

RESOLUTION 25-250

**A RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE DAVIS HOUSE
AND KIDS PLACE FOR SERVICES RENDERED FOR CHILD ABUSE
INVESTIGATIONS**

WHEREAS, Tennessee State Law, (TCA 37-1-607) requires each county to investigate child abuse cases by providing a Child Protective Investigative Team, (CPIT) that assist local law enforcement during child abuse investigation; and

WHEREAS, The Davis House in Williamson County and The Kids Place in Maury County Tn. provides the required services for child abuse investigations utilized by local law enforcement; and

WHEREAS, this agreement concurs annually if funding is available from the City of Spring Hill; and

WHEREAS, The City of Spring Hill agrees to help offset costs associated with the services provided for the investigations by contributing up to \$25,000.00 annually to the Davis House and up to \$15,000.00 annually to Kids Place.

NOW, THEREFORE BE IT RESOLVED, that the Board of Mayor and Alderman of the City of Spring Hill agree to contribute up to \$25,000.00 annually to the Davis House and up to \$15,000.00 annually to Kids Place for services provided to the Police Department in child abuse investigations.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 3rd day of November 2025.



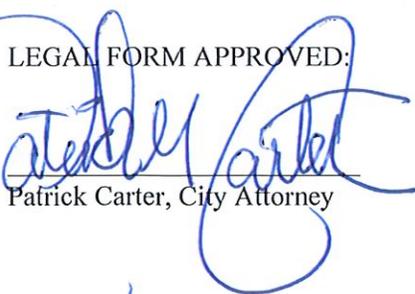
Matt Fitterer, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

STAFF MEMORANDUM

TO: Board of Mayor and Aldermen
FROM: Don Brite | Chief of Police
DATE: 11/03/2025
SUBJECT: Resolution | Ordinance 25-250: To approve funding for the Hope House and Kids Place for Juvenile investigations.

RECOMMENDATION:

Staff recommends approval of Resolution 25-250 to support the Davis House and Kids Place for services it provides to juvenile victims of abuse, their families and our department.

BACKGROUND:

In 2021, the City of Spring Hill Board of Mayor and Alderman approved funding to help offset the cost of services provided to the victims of abuse, who are residents in our city. State law, TCA 37-1-607, requires each county to investigate child abuse cases by providing a Child Protective Investigative Team, (CPIT) that assist local law enforcement during child abuse investigation. Williamson County utilizes the Davis House, and Maury County utilizes Kids Place for juveniles who reside in Spring Hill. Both assist our detectives by providing forensic interviews and other services with professionals who are trained in their area of expertise. This benefits our department as well as the victims and their families. The annual funding was based on the City contributing 25% of the average cost per year. Davis House on average for the last five years had 58 clients per year from Spring Hill, with an average cost of \$85,260.00 per year. The \$21,315.00 is 25% of the cost. Kids Place is based on contributions given by each government entity in Maury County.

FINANCIAL IMPACT:

\$45,000.00 annually, this is a budgeted item in the current FY 2025-26 budget.

SUPPORTING DOCUMENTS:

Resolution 21-155



Spring Hill Police Department
800 Hathaway Blvd.
Spring Hill, Tennessee 37174
dbrite@springhilltn.org
931-384-0273

RESOLUTION 21-155

A RESOLUTION TO ENTER INTO A CONTRACT WITH THE DAVIS HOUSE FOR SERVICES RENDERED FOR CHILD ABUSE INVESTIGATIONS

WHEREAS, Tennessee State Law, (TCA 37-1-607) requires each county to investigate child abuse cases by providing a Child Protective Investigative Team, (CPIT) that assist local law enforcement during child abuse investigation; and

WHEREAS, The Davis House in Williamson County provides the required services for child abuse investigations utilized by local law enforcement; and

WHEREAS, The Spring Hill Police Department has averaged 58 cases yearly in Williamson County in the last 5 years; and

WHEREAS, The City of Spring Hill agrees to help offset cost associated with the services provided for the investigations by contributing \$21,315.00 annually to the Davis House.

NOW, THEREFORE BE IT RESOLVED, that the Board of Mayor and Alderman of the City of Spring Hill agree to contribute \$21,315.00 annually to the Davis House for services provided to the Police Department for child abuse investigations.

