

SAMPLE CPS DOCUMENTATION: REFERRAL INFORMATION

**Department of Social Services
Referral Information Report
(INTAKE)**

A. Assignment Information**Family Name: HAMMETT**

Date Received 09/30/2024	Time Received 08:05:00 AM	Referral Number 246085	Referral Status Valid
Received By: LAVERNE DEFAZIO		Locality Richmond City	
Referral Transferred to	Locality	Date	Time
Response Type In Home	Referral Status Valid	Validation Date 9/30/2024	Screened Out Reason(s)
Response Priority R1-High			

Reason for Response Priority Change**Agency Referrals**

Law Enforcement

Recommendations

Investigating Worker Terry Rowland	Locality Richmond City	Supervisor Arthur Fonzerelli
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B. Household Information**Address** 1234 Elm Street Richmond Virginia 23333

Directions

Home Phone # (804) 555-5525**Work Phone #** () -**Message #****C. Referral Client Information**

Name	Gender	DOB/Age	Race	Role in Referral
CARLEY HAMMETT	Female	7	Multi-Race	Alleged Victim
PAM HAMMETT	Female	35	White	Caretaker
TOM SPENCER	Male	45	White	Alleged Abuser/Neglector

D. Incident Description

Referral Narrative Screen Information

What are the details of the alleged abuse/neglect of the children?

Complainant reports that her daughter, Lindsay Walker (age 7), was visiting in the home of her friend, Carley Hammett, over the past weekend. Her child recounted the following information upon returning home from the visit:

On Saturday morning, Carley's mother went to work and left the girls in the care of her paramour, Tom Spencer. While the girls were watching television together, Mr. Spencer (Tom) mentioned that he was going to take a shower. He then called Carley into the bathroom. When Carley did not return to watch television, Lindsay became curious and went to check on Carley.

Lindsay reported that as she approached the bathroom, she heard Mr. Spencer ("Tom") saying, "Rub it faster". She peeked through the bathroom door and saw Carley holding his penis. Lindsay also reported that she overheard Carley saying that she didn't want to do this while Lindsay was there.

Lindsay immediately made a phone call to her mother and asked to be picked up from Carley's home. She later disclosed that she became uncomfortable and wanted to leave after witnessing this incident.

When was the child last seen and by whom? What was the child's condition?

Ms. Walker reported when she arrived to pick up her daughter, Lindsay rushed outside and got into the car to leave. As a result, she did not see Carley or Mr. Spencer.

Where are the children located now and how long will they be there? (Include Address and County)

The complainant believes that Carley will be at school today at Red Apple Elementary School.

Safety Factors

Alleged A/N accessible to child

Age of child is a factor

Who else was told or knows of the situation?

The complainant does not believe that anyone else is aware of the situation; she has not spoken to anyone else and has instructed Lindsay not to discuss this with anyone at their school.

Ms. Walker is contacting DSS because she was uncertain about who to contact over the weekend but contacted CPS on next business day.

Why are you calling today?**Additional Information:**

Ms. Walker reports that she has known Carley and her mother, Pam Hammett, for several years. She described Ms. Hammett as a “hard worker” and “loving mother”. Her daughter frequently spends weekends with Carley because the girls get along so well. Though she does not know Mr. Spencer well, she trusted Ms. Hammett’s judgment and had no previous concerns. Lindsay has indicated that nothing like this happened during her previous visits, nor has Carley talked to her about the abuse.

Does the child have injuries now? If so, describe the injuries?**What are the Risk Factors in the Home? (Domestic Violence, Safety Hazards, Physically/Mentally Disabled Victim, Etc?)****E. Abuse/Neglect Information**

Alleged Victim Name	CARLEY HAMMETT	Death	N	Needs Medical Attn.	N
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Substance Abuse Indicated	N
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Type

Abuse Neglect Category	Sexual Abuse
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Type Sexual Molestation

Alleged by Complainant or Collected during Investigation?
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Alleged by Reporter

Age of Injury**Injury Locations****Injury Characteristics****Injury Specifics****Abuse/Neglect Specifics**

Child (age 7) was reportedly forced to fondle the penis of her mother’s boyfriend. This incident was observed by the victim’s friend (also age 7).

Alleged Abuser/ Neglector TOM SPENCER**Comments**

F. Collateral Information**Name:** LINDSAY WALKER**Relationship to Family:** Friend**Address:** 888 Pine Tree Place Richmond Virginia 22222**Home Phone #** (804) 555-2255**Work Phone #****Message**

Lindsay is located at Red Apple Elementary School (8:30 a.m.-3:30 p.m.)

