

**FAIRFIELD COUNTY JOB AND FAMILY SERVICES – PROTECTIVE SERVICES  
MEMORANDUM OF UNDERSTANDING  
TO ADDRESS ELDER ABUSE, NEGLECT, AND EXPLOITATION**

**I. STATEMENT OF PURPOSE**

This memorandum of understanding (hereinafter MOU) to address elder abuse, neglect, and exploitation is required by section 5101.621 of the Ohio Revised Code and section 5101:2-20 of the Ohio Administrative Code. It is an agreement among Fairfield County Job and Family Services – Protective Services and community partners that delineates roles and responsibilities for referring, reporting, investigating, and prosecuting elder abuse, neglect and exploitation cases. The MOU also identifies procedures for collaborative service provisions needed to ensure elder safety, support independence, and promote quality of life while preserving the rights of adults to make their own decisions. Three primary goals of this MOU are:

- Roles and responsibilities for handling elder abuse, neglect, and exploitation referrals received by Fairfield County Job and Family Services – Protective Services.
- Roles and responsibilities for filing criminal charges against persons alleged to have abused neglect or exploited adults.
- Establish an interdisciplinary team to coordinate efforts related to prevention, report, and treatment of elder abuse, neglect, and exploitation.

Fairfield County Job and Family Services – Protective Services is guided by principles that, by extension, guide the work of all organizations who participate in this MOU.

- **Self-Determination:** Adults have the right to make personal choices and decisions until such time as they delegate, or a court grants, the responsibility to someone else.
- **Freedom of Choice:** Adults have freedom in their choices, including refusing services and choosing circumstances with risk of harm, providing they are capable of making choices, do not harm another in doing so, commit no crime, and do not create a public nuisance.
- **Participation in Decision-Making:** Adults have the right to receive information and, to the extent they are able, participate in all decisions that affect their circumstances.

Fairfield County Job and Family Services – Protective Services provides the following services to the community:

**Screening:** The capacity to accept and screen referrals of suspected elder abuse, neglect, and/or exploitation includes but is not limited to the following: Receiving referrals 24 hours/day, 7 days/week; Referrals can be received via phone or online 24 hours/day, 7 days/week and in person during agency business hours; Recording and retaining referral information; Utilizing the screening guidelines created by the Ohio Department of Job and Family Services and based on Ohio Administrative and Revised Code and categorizing the elder maltreatment type; Adherence to a protocol

for making screening decisions regarding referrals of suspected elder abuse, neglect, and/or dependency within 24 hours from the time of the referral; Documenting case decisions; And assigning a response priority of emergency or non-emergency to any screened in report.

**Assessment and Investigation:** The capacity to investigate and assess accepted reports of suspected elder abuse, neglect, and/or exploitation, includes responding to emergency reports within twenty-four (24) hours and non-emergency reports within three (3) working days as required by O.R.C 5101.65 and O.A.C.5101:2-20-11; Fairfield County Job and Family Services – Protective Services makes every effort to initiate emergency reports within one (1) hour and non-emergency reports within twenty-four (24) hours. Written notice of the intent of investigation is provided to the adult who is the subject of the investigation at the time of the initial interview. Conducting an initial assessment of risk to the adult who is identified as the subject of the report within the timeline prescribed in the Ohio Administrative Code; Working collaboratively with other investigative agencies when appropriate; Making case dispositions within required timeframes; Evaluating the need for protective, prevention, or supportive services and/or court involvement; and documenting all activities and case determinations.

**Service Provision:** The capacity to provide services that ameliorate, eliminate, or reduce future elder maltreatment and the conditions which led to abuse, neglect, or exploitation, includes providing service planning and case management coordination; Identifying and stating the concern and change(s) needed to address the maltreatment will occur through the use of a case plan; Monitoring case progress, measuring service outcomes, re-assessing safety and risk, and evaluating permanency options by using case reviews and adhering to documentation and case closure protocols.

## **II. ROLES AND RESPONSIBILITIES OF EACH PARTICIPATING AGENCY**

### **A. JOB AND FAMILY SERVICES – PROTECTIVE SERVICES**

The Fairfield County Job and Family Services – Protective Services is the lead agency for the investigation of elder abuse, neglect, or exploitation in Fairfield County. The Fairfield County Job and Family Services – Protective Services will coordinate and facilitate meetings, establish standards and protocol for joint assessment/investigation with the cross-referrals, confidentiality, and training of signatories as required by statute. Protective Services staff and management will also participate in meetings and training as deemed appropriate at the discretion of the Director.

