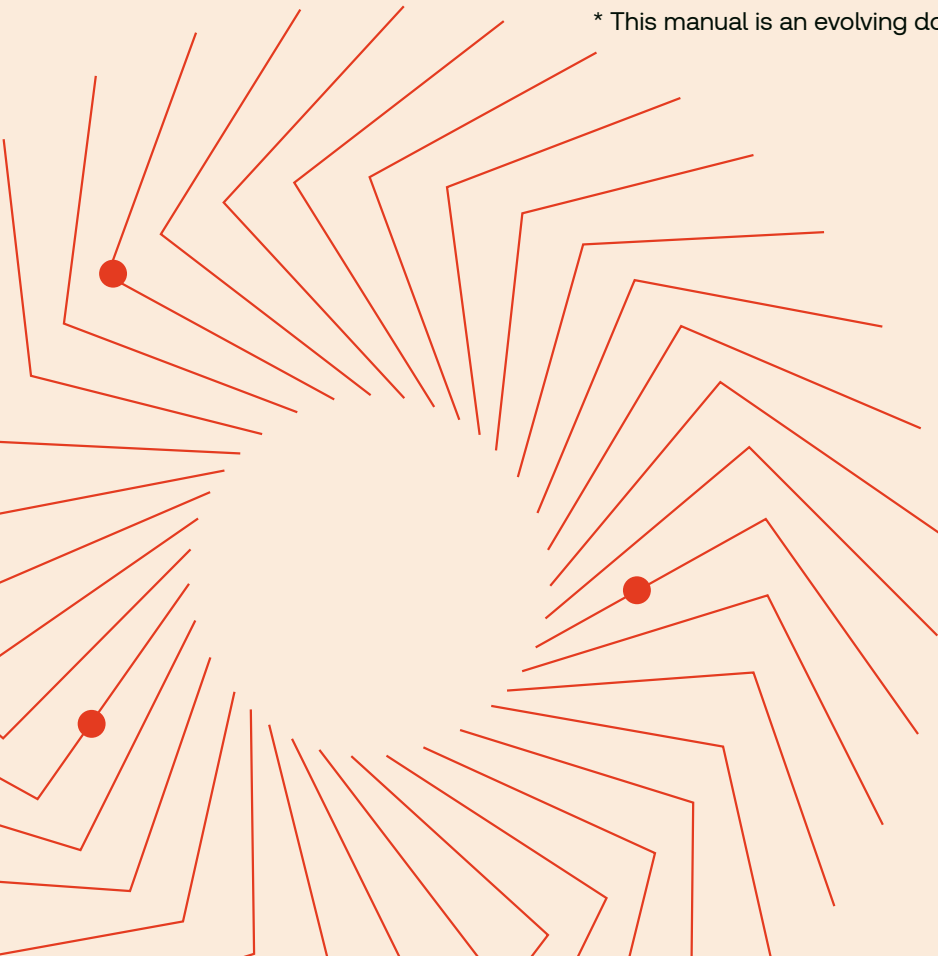


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## 3rd Version\*

\* This manual is an evolving document and will be revised as needed.



# Section 1: Introduction

## Overview of Initiative

While data continues to evolve on the exact relationship between large-scale events and human trafficking, there does appear to be a correlation between events like the big game and an increase in online sex ads, which may be taken as a proxy for sex trafficking. In light of this, and to support victim service providers, who are expected to enhance their already existing efforts around the big game on February 5th, 2017, the City of Houston will pay to reserve shelter beds for victims recovered by partner agencies. This decision was informed by community discussions and input received from agencies on Mayor Sylvester Turner's task force, the Houston Area Council on Human Trafficking (HAC-HT). Shelter beds will be reserved for victims of both sex and labor trafficking and for those where there is a suspicion of human trafficking.

The larger goal behind this initiative is to pilot it, refine it, and turn it into a standing, long-term, collaborative response to key large-scale events in Houston throughout the year. Such a response will be embedded within the City of Houston's larger, policy-level Anti-Human Trafficking Strategic Plan.

# Section 2: Program Logistics for Referring Agencies and Shelters

## Program for the Big Game

The City of Houston will pay to put on hold beds at three (3) shelters for the following time period: three weeks leading up to the big game (beginning January 15, 2017) and two weeks after (concluding on February 19, 2017). Use of these beds is not required of partner agencies, but is provided as an option and to support their efforts. The City of Houston may assess whether a victim connected with a shelter bed under this program should be referred for long-term housing possibilities. In such cases, the City will notify the placing victim service provider.

## Referring Agencies

The HAC-HT visiting members listed below may refer potential victims to the shelter beds reserved by the City of Houston. The primary and secondary phone numbers of each organization, both of which will be answered 24/7, are also provided.