Name: MICHELLE WALKER**Relationship to Family:** Friend**Address:** 888 Pine Tree Place Richmond Virginia 22222**Home Phone #** (804) 555-2255**Work Phone #****Message****G. Caller Information**

Name	Relationship to Referral	Anonymous
MICHELLE WALKER	Unknown	N

Address: 888 Pine Tree Place Richmond Virginia 22222**Home Phone #** (804) 555-2255**Work Phone #****Message****End of Report**

SAMPLE CPS DOCUMENTATION: VICTIM INTERVIEW

Date	Time	Type of Interaction	Name(s)
9/30/2024	09:45 am	VICTIM INTERVIEW	CARLEY HAMMETT
Status	Completed	Location	Face to Face (School)
Taped	Yes	Reason Not Taped	Unfounded Summary <input type="checkbox"/>
Other(s) Present During Interview			
Walt Parsons			

Documentation

The Forensic Interview Decision Tree Tool was used and determined a referral to the CAC was warranted. After contacting the local Child Advocacy Center to schedule a forensic interview (FI), it was determined that the FI could not be completed within the required response priority (R1). In order to complete the Timeliness of First Contact with Victim (TFCV), Family Services Specialist (FSS) Rowland, and Investigator Parsons of the Richmond City Police Department, met with Carley Hammett at Red Apple Elementary School to complete a Minimal Facts Interview. Carley, age 7, is a second-grade student of age-appropriate physical and intellectual development. She demonstrated the ability to answer questions within her expected age range, and a willingness to speak to the investigators. FSS Rowland showed Carley the iPad and explained its use for recording the conversation. After a brief demonstration, Carley was ready to proceed. FSS Rowland explained that their job is to talk with kids and that today they get to talk with Carley. FSS asked Carley to share about herself, including what she likes to do. A positive rapport was built with Carley. She shared general information about activities she enjoys, school and her family, revealing that she lives with her mother and her mother's boyfriend whom she calls "Tom".

Following rapport building, FSS went over interview instructions for the discussion today. FSS informed Carley that she can tell FSS if she does not understand something, should not guess at answers, should correct FSS if they make a mistake or say something wrong, and included Carley promising to tell the truth. FSS Rowland asked Carley, "Do you know the reason we are here?" Carley stated that she did not know why FSS Rowland and Investigator Parsons were there, but after a brief pause, asked, "Is it because of what Lindsay saw?" FSS Rowland said, "Tell me about what Lindsay saw." Carley stated that she didn't want to say. She began to talk about her friendship with Lindsay, sharing that she often comes over on Saturday mornings to watch cartoons and play video games, and that sometimes Lindsay stays the night. FSS Rowland asked who else is home when Lindsay comes over. On Saturday mornings, Carley's mother goes to work and Tom takes care of her. He typically sleeps late, cooks breakfast, and returns to bed. Carley reported that she enjoys making pancakes with Tom.

When asked what other things she likes to do with Tom, Carley indicated that she enjoys outings when he typically allows her pick out a movie and candy. When asked what things she does not like to do with Tom, Carley paused and after some hesitation replied, "Nothing". She went on to say that they did "fun stuff" when Lindsay comes over, noting that Tom takes them places. Carley was then asked what things that Tom does that she does not like. She replied that she does not like it when he yells or makes her go to her room so she will then ignore him.

When FSS Rowland inquired about what types of things make Tom yell, Carley cited an example of not picking up her things after being instructed to do so by Tom. Carley indicated that she knows when Tom is angry because "his face gets red and he yells real loud". She also reported that Tom sometimes gets angry if her mother is late coming home. FSS asked how Carley feels about Tom; Carley hesitantly replied, "I don't know. Sometimes he's fun and sometimes he freaks me out". FSS Rowland asked her to tell her everything about how Tom "freaks her out". There was a noticeable shift in her demeanor and after looking down, she replied, "I don't know" and started to talk about her new shoes.

FSS Rowland stated, "Carley, you told me that I am here because of what Lindsay saw. It is really important for me to understand what Lindsay saw." Carley looked down in silence. After a few moments of sitting in silence, FSS Rowland asked, "You said earlier that you did not want to say what Lindsay saw; tell me what makes it that you do not want to say." Carley responded saying "it is a gross secret." FSS Rowland explained to Carley that kids are allowed to talk to FSS about anything and use any words they want to. FSS informed Carley that nothing she says will upset or embarrass FSS, and that many kids feel better when they talk about secrets. Carley's demeanor appeared increasingly hesitant and nervous. Carley disclosed that her mother would be upset if she found out about the secret. FSS asked who the secret was with, and Carley stated that the secret was with Tom. FSS Rowland asked Carley what was "gross" about the secret she has with Tom.