### **B. LAW ENFORCEMENT**

The County Sheriff and each Chief of the local political subdivisions will have responsibility for: taking referrals/reports alleging elder abuse and neglect from any source within their respective jurisdiction; Referring reports to Fairfield

County Job and Family Services – Protective Services as soon as possible for investigation of the circumstances; Determining whether allegations of abuse or neglect rise to the level of criminal conduct; Cooperating with Fairfield County Job and Family Services – Protective Services in a joint and thorough investigation when the information contained in the report lends itself to allege a present danger; Assisting Fairfield County Job and Family Services – Protective Services in hazardous situations where the provision of protective services or the investigation of elder abuse, neglect, or exploitation is impeded; Coordinating with Fairfield County Job and Family Services – Protective Services on interviews with principals of the case when there are serious criminal implications; Notifying Fairfield County Job and Family Services – Protective Services of any legal action involving an alleged perpetrator of elder abuse, neglect, or exploitation; Responding to Fairfield County Job and Family Services – Protective Services' requests for information regarding the status of the legal action; Providing police record checks for Fairfield County Job and Family Services – Protective Services as necessary or requested as permitted by law; Handling and coordinating investigations involving an elder fatality which may have resulted from abuse or neglect.

#### **C. PROBATE COURT**

The probate court has a duty to exercise jurisdiction to hear and decide matters as permitted by the Ohio Revised Code Chapters 2101. The court is responsible for issuing orders regarding investigations involving concerns for elder abuse, neglect, and exploitation. The Probate Judge shall ensure that due process of law is achieved; Hear evidence and issue findings of fact and conclusions of law as to any elder facing abuse, neglect, or exploitation.

#### **D. COUNTY PROSECUTOR**

The County Prosecutor shall report suspected cases of elder abuse, neglect, and exploitation to Fairfield County Job and Family Services – Protective Services or appropriate law enforcement agency. The County Prosecutor shall provide counsel for and/or represent Fairfield County Job and Family Services – Protective Services in legal actions involving elder abuse, neglect, and exploitation.

The prosecuting attorney may inquire into the commission of crimes within the county. The prosecuting attorney shall prosecute, on behalf of the state, all complaints, suits, and controversies in which the state is a party, except for those required to be prosecuted by a special prosecutor or by the attorney general. The County Prosecutor is to determine, based upon the facts, whether criminal culpability exists and if enough evidence exists for a matter to be prosecuted. The prosecutor will be available to law enforcement and Fairfield County Job and Family Services – Protective Services staff for questions or assistance in

the investigation of elder abuse, neglect, and exploitation cases. The prosecuting attorney agrees to aid Fairfield County Job and Family Services – Protective Services in protecting the confidential nature of adult protective services records and investigations; As well as the special protection afforded to the identity of the reporting source.

### **III. SCOPE OF WORK**

The key objective of this MOU is to clearly define the roles and responsibilities of each agency in the provision of adult protective services.

#### **A. Mandated reporters and penalty for failure to report**

Persons identified as mandated reporters per Ohio Revised Code section 5101.63, while acting in official or professional capacity, shall immediately report knowledge or reasonable cause to suspect the abuse, neglect, or exploitation of an adult, 60 or older, in accordance with that section. Reports shall be made to Fairfield County Job and Family Services – Protective Services or a law enforcement officer.

The penalty for the failure of a person required to report any suspected case of elder abuse, neglect, and/or exploitation pursuant to ORC section 5101.63 shall be a misdemeanor of the 4<sup>th</sup> degree under ORC section 5101.99(B). Failure to report suspected elder abuse, neglect, and/or exploitation may also result in civil liability in the form of compensatory or exemplary damages. Fairfield County Job and Family Services – Protective Services will consult with agency legal counsel through the County Prosecutor if aware of any situation a mandated reporter fails to report suspected or known elder abuse, neglect, or exploitation to provide notification and determine next steps.

#### **B. System for receiving reports**

Reports of elder abuse, neglect, and exploitation abuse shall be made to Fairfield County Job and Family Services – Protective Services or any law enforcement officer with jurisdiction in Fairfield County. Fairfield County Job and Family Services – Protective Services receives all after-hours calls directly or through the Fairfield County Sheriff's Office.