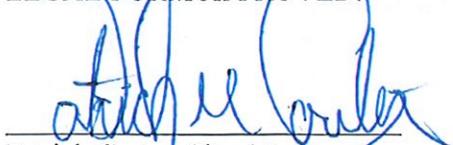
Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 7th day of September, 2021.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney



reaching out to all of the Law Enforcement agencies in Williamson Co. to request funding to help offset the associated cost.

FINANCIAL IMPACT:

\$21,315.00 annually, budgeted item, funding is available if approved, Line Item 200.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 21-155 to support the Davis House for services it provides to juvenile victims of abuse, their families and our department.

5. All reasonable efforts will be made by each agency to coordinate each step in the investigative process in order to minimize the number of interviews and interviewers to which the child is subjected, thus reducing the potential trauma to the child.
6. All agencies participating in current investigations are expected to attend the CPIT meetings on the second and fourth Wednesday of the month.
7. All agencies are encouraged to participate in quarterly CPIT trainings provided by Davis House Child Advocacy Center.
8. It is expressly understood each agency will work within its departmental mandates and policies. Nothing contained herein supersedes the statutes, rules, or regulations governing each agency.
9. All personnel participating in CPIT meetings agree to maintain the confidentiality of all client records and information gathered during the investigative process.
10. All agencies participating in CPIT meetings agree to share pertinent case information with the appropriate agency except as prohibited by law.
11. The Williamson County Child Protective Investigative Team Inter-Agency Agreement shall only be modified with the consent of all signatories.
12. The Inter-Agency Agreement may be terminated by written notice, submitted to all parties. Any party seeking to terminate the Inter-Agency Agreement must give thirty days' notice.
13. Each individual agency is investigating an allegation for their respective agency and shall conduct an independent investigation and may reach an independent conclusion based on the information obtained from the investigation.
14. As agencies become parties to this agreement, they agree to follow the provisions as outlined in this document.
15. Signatories of this Inter-Agency Agreement will include the following agencies:

Brentwood Police Department
Davis House Child Advocacy Center
Department of Children's Services
Fairview Police Department
Franklin Police Department
Nolensville Police Department
Office of the District Attorney General, 21st Judicial District
Our Kids
Spring Hill Police Department
Williamson County Juvenile Court
Williamson County Sheriff's Office

The Inter-Agency agreement shall be renewed at least every year or more frequently if any of the parties are no longer authorized to serve as signatories to the agreement.

See Fort White
Our Kidz Clinic

Am Bl
Spring Hill Police Department

[Signature]
Willamson County Sheriff's Office

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Child Protective Investigative Team (CPIT)

A Child Protective Investigation Team is required in every county by law (TCA 37-1-607). The role of the team is to conduct child protective investigations of reported child sex abuse and to support and provide services to sexually abused children. The law (TCA 37- 1406) also gives each team the discretion to investigate other cases of child abuse. TCA 37-1- 607 defines the purpose of the investigation as to protect the child and preserve evidence for future criminal prosecutions and requires that all investigations be appropriately conducted and coordinated.

The law (TCA 37-1-607) requires that representatives from the Office of the District Attorney General, Department of Children's Services, Law Enforcement, Juvenile Court, and the Child Advocacy Center serve as CPIT members with representatives from mental health and medical field as optional members.