Carley stated that Tom had touched her on her "private part". FSS Rowland stated: "Tell me about the last time Tom touched you on your private part." Carley revealed that on Saturday morning she was watching cartoons with Lindsay and Tom called her into the bathroom. He was getting in the shower and made her touch his "private part". FSS Rowland asked, "Who else knows about this?" to which Carley stated that she thinks Lindsay might have seen it, because when she came back, Lindsay said she was going home, even though they were planning to play a game soon. She again said her mom would be upset if she found out. Carley denied that she had ever been touched in her "private part" by anyone else, and proposed, "if Mom would take me to her job, it would be easier". FSS Rowland asked Carley about extended family and other supports, to which she spoke of an aunt that she is close to. FSS Rowland completed the "Safety Hand" exercise so that Carley could identify five people that she feels comfortable and safe with.

FSS Rowland asked if there was anything else that Carley wanted to talk about today, to which Carley stated she did not have any more to say. FSS Rowland told Carley, "Someone else will be talking to you about what happened. You will be going to an office where a nice person will talk to you. You can tell them everything about what happened to you." FSS Rowland let her know that she would be helping to make a plan to keep Carley safe. FSS Rowland and Investigator Parsons thanked Carley for talking with them today, and transitioned the conversation to discussing the class that Carley would be returning to.

SAMPLE CPS DOCUMENTATION: OFFENDER INTERVIEW

Date	Time	Type of Interaction	Name(s)
9/30/2024	11:30 am	A/N INTERVIEW	TOM SPENCER
Status Completed	Location Face to Face (Other)		
Taped No	Reason Not Taped Declined Unfounded Summary <input type="checkbox"/>		
Other(s) Present During Interview			
Walt Parsons			

Documentation

Tom Spencer was interviewed at the police station by Investigator Parsons. CPS Family Services Specialist (FSS) Rowland was also present during the interview. Both investigators introduced themselves and explained their respective roles in investigating allegations of child abuse. Mr. Spencer was advised of his legal rights by Investigator Parsons and agreed to speak without an attorney present. FSS Rowland provided Mr. Spencer with the CPS brochure including written notification of the allegations and an explanation of the investigative process. (See copy in case file). In addition, he was advised of his right to audiotape the interview, but he declined.

Upon initial questioning, Mr. Spencer provided some basic information about his relationship with Pam Hammett and her seven-year-old daughter, Carley. He reported that he met Ms. Hammett three years ago on a dating app. They subsequently moved in together. Mr. Spencer reported that he and Carley get along well and have a good relationship. He reported that he does not have any biological children but considers Carley his own child. He initially denied having any idea of why Carley would allege that he had touched her inappropriately.

When asked to describe their family's normal Saturday routine, Mr. Spencer reported that Ms. Hammett works on Saturdays, and he is home to supervise Carley in her absence. Carley sometimes has a friend over to visit and watches cartoons on Saturday morning. Mr. Spencer noted that he sleeps late but when he gets up, he makes breakfast. He noted that he and Carley may go out, citing the mall as an example of a typical outing. He admitted he had the opportunity to be alone with her.

When asked more pointed questions by Investigator Parsons, Mr. Spencer continued to deny touching a child and having sexual interest in children or child pornography. Mr. Spencer's thoughts about sexual offenders of children were noteworthy in that he stated that people who touch children "need help" such as counseling (versus a more punitive approach). Investigator Parsons discussed the possibility of a polygraph with Mr. Spencer who initially replied that he would be willing to take the test but quickly added that he was nervous and therefore the polygraph "might go crazy".

As the interview continued, Mr. Spencer continued to directly deny the allegations that he had touched Carley. Investigator Parsons confronted him with the fact that he would interview many people during the course of his investigation to include potential witnesses. He asked Mr. Spencer to discuss Carley's sexual development and Mr. Spencer stated that he did not believe the seven-year-old had experienced any sexual contact with adults. Mr. Spencer appeared to become increasingly nervous as evidenced by his breathing, facial expressions, decrease in eye contact, and fidgeting.

When directly confronted by Investigator Parsons with the belief that something inappropriate had happened between he and Carley, Mr. Spencer hesitantly reported the following: Carley's friend, Lindsay had been over to spend the night on Friday and they were watching cartoons on Saturday morning. He got up later than the girls and took a shower.

He reported that on discovering that there was no towel, he did not want to go down the hall naked, so he called to Carley to bring him a towel. Mr. Spencer went on to state that he “did not know when she was coming” so when she arrived in the bathroom, he was standing there naked with the shower curtain open. He noted that he reached out to get the towel and they were standing close together. Mr. Spencer explained that she “might have gotten some idea” or this “might have scared her”.

Investigator Parsons asked if it was possible that Carley’s hand touched his body, Mr. Spencer explained that perhaps she was trying to help to dry him off because he had helped her to dry off before when she got out of the tub. Upon further questioning, Mr. Spencer acknowledged that when drying Carley after baths, he had touched her vaginal area “three or four times” though he claimed that this was accidental and justified his right to have such contact with her as a member of the household. He subsequently agreed that touching her vaginal area may have been motivated by curiosity and exploration.