When a law enforcement officer receives a report of possible abuse, neglect, or exploitation of an elder adult or the possible threat of abuse, neglect, or exploitation of an elder adult, the law enforcement officer shall refer the report to Fairfield County Job and Family Services – Protective Services for consideration.

When Fairfield County Job and Family Services – Protective Services receives a report of elder exploitation, Fairfield County Job and Family Services – Protective Services shall notify the appropriate law enforcement agency of the report, unless law enforcement is present, and an arrest is made at the time of the report that results in the appropriate law enforcement agency being notified of the elder exploitation. There will be circumstances in which reports of elder abuse and neglect are also referred to law enforcement, depending on the information received regarding the concerns.

**C. Responding to mandated reporters**

When Fairfield County Job and Family Services – Protective Services receives a referral from a mandated reporter who provides their name and contact information, Fairfield County Job and Family Services – Protective Services shall forward an initial mandated reporter notification to the referent within seven days with the decision regarding the referral. It will identify one of the following occurred:

- The referral was not accepted for investigation.
- The referral was forwarded to the appropriate county or agency that hold jurisdiction.
- The referral was accepted for investigation.
- The referral was documented as additional information on an existing case.

**D. Roles and responsibilities for handling emergency and non-emergency cases of elder abuse, neglect, and exploitation**

**1. Fairfield County Job and Family Services – Protective Services' Response Procedure**

When Fairfield County Job and Family Services – Protective Services determines that a report is emergent, Fairfield County Job and Family Services – Protective Services shall attempt a face-to-face contact with the adult identified as subject of an investigation of within one (1) hour of the receipt of the report, but in some instances may respond within twenty-four (24) hours.

When Fairfield County Job and Family Services – Protective Services determines that a report is non-emergent, Fairfield County Job and Family Services – Protective Services shall attempt a face-to-face contact or complete a telephone contact within twenty-four hours from the time the referral was screened in, with a principal of the report or collateral source who has knowledge of the adult's current condition and can provide current information about the adult's safety. Fairfield County Job and Family Services – Protective Services will then complete all necessary activities identified in OAC 5101:2-20-12.

Fairfield County Job and Family Services – Protective Services is identifying a possible need for a forensic interview, Fairfield County Job and Family Services – Protective Services will contact the local child advocacy center to consult and arrange the interview.

## **2. Law Enforcement and Other Agencies Response Procedure**

Law enforcement and other agencies can report emergent and non-emergent concerns for elder abuse, neglect, or exploitation to Fairfield County Job and Family Services – Protective Services. For any elder adult in imminent danger due to elder abuse, neglect, or exploitation and immediate assistance is needed to ensure safety of the elder adult, law enforcement and other agencies, using their judgement, should initiate emergency medical care if needed. This will be followed by contact with Fairfield County Job and Family Services – Protective Services by telephone through the agency main line or on-call contact.

### **E. Standards and procedures to be used in handling and coordinating investigations of reported cases of elder abuse, neglect, and/or exploitation.**

Methods to be used in interviewing the adult who is identified as the subject of the investigation and who allegedly was abused, neglected, and/or exploited, alleged perpetrators, and other family members and witnesses/collaterals will be discussed and agreed upon in advance by the Fairfield County Job and Family Services – Protective Services and the corresponding law enforcement agency.

To the extent possible investigative interviews of the adult who is identified as the subject of the investigation and where criminal activity is suspected, especially reports of exploitation, are cooperatively planned by Fairfield County Job and Family Services – Protective Services and the law enforcement agency of the jurisdiction.

Every effort will be made by the signatories of this MOU to prevent or reduce duplicate interviews of the victims or witnesses. Fairfield County Job and Family Services – Protective Services agrees to be the lead agency in scheduling the time, place, and location of joint interviews as well as notifying all participants.

Before starting the interview, the participants will determine who is to be present in the room, who will be asking the questions, what areas are to be covered, and who will be the scribe for the interview. Audio and video recordings may be used when necessary.