3. Coordinate all investigations with the members of the CPIT. This is to include, but not limited to:
 - (A) Interviews of families, witnesses, and the person to whom child made initial disclosure.
 - (B) Determination of safety issues
 - (C) Arranging Medical Legal Exams (MLE's) when necessary
 - (D) Obtaining copies of medical reports and transcripts of interviews when necessary.
 - (E) Arrange forensic interviews at DHCAC unless emergency circumstances dictate otherwise. (Ex. Non-offending parent/caregiver cannot be reached or referral information states parent/caregiver is not protective or there is risk to the public or urgency exists to apprehend the perpetrator.)
4. Participate in and present cases at CPIT meeting. Have case files reviewed and completed prior to staffing. DCS and LE investigators shall confer about their investigation prior to staffing to recommend dispositions.
5. Handle non-criminal court proceedings as related to the protection of the child and be available to assist the CPIT criminal proceedings as well.
6. Prepare paperwork for cases and send to the ADA for case preparation within 10 working days after cases are referred for prosecution in CPIT staffing. This shall include DCS case file, medical reports, prior referral information of the child(ren) involved and the alleged perpetrator, and any other information necessary for the successful prosecution of the case that is requested by the District Attorney's Office.
7. Notify the family of the CPIT staffing decision. If a case is to be reviewed by the ADA for possible indictment, provide family with the name and number of the Victim Witness Coordinator.
8. DCS will contact the Victim Witness Coordinator or the ADA with the case status, a copy of additional records and the name of the new case manager or therapist, when applicable. Past records and other necessary information shall be provided when requested.
9. No later than 60 days, unless extenuating circumstances (documentation required) dictate more time is needed to complete a thorough investigation, after receiving the initial report, CPIT in cases of child sexual abuse, severe physical abuse or DCS in all other cases shall determine whether the reported abuse was

4. It shall be the preferred procedure of CPIT that the interview of a victim be conducted by a forensic interviewer at DHCAC whenever possible. Joint interviews between LE and DCS are recommended and shall be conducted at DHCAC whenever possible.
5. Collect and process evidence (crime scenes, MLE's, search warrants, scene searches, computers, etc.). Evaluate the propriety of conducting scene searches and applications for search warrants as soon as possible.
6. Interview and take statements from possible witnesses and coordinate efforts with DCS, including witnesses to whom child made allegations.
7. Request copies of medical reports when necessary.
8. Interview the perpetrator and provide DCS with a summary of the alleged perpetrator's statement prior to staffing. Notify DCS to observe perpetrator interviews when possible.
9. Participate in CPIT meetings. Have case files reviewed and completed prior to staffing. DCS and LE shall confer about their investigations prior to staffing to recommend dispositions.
10. Compile case for the ADA. Include police reports, DCS reports, MLE's, evidence, etc. within 10 working days of cases referred for prosecution at staffing. Also include prior criminal investigations for sexual or physical abuse, neglect or domestic violence on alleged perpetrator.
11. When possible, review case with the ADA prior to obtaining arrest warrants. Notify the ADA or Victim Witness Coordinator with family information and warrant number as soon as possible.
12. Present case to the Grand Jury.
13. Make arrests on indictments as quickly as possible and notify DCS, ADA, or Victim Witness Coordinator of any arrests as quickly as possible.
14. No later than 60 days, unless extenuating circumstances dictate more time is needed to complete a thorough investigation, after receiving the initial report, CPIT in case of child sexual or severe physical or DCS in all other cases abuse shall determine whether the reported abuse was substantiated or unsubstantiated and report its findings to the DCS abuse registry. 37-1-406 (i)

17. District Attorney's Office agrees to coordinate interviews, share relevant information and use victim sensitive interviewing procedures.

MEDICAL EXAMINATIONS

1. The medical examination serves two main purposes: to promote the health and well-being of the child victim and the family and to gather and document forensically significant information such as ano-genital injury and biological evidence.
2. All medical examinations, medical history, and the preparation of the child for the medical exam will be conducted by a licensed medical doctor, nurse practitioner, or other qualified medical professional. Specialized medical evaluation and treatment services are available to and coordinated with the multidisciplinary team response by Our Kids. Our Kids staff has extensive training in the area of child sexual abuse and in providing the medical legal exam (MLE). Our Kids shall be the preferred agency for conducting medical exams.
3. Medical exams for suspected sexual abuse are provided through Our Kids 24 hours a day, 7 days a week.
4. Medical examinations are scheduled at Our Kids by appointment. For children for whom the investigative team has reason to believe that a sexual assault has occurred within the previous 72 hours, the team should consult with Our Kids staff to see if an exam needs to be done emergently at Nashville General Hospital by Our Kids staff. When alleged abuse has occurred outside this time frame, the investigator and/or CPIT member with the most first-hand knowledge of the case shall call Our Kids to make a referral for a medical examination and give details of the allegation and the child's disclosure. Medical staff is available at all times to consult with the investigative team in order to make decisions about the necessity and timing of medical evaluations.
5. For children seen in the Emergency Department of Nashville General Hospital following an acute assault, standard procedure for rape kit collection, and preserving the chain of custody for evidence will be followed.