Mr. Spencer reluctantly admitted that Carley had also touched his genitals “three or four times” though he asserted that Saturday was the only time he had ejaculated. According to Mr. Spencer, each of these incidents occurred on Saturdays when Carley’s mother was at work. He admitted that he felt uncomfortable during these incidents and knew that it was wrong. He had communicated to Carley that they had a special relationship so she should not tell her mother about their secret.

Following the admission, Investigator Parsons informed Mr. Spencer that he was under arrest for Aggravated Sexual Battery. Mr. Spencer agreed to sign a Safety Plan with FSS Rowland indicating that he agreed to refrain from any contact with Carley Hammett during the course of the investigation.

SAMPLE CPS DOCUMENTATION: NON-OFFENDING CARETAKER INTERVIEW

Date	Time	Type of Interaction	Name(s)
9/30/2024	2:30 pm	CARETAKER INTERVIEW	PAM HAMMETT
Status	Completed	Location	Face to Face (School)
Taped	No	Reason Not Taped	Declined
			Unfounded Summary <input type="checkbox"/>
First Meaningful Contact - Yes			
Other(s) Present During Interview			
Walt Parsons			

Documentation

CPS Family Services Specialist (FSS) Roland and Investigator Parsons met with Ms. Pam Hammett, mother of Carley Hammett, to discuss the allegations of sexual abuse and create a safety plan. Both investigators introduced themselves and explained their respective roles. FSS Rowland also presented the mother with a brochure explaining the CPS investigative process. The interview took place at Red Apple Elementary School after FSS Rowland contacted the mother and asked that she come in to talk and pick up her daughter from school.

Investigator Parsons explained that Ms. Hammett's paramour, Tom Spencer, had been arrested for Aggravated Sexual Battery, related to the sexual abuse of a child. Investigator Parsons explained that the charge was related to Mr. Spencer admitting to molesting Ms. Hammett's seven-year-old daughter, Carley Hammett. FSS Roland made Ms. Hammett aware that Carley alleged that Tom Spencer had touched her private parts and forced her to touch his, on multiple occasions, and that Tom Spencer verbally acknowledged sexually abusing Carley. FSS explored Ms. Hammett's mixture of feelings about this information; Ms. Hammett noted that it is hard to accept the allegations, yet she believes it because Carley said it happened. Ms. Hammett added that she "had no idea at all" so she was very shocked to learn of the abuse. She explained that she had known Mr. Spencer for three years and he had been living with them for the past two years. She acknowledged that it made her feel "very strange" as a parent and a person in a relationship to have no idea of the sexual abuse.

Investigator Parsons went on to explain that Mr. Spencer might be offered bond and released from jail while awaiting trial. However, if he was offered bond and able to pay, one of the conditions of bond would be that he have no contact with Carley. Investigator Parsons explained that if Ms. Hammett thought there would be any problems, she could contact the Victim Advocate whose business card he provided. FSS Rowland explained that he had signed a Safety Plan agreeing that he would not make contact with Carley, but that is not a guarantee. When asked if she thought Mr. Spencer would make contact, Ms. Hammett admitted that she was unsure but that he might.

FSS Roland explained that the purpose of the interview was to share information that had been discovered thus far, to help Ms. Hammett process the information, and ultimately to make a plan to keep Carley safe moving forward. FSS Roland went on to explain that one aspect of safety involved keeping Carley safe from Tom if he is released from jail, while the other aspect involved keeping her emotionally safe so that she does not believe the sexual abuse was her fault.

When asked what she would say to Mr. Spencer if he were there, Ms. Hammett reported that she would express her feelings of anger and hurt, beginning with the anger. Upon further questioning about her worries and practical concerns with Mr. Spencer not being around, Ms. Hammett reported that she had significant financial concerns. She noted that her income is not sufficient to cover their basic living expenses as they were dependent on both incomes. She admitted that she does not know how she will even pay the rent. FSS Rowland explored possible sources of support and Ms. Hammett was able to identify a sister who could offer emotional support but who is also financially limited. FSS Rowland inquired about Carley's biological father. Ms. Hammett stated that she and Carley's father had a one-night-stand when she was in college, and she never even got the man's last name. She stated that while she regrets that she made decisions like that in her past, she does not regret having Carley and believes she is the best part of her life.

In trying to assess Mr. Spencer's potential reaction when he gets out of jail, FSS Roland explored with Ms. Hammett what it is like when they argue. She admitted that Tom Spencer does have a temper. It is typically his pattern to "blow up", leave, and return later with no further discussion or resolution of the incident. FSS Rowland explained that following sexual abuse, mothers feel many emotions and are often intimidated and scared about what is going to happen. She encouraged Ms. Hammett to find someone she could talk to if she begins to feel scared.