When law enforcement or the prosecutor's office interviews a participant in a criminal investigation and a representative of Fairfield County Job and Family Services – Protective Services is not present, the interviews conducted by law enforcement or the prosecutor's office may be used by Fairfield County Job and Family Services – Protective Services to meet the agency investigative requirements set forth in rule. Law enforcement or the prosecutor's office will forward a written summary of the interview to Fairfield County Job and Family Services – Protective Services upon request.

The Fairfield County Job and Family Services – Protective Services agrees not to proceed without the advice and consent of the prosecutor's office when a criminal investigation is being conducted concurrently. Fairfield County Job and Family Services – Protective Services will not jeopardize a criminal investigation but will work with law enforcement to protect the safety of adult or witnesses. Law enforcement will be the lead agency in the collection of forensic evidence and will coordinate with the necessary facilities to obtain and store such evidence properly.

Fairfield County Job and Family Services – Protective Services shall follow up with law enforcement to ensure timely assistance and to complete mandated assessment/investigation activities within the thirty (30) day timeframe. The timeframe can be extended in special circumstances to a maximum of forty-five (45) days if law enforcement needs additional time, however, Fairfield County Job and Family Services – Protective Services must make a disposition within the forty-five (45) timeframe.

**F. Standards and procedures for Fairfield County Job and Family Services – Protective Services requests for law enforcement assistance**

Fairfield County Job and Family Services – Protective Services may request the assistance of law enforcement during an assessment/investigation if one or more of the following situations exist:

- An exigent circumstance exists.
- Fairfield County Job and Family Services – Protective Services has reason to believe an adult is in immediate danger of serious harm.
- Fairfield County Job and Family Services – Protective Services has reason to believe that the worker is, or will be, in danger of harm.
- Fairfield County Job and Family Services – Protective Services has reason to believe that a crime is being committed, or has been committed, against an adult.
- Fairfield County Job and Family Services – Protective Services worker must conduct a home visit after regular Fairfield County Job and Family Services – Protective Services business hours and a law enforcement escort is requested as a standard operating procedure.
- Fairfield County Job and Family Services – Protective Services is working with a client who has a propensity toward violence and the assistance of law enforcement is needed to ensure the safety of all involved.
- Fairfield County Job and Family Services – Protective Services is working with an adult or family that has historically threatened to do harm to Fairfield County Job and Family Services – Protective Services staff.

#### **G. Specialized Investigations or Circumstances**

To the extent possible, investigative interviews of adults who are the alleged victims of the report of abuse, neglect and/or exploitation where criminal activity is suspected, including reports of human trafficking, physical and sexual abuse, domestic violence, exploitation or the like, are cooperatively planned by Fairfield County Job and Family Services – Protective Services and the law enforcement agency of jurisdiction.

##### **1. Third-Party Investigations**

In accordance with section 5101:2-20-13 of the OAC, Fairfield County Job and Family Services – Protective Services shall request a third-party investigation be conducted by a local law enforcement agency or an agency completing Adult Protective Services Investigations in a contiguous county when there is potential for a conflict of interest because one of the following parties is a principal of the report:

- Any employee of Fairfield County Job and Family Services – Protective services
- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the Fairfield County Job and Family Services – Protective Services.



- Any authorized person representing ODJFS or Fairfield County Job and Family Services – Protective Services who provides services for payment or as a volunteer.
- Any time a Fairfield County Job and Family Services – Protective Services determines that a conflict of interest exists. The case record shall include documentation if a conflict of interest is identified.

Fairfield County Job and Family Services – Protective Services shall request that law enforcement serve as the third party when a report alleges a criminal offense. Fairfield County Job and Family Services – Protective Services must request the assistance of a third party within 24 hours of identifying that a conflict of interest exists.

**2. Abuse, Neglect, and Exploitation concerns in long-term care, nursing homes, group homes, or other care providing facilities**

Fairfield County Job and Family Services – Protective Services will refer concerns for abuse, neglect, and/or exploitation occurring in facilities providing long or short-term care and/or housing for the elderly.

- Concerns in long-term care, nursing home, or assisted living facilities will be referred to law enforcement, Ohio Department of Health, and the Ohio Department of Aging Long-Term Care Ombudsman as identified in OAC 5101:2-20-14.
- Concerns in an adult group home will be referred to law enforcement and the Ohio Department of Mental Health as identified in OAC 5101:2-20-14.

Upon request of law enforcement, Fairfield County Job and Family Services – Protective Services shall provide assistance and cooperation involving concerns for a facility providing care and/or housing for an adult 60 or older.