Organization	Primary Number	Secondary Number	Notes
		Client Advocacy Director <i>Staff will answer</i>	Will be attended 24/7 by staff the week leading up to, during, and the week after the big game.  <i>Please note: use the local hotline number outside of the above time frame; it will be answered by volunteer advocates who immediately forward to staff.</i>
Mayor's Office Contact	(xxx) xxx-xxxx	(xxx) xxx-xxxx	Available 24/7, if needed.

### Drop-off Logistics

Service providers must fill out a voucher for every person they drop off at one of the participating shelters. A PDF version of the voucher is included as part of this toolkit for reference purposes. Best practices will be developed by way of this partnership; however, contact person will likely be the point person at the shelter for initial interview with client, review agreed upon rules (submitted already to this body), collect their cell phone (if they have one), follow bed bug protocol (removal of current clothing and any clothing or material brought for storage in ‘hot box’ and follow up with washing and drying at high temperature). The client will be assigned a room and given schedule for meals and follow up appointment with case manager to contact victim service provider for case management and subsequent follow up. If the client stays for the duration of agreement, they will have to elect to enter services or leave the facility at end of agreement.

### Shelter Locations

The City of Houston has reserved shelter beds at the following locations. Directors are called if staff are not available. Call [insert name] on [insert phone number] finally at [insert facility name], if you are unable to get in touch with Directors. Please note, even if those referring agencies dropping off do not get in touch with a contact, they should still bring clients to staff, who are aware of this program. If you drop off a client at one of the shelter options, please notify City staff member [insert name] via email at [insert email]. Inform (him/her) of location, date and time of drop off and (he/she) will check in and ensure that dropped off clients have had follow up visits from referring agency staff.

Note: Use the table below to insert the shelter name, address, how many available shelter beds, demographics served, the contact person and phone number. Please be sure to include back-up numbers and contacts and any restrictions on the hours of the contact.

Shelter name	Address	Available bed / demographic	Contact person & phone
XX shelter	123 Main St.	10 mixed single male, female, and family	xxx-xxx-xxxx (24-hr) Back-up: xxx-xxx-xxxx

### Payment and Vouchers

The City of Houston has signed a Memorandum of Agreement (MOA) for the purposes of paying all costs associated with reserving shelter beds from referring agencies. Victim service providers will not be responsible for any such costs. It is anticipated that the City of Houston will arrange for the shelter to bill the City directly to reduce the administrative burden on victim service agencies.

## Section 3: Protocols When Encountering Minors

### Domestic

*[User note: Please update this section with the relevant city/state contact information, applicable statute(s), and relevant personnel.]*

Service providers within this program must abide by applicable state laws. As required by the Texas Family Code 261.101, professionals are required to report potential abuse, neglect and/or exploitation of minors, including prostitution, within 48 hours.

- Call Child Protective Services: 1-800-252-5400

### AND/OR

- Call HPD Vice Division's Desk Officer: (713) 308-8600.
  - Note: Officer also recommends calling the National Human Trafficking Hotline at 1-888-373-7888.

When calling CPS, remember to take down the following information:

- Name of Intake Specialist
- ID Number
- Reference Number of Case

For more information on these procedures, visit the following links:

- [www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm#261.101](http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.261.htm#261.101)
- [www.dfps.state.tx.us/training/reporting/](http://www.dfps.state.tx.us/training/reporting/)

### Undocumented

The Department of Homeland Security is mandated by law to assume interim custody of undocumented, unaccompanied minors. Service providers must comply with the law and, in the event they encounter minor(s) in this group who are potential trafficking victims, they must report so:

- Call (Special Agent) at *[insert phone number]*.

Once a potential victim is reported, HSI agents, Enforcement and Removal officers, or Victim Assistance Specialist will call the intake department at the Texas Department of Health and Human Services (referrals can only be made by a federal law enforcement agency). The minors will then be placed at one of the facilities located in and around the Houston metro area. HSI Houston will seek a Continued Presence for confirmed and/or suspected human trafficking victims.

If it is determined that the undocumented minor is not a trafficking of victim, he or she will have to apply for Special Juvenile Immigrant benefits. This process is normally completed by the facility that houses the victim or by another agency, such as Catholic Charities.

## Section 4: Details of Shelters

*[User note: Please fill out the shelter information accordingly, based on the below criteria and any additional criteria relevant to your city shelters.]*

**Beds on Hold:** *[insert number of beds]*

**Demographic:** *[insert who the facility is for i.e. single men]*

**Shelter Capacity:** *[insert capacity number]*

**Programs Available:** *[insert list of programs available i.e. Substance Recovery, Emergency Shelter]*

Client will present their voucher at entry and rules of facility will be explained to client as well as the schedule of meal times and other services we provide here. Client is given their bed assignment and hygiene kit. 24-7 Security.

**Beds on Hold:**

**Demographic:**

**Shelter Capacity:**

**Programs Available:**

**Beds on Hold:**

**Demographic:**

**Shelter Capacity:**

**Programs Available:**

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