Investigator Parsons predicted that Mr. Spencer would be manipulative and asked Ms. Hammett about her anticipated response. Ms. Hammett admitted that she was worried, stating in the past "he's been able to talk me around things". She is aware that she needs to be strong and resolve not to listen to his explanations. In discussing her conflicted feelings, Ms. Hammett stated openly that this was all happening very quickly, and she needed time to rethink her feelings about Tom Spencer.

When asked how she thought Carley was feeling, Ms. Hammett expressed concern that her daughter was feeling guilty and mad at her. She fears that this will cause distance between them. Ms. Hammett stated that she would like help to explain to Carley that she loves her very much, knows that this is not her fault, and that they need to work together to get through this ordeal. FSS Rowland confirmed that Carley was feeling anxious about keeping this secret from her mother and offered support to her mother in talking to Carley and connecting with her feelings.

FSS Rowland explained to Ms. Hammett that a Child Advocacy Center interview was scheduled for the following afternoon, and that Carley would need to be taken to the CAC office to be forensically interviewed regarding the abuse allegations. FSS Rowland explained that Carley was talked to today in what was called a minimal facts interview, in which FSS and Investigator Parsons gathered only enough information to be able to ensure Carley's safety in the immediate future until the forensic interview was completed.

FSS Rowland completed the SDM Safety Assessment with Ms. Hammett, which indicated that Carley is "Conditionally Safe". Ms. Hammett signed a Safety Plan, which included an agreement that Tom would not be permitted to be in the home or to have any contact with Carley. Ms. Hammett agreed that she would not question Carley about the allegations, so as not to interfere with the upcoming forensic interview.

SAMPLE CPS DOCUMENTATION: VICTIM FORENSIC INTERVIEW

Date	Time	Type of Interaction	Name(s)
10/01/2024	3:00 pm	CAC INTERVIEW	CARLEY HAMMETT
Status Completed	Location Face to Face (CAC)		
Taped Yes	Reason Not Taped	Unfounded Summary <input type="checkbox"/>	
Other(s) Present During Interview			
Brittany Price			
Walt Parsons			

Documentation

Carley's mother, Pam Hammett, took her to the Child Advocacy Center office, and FSS Rowland and Investigator Parsons observed the interview.

The Forensic Interviewer (FI), Brittney Price, met with seven-year-old Carley Hammett. The interviewer introduced herself and explained the interview room/recording device to Carley. Rapport was developed through a discussion about her favorite class in school. FI Price reviewed interview instructions with practice examples and Carley demonstrated her ability to use the instructions. Carley promised to tell the truth during the interview. Carley presented as a polite, talkative child of age-appropriate physical and mental development.

Carley described the family, including her relationship with her mother's paramour, Tom. She reported to FI Price that Tom was in trouble, but that her mother did not tell her where he went, or when he would be back. Carley revealed that she had told someone about what Tom did to her, and she thinks he got into trouble with her mom.

Forensic Interviewer (FI) asked Carley to tell her all about what had happened to her. Carley detailed an incident on the previous Saturday in which Carley was molested. In order to better understand what occurred, FI Price asked Carley, "If I had been there on Saturday, what would I have seen?". Carley replied, "You would have seen me hold his penis with my hand." FI Price asked Carley to tell her all about that. Carley responded, "Tom said, 'Rub harder, rub harder!' and that his 'private part' got harder and bigger, and white stuff came out". Carley indicated that her friend, Lindsay, was in the living room watching cartoons and her mother was at work when the incident occurred. Carley recalled that when Tom called her to the bathroom, she had been watching the BBQ episode of Bluey on Disney+, and when she returned it was on the "Hotel" episode. When she went back to the living room, Lindsay said her mom was coming to get her and Carley thinks that Lindsay could have seen what happened.

Carley revealed that Tom had done this "lots" of times in the past when her mother was at work, sometimes when Lindsay was there and other times when she was not. Tom threatened that she should keep this a secret or her mom would get angry and jealous of Carley for wanting to "mess around with her boyfriend".

Carley reported that she felt scared on Saturday because "before he's only done mine". She said that some other times while her mother was at work, Tom asked her to touch his "private part", but she did not want to. He had made her put her hand on it before, but she had never held it like she did last Saturday. Another time he said, "Since you don't want to hold mine, then I'll do yours". Tom unzipped her pants, pulled down her panties, and touched her "private part" and "butt". Carley noted that she told him not to but "he did it anyway". She described that he had touched her in a "weird way" when he dried her off after a bath when she was "littler". When asked what "littler" meant, Carley said she was in kindergarten then. But, since then, he had done it only when Tom was going to take a shower. He no longer helps her dry off after a bath, because she does it herself.