If a referral involves an adult 60 or older, residing in a facility, and the concerns do not involve staff or the facility, Fairfield County Job and Family Services – Protective Services will review the referral through the normal screening process.

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

Fairfield County Job and Family Services – Protective Services coordinate investigation activities with concerns for the death of an adult because of concerns for abuse and/or neglect.

1. Fairfield County Job and Family Services – Protective Services will provide immediate notification to law enforcement and the coroner if there are concerns for an adult death because of abuse and/or neglect, unless it's verified law enforcement, and the coroner are already involved.
2. Fairfield County Job and Family Services – Protective Services will coordinate all interviews and contacts involved in the investigation with law enforcement and the coroner. Fairfield County Job and Family Services – Protective Services identifies law enforcement investigating a crime as the lead for the investigation and will provide collaborative support as needed.
3. Fairfield County Job and Family Services – Protective Services will provide any information and records as requested by law enforcement and the coroner regarding the investigation.

**4. Allegations of elder abuse, neglect, and/or exploitation constituting a crime against an adult, including human trafficking, and require a joint assessment/investigation with law enforcement**

Fairfield County Job and Family Services – Protective Services will ensure a referral is made to the appropriate law enforcement jurisdiction. Fairfield County Job and Family Services – Protective Services identifies any law enforcement agency investigating a crime as the lead for the investigation and will provide information and collaborative support as needed. All efforts will be made to coordinate contacts together. When contacts cannot be coordinated, Fairfield County Job and Family Services – Protective Services will provide immediate notification to law enforcement of all actions needed to assure safety of the adult.

**5. Receiving and responding to reports of missing adults**

Upon learning that a vulnerable adult is missing from the home or residence Fairfield County Job and Family Services – Protective Services shall refer the reporter to the law enforcement agency in the appropriate jurisdiction. If Fairfield County Job and Family Services – Protective Services is open on a report of concerns and a vulnerable adult is identified as missing, Fairfield County Job and Family Services –

Protective Services will report the information to the appropriate law enforcement jurisdiction.

Upon request of law enforcement, Fairfield County Job and Family Services – Protective Services shall provide assistance and cooperation in the investigation of a missing adult, including the immediate provision of any information possessed by Fairfield County Job and Family Services – Protective Services which may be relevant in the investigation.

#### **H. Standards and procedures referring for guardianship**

ORC 2111.02 provides probate court the ability to appoint a guardian for any individual who is facing competency concerns impacting their ability to make decisions. Fairfield County Job and Family Services – Protective Services ensures the work with the elderly focuses on least restrictive supports and services for adults. Adults have the right to self-determination and decision-making. The request to the Fairfield County Probate Court to consider a need for guardianship shall only occur when an adult is unable to make their own decisions and their safety, health, and financial status is impacted as a result.

1. Any adult needing guardianship requires a Letter of an Expert Evaluation to be completed by a licensed provider. If there is a need for emergent guardianship, the license provider is required to provide additional documentation.
2. Fairfield County Job and Family Services – Protective Services shall first explore family and supports with an adult to identify any safe individuals with a close relationship to the adult willing and able to serve in the guardian role.
3. Fairfield County Job and Family Services – Protective Services will complete the Guardianship Application and refer it to Fairfield County Probate Court. Fairfield County Job and Family Services – Protective Services will also send the referral to the Fairfield Guardianship Services Board if an adult is identified as indigent. Fairfield County Job and Family Services – Protective Services will participate in the Fairfield County Probate Court process when referring any eligible adults who require guardianship services.

#### **I. Cross-referrals involving elder abuse, neglect, and exploitation**

Fairfield County Job and Family Services – Protective Services will cross-refer concerns to the appropriate agencies as identified by OAC 5101:2-20-14.

- Referrals with concerns for abuse, neglect, and/or dependency of children will be documented both as an Adult Protective Services and Child Protective Services referral.
- Referrals with concerns for criminal exploitation and/or sexual abuse will be referred to the appropriate law enforcement agency.
- Referrals with concerns involving an adult with a reported developmental disability will be referred to Fairfield County Board of Developmental Disabilities.
- Referrals with concerns involving a resident of a long-term care facility will be referred to the Ohio Department of Aging Long-Term Care Ombudsman.
- Referrals with concerns involving an employee of a nursing home will be referred to the Ohio Department of Health.