DAVIS HOUSE CHILD ADVOCACY CENTER

1. Provide child-friendly environment for victims of child sexual and severe physical abuse to be interviewed by a trained forensic interviewer and observed by CPIT representatives. **At no time is the alleged perpetrator allowed on the premises of Davis House CAC and should not bring or ride with the child to the forensic interview.**
2. Provide ongoing training opportunities for CPIT for training and cross training purposes.
3. Provide trained forensic interviewers to conduct interviews with children who are referred to DHCAC for allegations of abuse.
4. Document all interviews by DVD. Provide the original forensic interview recording to LE and a copy of the forensic interview recording to DCS. Distribute the forensic interview recording utilizing a chain of custody form. A copy of the forensic interview recording shall also be retained by DHCAC. (See Forensic Interview Protocol).
5. Provide victim services in a child centered setting which include mental health, family advocacy, court orientation, court support, and other services designed to address child abuse.
6. Collect signed confidentiality agreement from all attending CPIT members at each CPIT meeting in order to protect sensitive information shared among CPIT members.
7. Collect statistical information from CPIT meetings as mandated by grants and for research projects as determined by CPIT.

VICTIM ADVOCACY

1. Maintain a child-friendly environment for investigative interviews with child abuse victims. This includes maintaining an appropriate interview room with all the necessary supplies and interviewing tools for the investigators.
2. Assist child victims and non-offending family members through case management and support. These services include, but are not limited to, attending meetings and appointments with the parent, making referrals, placing phone calls, writing letters, or accessing appropriate services or funding.
3. Participate as a CPIT member, provide feedback for clients he/she is working with.
4. Maintain regular communication with members of CPIT and other community agencies to assist parents in meeting their needs and communicating their concerns. This also serves to provide coordinated services and assist in the investigative process.
5. Maintain confidential case files on all clients of the Davis House Child Advocacy Center. This includes documenting all contact and services provided to clients on the NCAtrak database system.
6. Provide victim services, in a child centered setting which include mental health, family advocacy, court orientation, court support, and other services designed to address child abuse.

CASE TRACKING

1. The CAC utilizes NCAtrak, an electronic data base system which is web based to track and receive case information.
2. CPS information is filtered from DCS Central Intake unless it's a non-severe case or a law enforcement only case, in these instances the Forensic Interviewer enters all case information.
3. The Tennessee Department of Children's Services (TNDCS) Central Intake provides referral information on each TN DCS case that meets the CPIT criteria (severe physical abuse, sexual abuse or meth related cases) through a nightly electronic submission. Each case is sent to the corresponding CAC in the TNDCS county that will be investigating the case.

3. CPIT is made up of representatives from the following disciplines: Law Enforcement, District Attorney's office, DCS, DHCAC staff (forensic interviewer, child and family advocate, director of victim services and mental health professionals), Juvenile Court and medical staff.
4. CPIT will not convene if a representative of Law Enforcement, District Attorney's office, DCS and DHCAC are not present.
5. DHCAC Director of Victim Services prepares an agenda, for CPIT, of cases to be reviewed at the upcoming meeting. The agenda includes all open cases (new cases that have been received since the last CPIT and all previously reviewed CPIT cases that have not been classified with an outcome through CPIT) and is disseminated to CPIT members approximately 2 days prior to the next case review meeting.
6. DHCAC Director of Victim Services prepares a Log Sheet (status or outcome of all cases reviewed at previous CPIT) and disseminates to CPIT members post meeting.
7. During the CPIT meetings each case is presented by the DCS investigator and/or law enforcement detective(s) on the case. Updates are also given by various other CPIT members with relevant knowledge of the case investigation.
8. If an investigator is unable to present their case to CPIT, either the case will be held over until the next meeting, or a supervisor or other designee will present the case for the investigator that is unable to present.
9. The information presented is used to make an informed team decision on how to move forward with the case and/or how to classify the allegation(s) and alleged perpetrator(s).

DL

Spring Hill Police Department

[Signature]

Wilkeson County Sheriff's Office

Marcus Stang

Davis House Child Advocacy Center

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