Carley was shown a set of anatomical drawings and was able to identify parts of the female child's body to include her terms for genitalia ("private part" = vagina, "tits" = breasts/nipples, and "butt" = buttocks). She noted that in her family, the female "private part" is called a "cootie" by Tom and a "coo coo" by her mother and "tits" can be referred to as "titties" and a "butt" as a "bootie". Carley was also able to identify parts of the male child's body to include the genitalia, which she called "penis" (also called "private part" and "butt"). She reported that her mother and Tom both call the male "private part" a "penis". (See labeled drawings in case file).

When asked if there are places on her body that it is not okay for people to touch, Carley named her "private part" and "butt" and then pointed out the vagina and buttocks on the anatomical drawing.

FI asked Carley to choose the anatomical drawing that looked the most like Tom and she chose the adult male. FI asked her to point out which part she meant when she said Tom had her touch his penis and Carley colored the penis on the drawing with a crayon. (See drawing in case file).

Carley denied experiencing any other touches that she wanted to talk about today.

Full recording in case file

SAMPLE CPS DOCUMENTATION: COLLATERAL INTERVIEW

Date	Time	Type of Interaction	Name(s)
10/2/2024	11:00 am	COLLATERAL INTERVIEW	LINDSAY WALKER
Status: Completed	Location: Face to Face (CAC)		
Taped Yes	Reason Not Taped	Unfounded Summary <input type="checkbox"/>	
Other(s) Present During Interview:			
Brittany Price			
Walt Parsons			

Documentation

Permission was granted by Michelle Walker, Lindsay Walker's mother, for the child to be interviewed forensically at the Child Advocacy Center. Lindsay's mother took her to the CAC office, and FSS Rowland and Investigator Parsons observed the interview.

The Forensic Interviewer (FI), Brittney Price, met with seven-year-old Lindsay Walker. The interviewer introduced herself and explained the interview room/recording device to Lindsay. Rapport was developed through a discussion about her favorite class in school and extra-curricular activities. FI Price reviewed interview instructions with practice examples and Lindsay demonstrated her ability to use the instructions. Lindsay promised to tell the truth during the interview. Lindsay presented as a polite, talkative child of age-appropriate physical and mental development.

Lindsay reported that she has known Carley Hammett for several years. They first met in preschool and have shared classes at Red Apple Elementary. She noted that they both like cartoons and video games.

Lindsay indicated that she frequently spends the night with Carley but added that her mother will not let her spend the night anymore. When asked by FSS Rowland why she could not spend the night, Lindsay replied, "Because of Tom". When asked, "Who is Tom?" by FSS Rowland, Lindsay stated that he was "Carley's mom's boyfriend. He lives at their house." Lindsay was asked to explain more about why she could not spend the night at Carley's and she disclosed that "Tom did a bad thing to Carley".

Lindsay went on to explain that on Saturday morning she and Lindsay were watching cartoons. Tom said that he was going to take a shower and a few minutes later he called Carley. Lindsay stated that after a little while, a few episodes of Bluey had gone by, and the Hotel episode was beginning. Lindsay reported that that episode is one of Carley's favorites. Lindsay began to wonder why Carley hadn't come back yet so she went to find out what she was doing.

When Lindsay went down the hall and got near the bathroom, she overheard Tom saying, "Rub it faster". She wanted to see what he was talking about, so she peeked through the bathroom door which was slightly open. Lindsay reported that she saw Tom's "wee-wee" in Carley's hand. She added that Carley looked like she was about to cry and was saying, "Please don't make me do this. Please. Lindsay is here." Lindsay was shown an anatomical drawing of an adult male and was asked to point out which part was a "wee-wee". She circled the penis on the drawing with a crayon and spontaneously stated, "Tom's wee-wee had black hair on it".

See drawing in case file

FI Price asked Lindsay what she did after she saw this happening. Lindsay stated that she got scared and used her Gizmo Watch to text her mother. She told her mother that she wanted to come home. Then she waited in the living room for Carley to come back to make sure she was okay. Lindsay reported that Carley seemed sad, but she did not know what to say to her. Lindsay said that she was afraid that Tom would hurt her if he knew what she had seen so she did not say anything. When she heard her mother's car pull up, she gave Carley a hug and ran outside.

When asked, Lindsay denied that Tom Spencer had ever touched her in a way that made her feel uncomfortable. Lindsay stated that before this happened, she liked Tom, because he took us fun places like the mall. Lindsay was asked if Carley had ever talked to her about problems with "Tom". Lindsay replied that Carley never really talked about him. Lindsay then stated that she did not know what to say to Carley now and she hoped that Carley would not be mad at her for telling her mother what she saw. Lindsay added that she hopes Carley will be able to spend the night at her house sometimes.