#### **IV. OLDER ADULT INTERDISCIPLINARY TEAM (I-TEAM)**

Fairfield County Job and Family Services – Protective Services is responsible to coordinate an interdisciplinary team to support efforts for prevention, reporting, and treatment of abuse, neglect, and exploitation of adults in accordance with ORC 5101.621. Fairfield County Job and Family Services – Protective Services' Older Adult I-Team is designed to provide case consultation and planning for comprehensive services. In addition, the Older Adult I-Team provides members opportunities for education and information on resources within the community.

Member organizations shall appoint a representative who is able to ensure routine attendance. Representatives who are unable to attend a meeting will identify an individual who can attend in their place. Identified representatives will be provided a one (1) hour orientation, to include reviewing confidentiality expectations. Maintaining confidentiality of all case information discussed during Older Adult I-Team is as strict expectation. All appointees of participating organizations will be asked to review and sign Participation Agreements regarding confidentiality and participation expectations on a yearly basis. Participation Agreements will be maintained by Fairfield County Job and Family Services – Protective Services.

Member organizations may include local law enforcement, county and local prosecutors' offices, local fire departments, health department, local hospitals, coroner's office, Board of Developmental Disabilities, local area agency on aging, Meals on Wheels, long-term care ombudsman, code enforcement, and/or additional organizations who are active in supporting the elderly in Fairfield County. Any organizations interested in participation may contact Fairfield County Job and Family Services – Protective Services to discuss participation.

## **V. TRAINING**

Cross system training is to be provided to, and a plan developed by all signatories of this MOU to ensure parties understand the mission and goals identified in this MOU and are clear about the roles and responsibilities of each agency. Periodic trainings events will be coordinated by Fairfield County Job and Family Services – Protective Services as the lead agency and notification of the trainings will be provided to the signatories of this agreement. By agreeing to participate in the county MOU process signatories express a commitment to attend training opportunities when presented.

## **V. CONFLICT RESOLUTION**

When a conflict occurs among county partners, the effect is often broader than the individuals directly involved in the dispute. As disputes are often inevitable this MOU must set forth the local process by which disputes will be resolved so as not to disrupt program effectiveness.

As the mandated agency responsible for the provisions of adult protective services, the ultimate decision on how to handle abuse, neglect, and exploitation investigations lie with Fairfield County Job and Family Services – Protective Services. Every effort will be made to take in to account other subscribers' requests and concerns relating to services.

Criminal investigations and prosecution remain the responsibility of the prosecuting attorney and appropriate law enforcement agencies. Fairfield County Job and Family Services – Protective Services will assist these agencies, but in no way, interfere or jeopardize a criminal investigation or prosecution.

For cases which come before the court as it relates to decisions and orders, the Probate Court's rulings are final.

In the event internal conflict resolution efforts fail and a statutorily required participant refuses to sign or engage in the MOU process Fairfield County Job and Family Services – Protective Services is to consult with the County Prosecutor to explore available remedies.

## **VI. CONFIDENTIALITY STATEMENT**

Any report made in accordance with ORC section 5101.63 is confidential. Both the information and the name of the person who made the report under section 5101.63 shall not be released to the public for use and shall not be used as evidence in any civil action or proceeding brought against the person who made the report.

Adult Protective Services records are not public records and are exempt from Ohio's Sunshine Laws under ORC 149.43. Adult Protective Services records are confidential in nature and should be treated accordingly.

ORC 5101.61 requires the development of Administrative Code by Ohio Department of Job and Family Services, including code for Confidentiality and Dissemination of Adult Protective Services records in OAC 5101:2-20-05. Fairfield County Job and Family Services – Protective Services to disclose confidential information discovered during an investigation conducted pursuant to section 5101.63 or 5101.65 of the Ohio Revised Code to any federal, state, or local government entity that needs the information to carry out its responsibilities for concerns of elder abuse, neglect, and exploitation. Likewise, law enforcement and other entities are expected to release information to Fairfield County Job and Family Services – Protective Services for the purpose of carrying out its responsibility for concerns of elder abuse, neglect, and exploitation.

The confidentiality provisions of this MOU will survive the expiration or termination of this agreement.