SAMPLE CPS DOCUMENTATION: INVESTIGATIVE FINDING AND RISK ASSESSMENT

Date	Time	Type of Interaction	Name(s)
10/31/2024	1:00 PM	FINDINGS	CARLEY HAMMETT
Disposition	Founded: Level 1(18 yrs)		Alleged A/N TOM SPENCER
A/N Catg	Sexual Abuse		A/N Type Sexual Molestation
VAC	19		

Dispositional Assessment:

This investigation was determined to be a FOUNDED case of Sexual Abuse (Sexual Molestation) of seven-year-old Carley Hammett by her mother's paramour, Mr. Tom Spencer.

Child Protective Services policy defines sexual molestation as "...an act committed with the intent to sexually molest, arouse, or gratify any person, including, but not limited to: • The caretaker intentionally touches the child's intimate parts or clothing directly covering such intimate parts. • The caretaker forces the child to touch the caretaker's, the child's or another person's intimate parts or clothing directly covering such intimate parts..." (Va. CPS Policy Manual, Section 2, 09 /2022, p. 30).

The following factors were considered in reaching this disposition:

- ☐ Tom Spencer was an adult residing in the home of Carley Hammett. While her mother worked on Saturdays, Mr. Spencer was designated to be Carley's caretaker.
- ☐ Carley Hammett disclosed that Mr. Spencer had touched her "private part" (vagina) and made her touch his "private part" (penis) on multiple occasions. Carley's disclosure was very credible because she was able to provide detailed information during the CAC forensic interview, to include a description of an erection and ejaculation, which is outside the normal sexual knowledge for a seven-year-old child. Carley also discussed things that she liked about Mr. Spencer and demonstrated no desire for him to be in trouble.
- ☐ Carley's friend, Lindsay Walker, was visiting in the home at the time of one incident of molestation. Lindsay reported during her forensic interview that she overheard Mr. Spencer saying, "Rub it faster" which prompted her to look inside the bathroom. She reported that she saw Carley holding Mr. Spencer's "wee-wee" (penis) in her hand. During a CAC forensic interview of Lindsay Walker, she provided detailed knowledge that added credibility to her statement to include her observation that Tom Spencer had black hair on his "wee-wee" (penis).
- ☐ Lindsay Walker reported that upon seeing Carley holding Mr. Spencer's genitals, she immediately texted her mother to pick her up. Though Lindsay frequently spent the night at Carley's home, the request to be picked up early was an unusual occurrence which was corroborated by her mother, Michelle Walker.

- Mr. Tom Spencer admitted to investigators that he had touched Carley Hammett's genitals "three or four times" and that she had also touched his genitals "three or four times". Mr. Spencer's sexual gratification is evidenced by the reported penile erections and at least one incident of ejaculation during the molestation.
- Mr. Spencer acknowledged that he knew what he was doing was wrong and that he had told Carley to keep the abuse a secret from her mother.

This disposition has been assessed as a LEVEL 1 FINDING based on the policy description which states, "For sexual abuse, the situation would be one where there was genital contact; force or threat was used; the abuse had taken place over a period of time and there were multiple incidents" (Va. CPS Policy Manual, Section 4, 09/2022, p 126).

According to both the victim and the alleged offender, Mr. Spencer touched Carley's genitals and had Carley touch his genitals on at least three to four separate occasions.

Date	Time	Type of Interaction	Name(s)
10/31/2024		CONTACT	TOM SPENCER
Type/Location	Telephone		Status Completed
Purpose			
Other			
Comments	Mr. Spencer was notified verbally of the disposition. He was also verbally notified of his appeal rights. Due to pending criminal charges, his right to appeal is stayed until the criminal proceedings are complete; Mr. Spencer was notified that he will have to put his request to appeal in writing within 30 days of getting the letter, regardless of the status of his criminal charges.		

Date	Time	Type of Interaction	Name(s)
10/31/2024		CONTACT	TOM SPENCER
Type/Location	Letter		Status Completed
Purpose			
Other			
Comments			
Written notification of disposition was given to Mr. Spencer. He was also notified in writing of his appeal rights.			
*See hard file for copy			

Date	Time	Type of Interaction	Name(s)
10/31/2024		ASSESSMENT SUMMARY	CARLEY HAMMETT
Risk Level: Moderate Risk			

Children

Carley is an intelligent seven-year-old who continues to express feelings of guilt and shame regarding the sexual abuse. Carley is well-behaved and is eager to please adults in her life, especially her mother. Because of her young age, she is dependent upon her caretakers to meet her physical needs and to provide her with emotional nurturance. She was vulnerable to Mr. Spencer because he was a trusted adult and she had no knowledge of how to react to sexual abuse. Furthermore, Carley kept his secret because she did not want to upset her mother.

Carley is receiving counseling services to address her feelings about the abuse. In addition, she has completed a sexual abuse prevention course which emphasized immediately telling a trusted adult if anyone makes her feel uncomfortable in the future. Carley remains vulnerable because of her age and reliance on caretakers; thus, it will be crucial for her mother to provide her with safe, appropriate supervision to reduce the risk of further abuse.