Information regarding the report and/or investigation of alleged abuse or neglect may be shared only when dissemination is authorized by OAC section 5101:2-20-05 and in accordance with the procedures outlined in OAC section 5101:2-20-05. The unauthorized dissemination of confidential information is a misdemeanor and is punishable by law.

In the event of unauthorized dissemination of information, the party who learns of the breach of confidentiality will notify the Director of Fairfield County Job and Family Services – Protective Services as soon as possible. The notification will be sent to the Director in writing describing the circumstances surrounding the breach. The notification will specify the confidential information released, who is responsible for disseminating the confidential information, how it was disseminated, and the parties who have access to the information without authorization. The Director of Fairfield County Job and Family Services – Protective Services shall then refer this information to the prosecutor at their discretion. Fairfield County Job and Family Services – Protective Services will consult with agency legal counsel through the County Prosecutor if aware of any situation where there is unauthorized dissemination of confidential information to provide notification and determine next steps.

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

Please refer to Fairfield County Job and Family Services – Protective Services records retention policy for information on forms to be completed and processes to be followed for the destruction of records.

Consultation among the signatories will be done in person, whenever practicable. When an in-person meeting is not possible the signer may employ the use of alternative methods of communication including but not limited to MS Teams, Skype, Zoom, or telephone as agreed upon by all members. When Fairfield County Job and Family Services – Protective Services is seeking consultation with a signer of this memorandum regarding an active referral of elder abuse, neglect, and/or exploitation and has met in person or spoken with another signer, Fairfield County Job and Family Services – Protective Services make written contact with the appropriate agency by the next working day to request the needed information and make the referral in writing.

The required members shall review and evaluate the terms and conditions of the MOU every biennium. All required members to the MOU will sign the new or updated agreement. Fairfield County Job and Family Services – Protective Services is to submit the MOU to the Board of County Commissioners for review and approval with enough time for any revisions to be made prior to December thirty-first of the year.

This MOU does not inhibit good faith compliance with a subpoena issued by a Grand Jury or in a criminal case. Dissemination of records pursuant to the State's discovery obligations is authorized. However, work product and other privileges are expected to be upheld.

Failure to follow the procedure set forth in the MOU by the concerned officials is not grounds for, and shall not result in, the dismissal of any charges or complaint arising from any reported case of abuse or neglect or the suppression of any evidence obtained as a result of reported elder abuse or elder neglect and does not give, and shall not be construed as giving, any rights or any grounds for appeal or post-conviction relief to any person.

This MOU shall be governed by and construed in accordance with applicable state and federal laws and regulation. In the event any portion of this MOU is inconsistent with state or federal law, that portion shall be without effect as if stricken from the document and the remaining portion shall remain in full force and effect.

#### **VIII. SIGNATURES OF EACH PARTICIPATING AGENCY:**

The signature section authorizes the participating parties of the agreement to begin enactment of MOU protocols and activities. The participating members agree to follow the terms of this MOU and to meet at minimum once every biennium to review terms and conditions, evaluate if updates are needed, and sign a new or amended MOU.

If any individual serving as a signatory changes mid-term, Fairfield County Job and Family Services – Protective Services is to provide the new required member with the current memorandum. The new member remains bound by the most recently approved version of the memorandum. Their signature is to be obtained and submitted on or before the next biennial review.

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

### **Signature Participants**

#### Fairfield County Job and Family Services

Corey Clark, Director of Job and Family Services  
Sarah Fortner, Deputy Director of Protective Services

#### Fairfield County Sheriff's Office

Sheriff Alex Lape, Fairfield County Sheriff  
Chief Jared Collins, Law Enforcement Operations  
Captain Jason Hodder, Patrol and Jail Bureau  
Sergeant Shaun Meloy, Detective's Bureau, Special Victim's Unit

#### Lancaster Police Department

Chief Nicholas H. Snyder, Chief of Police  
Lieutenant Bryan Underwood, Special Services Unit

#### Pickerington Police Department

Chief Tod Cheney, Chief of Police  
Commander Greg Annis, Operations Commander

#### Fairfield County Probate Court

Judge Terre L. Vandervoort  
Fairfield County Probate Court Judge

#### Fairfield County Prosecutor's Office

Prosecutor Kyle Witt, Prosecuting Attorney for Fairfield County

#### Fairfield County Coroner's Office

Dr. L. Brian Varney, MD, Fairfield County Coroner

### **IX. Refusal to Sign ☐**

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

The Fairfield County Job and Family Services – Protective Services attests they attempted to obtain the signature of all required participating agencies as set forth in Section II of this memorandum and as mandated through section 2151.4210 of the Revised Code. However, the following agency(ies) or individual(s) refused to sign this MOU.