Parent/caretaker

Pam Hammett was initially shocked by the allegations but immediately took a position to be supportive of her daughter. To the knowledge of this agency, Ms. Hammett has complied with safety plans prohibiting Mr. Spencer from having any contact with Carley. However, Ms. Hammett has admittedly talked to Mr. Spencer by phone several times and wants to support him "as a friend" while he goes through the criminal trial and gets treatment. She reports that Mr. Spencer has repeatedly told her that he is sorry for his behavior and that he needs help. The mother's continued association with Mr. Spencer increases the risk that he may have future access to Carley.

Ms. Hammett is currently participating in counseling with Carley regarding the sexual abuse. While she understands the importance of supporting her daughter, she is under great financial strain. This agency has worked to link Ms. Hammett with free counseling and FAMIS medical insurance for Carley as well as other limited financial assistance resources. There is concern because Ms. Hammett is falling further behind on her bills. She had indicated that she is trying not to accept any financial assistance from Mr. Spencer but if she does not, she may be forced to move in with her sister. Additional financial assistance and careful monitoring will be necessary to prevent Mr. Spencer from becoming re-involved with the family in a way that could endanger Carley.

Environment

Ms. Hammett is working to establish a closer relationship with her daughter. Though she is working more overtime, she schedules time each week for a fun activity with Carley and tries to involve her in chores that they can complete together. The home environment continues to be adequate for the family's needs, with heat, water, electricity, and no known hazards. The home is well kept, and clean. Carley has her own room, bed, toys, and access to an outdoor play area.

Support Systems

Through counseling, Ms. Hammett has created a goal of more open communication with Carley in an effort to reduce risk by preventing future harmful secrets. Ms. Hammett recognizes that the sexual abuse was not Carley's fault. Pam and Carley Hammett have the support of Ms. Hammett's sister, Lila Johnson, who lives nearby in this locality. Mrs. Johnson does not have the resources to provide financial support but she has been helping to care for Carley when possible while her mother works. She has also provided emotional support and comfort. Mrs. Johnson has been very vocal about her dislike for Tom Spencer and has expressed that she does not want her sister to have any continued contact with him. She fears that Ms. Hammett may eventually reunite with him due to her financial pressures if he can convince her that he has changed. Ms. Johnson has told her sister that if she reunites with Tom Spencer she will permanently cut off all contact with her. At this time, Ms. Johnson's support serves to reduce the risk of future abuse. However, in the event that Ms. Hammett reunites with Mr. Spencer, she will no longer provide assistance and the risk to Carley will increase sharply.

Summary

Tom Spencer was an adult trusted by Carley Hammett and her mother, Pam Hammett. While living in the home and in a position to supervise Carley, he took advantage of her for his own sexual gratification on multiple occasions. Mr. Spencer admitted to "three to four" incidents of sexual abuse and already the abuse had escalated to touching Carley's bare genitals, exposing himself and having Carley touch his bare genitals to the point of ejaculation. Mr. Spencer had convinced Carley to keep the secret; the abuse was revealed only through accidental discovery because Mr. Spencer molested Carley while someone was in the home. Secrecy is essential for the continuation of sexual abuse and because Mr. Spencer was able to convince Carley to maintain the secret, there is an increased risk of future abuse if he is allowed access to the child.

At this time, Tom Spencer remains on bond awaiting his criminal trial on charges of sexual assault of a child. As a condition of his bond, he is prohibited from having any contact with Carley Hammett. However, he has been making contact with her mother and seeking her forgiveness. Ms. Hammett admitted that he has been able to manipulate her in the past. His efforts to renew their relationship create an increased risk for future abuse of Carley. Mr. Spencer has not yet enrolled in any sexual offender treatment program.

Ms. Hammett's financial crisis is of significant concern currently and requires further intervention to ensure that Carley's basic needs are consistently met. Furthermore, her previous financial dependence on Mr. Spencer increases the likelihood that the couple may reunite and provide him future access to Carley.

To this point, Pam Hammett has acted in a supportive and protective manner to ensure that Carley is safe from sexual abuse. However, her ongoing contact with Mr. Spencer and her fragile financial status raise concerns that the alleged abuser may eventually gain access to Carley. It is assessed that there is a MODERATE RISK and In-Home Services for continued monitoring and service delivery are necessary to promote continued safety.

Summary of Notifications**Alleged Abuser/Neglector** TOM SPENCER

Notification	Date of Notification
Given written notification	09/30/2024
Advised of right to audio tape interview	09/30/2024
Given verbal disposition	10/31/2024
Given written disposition	10/31/2024
Given verbal appeal rights	10/31/2024
Given written appeal rights	10/31/2024