Date:

Agency, Name, Title:

Reason the individual refused to sign:

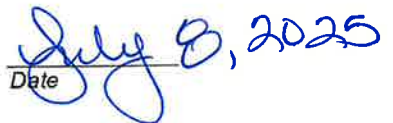
**X. Board of County Commissioners**


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

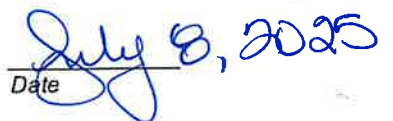
  
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County Commissioners signature and date/Resolution/Vote  
Commissioner **Steve Davis**  
Fairfield County Commissioner

  
\_\_\_\_\_  
Date

  
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County Commissioners signature and date/Resolution/Vote  
Commissioner **David L. Levacy**  
Fairfield County Commissioner

  
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County Commissioners signature and date/Resolution/Vote  
Commissioner **Jeff Fix**  
Fairfield County Commissioner

  
\_\_\_\_\_  
Date

**The Board of Fairfield County Commissioners hereby review and approve the Fairfield County Job and Family Services – Protective Services Memorandum of Understanding.**

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*Fairfield County Job & Family Services*  
*Corey B. Clark*  
*Fairfield County Job & Family Services Director*

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*Date*

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*Fairfield County Job & Family Services – Protective Services*  
*Sarah Fortner*  
*Deputy Director of Protective Services*

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*Date*

  
Fairfield County Sheriff's Office  
Sheriff Alex Lape  
Fairfield County Sheriff

  
Date

  
Fairfield County Sheriff's Office  
Chief Jared Collins  
Law Enforcement Operations

6/11/25  
Date

  
Fairfield County Sheriff's Office  
Captain Jason Hodder  
Operations

6-12-25  
Date

Sgt Shaun Meloy

Fairfield County Sheriff's Office  
Sergeant Shaun Meloy  
Detective's Bureau, Special Victim's Unit

6/9/25  
Date

 #664

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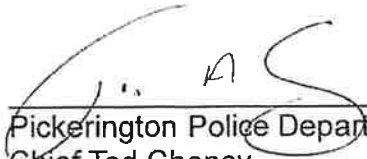
Lancaster Police Department  
Chief Nicholas H. Snyder  
Chief of Police

2025.06.09  
Date



LT.  #336  
Lancaster Police Department  
Lieutenant Bryan Underwood  
Special Services Unit

6/9/2025  
Date

  
Pickerington Police Department  
Chief Tod Cheney  
Chief of Police

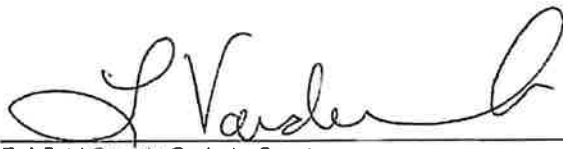
06/09/2025  
Date

CMDR.

Pickerington Police Department  
Commander Greg Annis  
Operations Commander

JUNE 9, 2025

Date

A handwritten signature in black ink, appearing to read "T. Vandervoort", written over a horizontal line.

Fairfield County Probate Court  
Judge Terre L. Vandervoort  
Fairfield County Probate Court Judge

6/10/2025


Date



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Fairfield County Prosecutor's Office  
Prosecutor Kyle Wilt  
Prosecuting Attorney for Fairfield County

6/19/25  
Date



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Fairfield County Coroner's Office  
Dr. L. Brian Varney, MD  
Fairfield County Coroner

6-10-25  
Date



## Signature Page

(JFS ONLY) Contract ID: 1020

### **A Contract regarding APS MOU between Job and Family Services and**

Approved on 7/2/2025 9:18:29 AM by Sarah Fortner, Deputy Director

Sarah Fortner  
Deputy Director

Approved on 7/2/2025 9:21:57 AM by Corey Clark, Director of Fairfield County Job & Family Services

Corey Clark, Director  
Fairfield County Job & Family Services