



## **LPCAAA & Ashton's Room**

PO Box 292263  
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[www.lcpaaa.org](http://www.lcpaaa.org)



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Law Enforcement Agency:

I would like to introduce you to Ashton's Room. Lewisville experienced the heartbreaking murder of a child; the aftermath, and its profound impact on our first responders sparked the birth of a groundbreaking initiative - *Ashton's Room*.

When you have a child in your temporary care due to the arrest of a parent, traumatic tragedy, or perhaps the child is simply found wandering lost on the street – how do you currently care for that child? We have the answer. Ashton's Room actively involves CPAAA volunteers and officers in tackling a challenge faced by all police departments: providing compassionate care for children during moments of crisis. I am happy to provide valuable insights into the inner workings of this innovative program and help you discover how it can be seamlessly integrated into your department.

We invite you to join us in revolutionizing our approach to serving our communities! I look forward to hearing from you and providing any information you need to understand how an Ashton's Room can help you and how to implement it in your department.

Sincerely,

A handwritten signature in blue ink that reads "Linda Ruth".

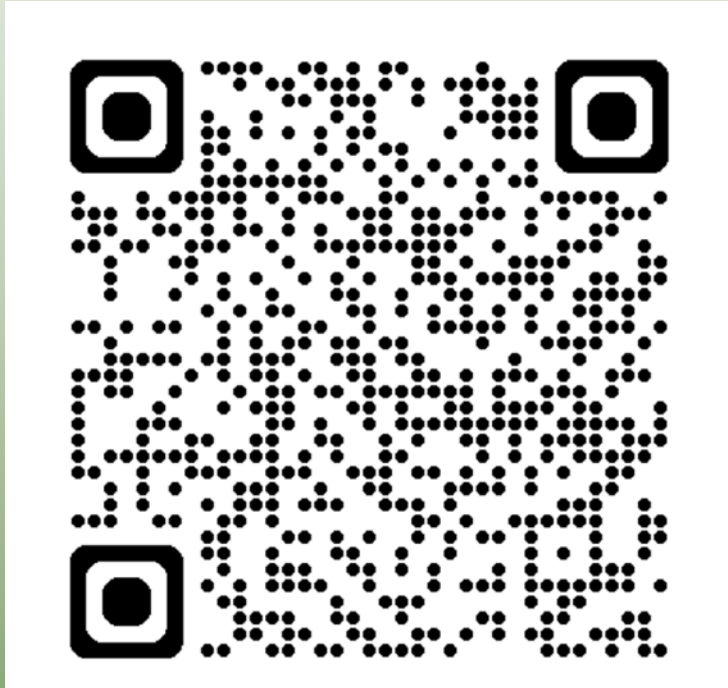
Linda Ruth, Sergeant At Arms  
Ashton's Room Program Director  
214-906-1172

# Ashton's Room

lcpaaa.org

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Linda Ruth: 214-906-1172





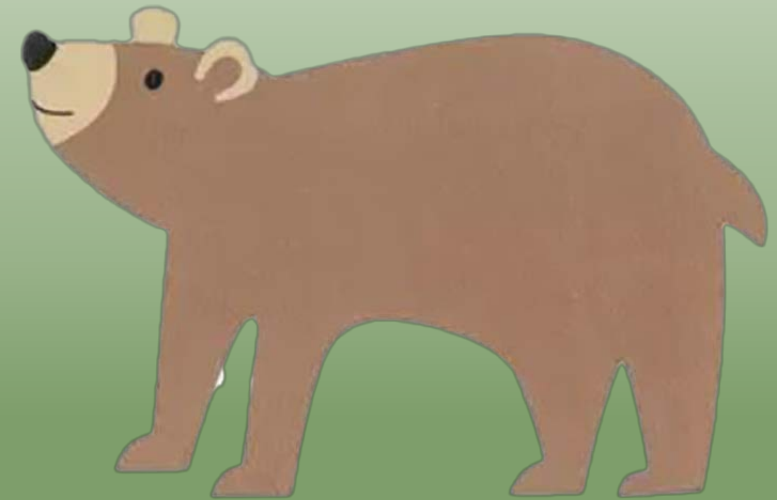
# Ashton's Room





# Three Teams:

- Childcare Team
- Support Team
- Outreach Team



# Childcare Team:

- \*Drug screening
- \*Criminal Justice Information Services certification
- \*National fingerprint-based background investigation
- Be a full LCPAAA member, in good standing
- Be an active LCPAAA member for at least 6 months
- Central Registry background check
- Adult and child CPR certification
- Be approved by Ashton's Room Team Leaders and PD





# Activation of the Childcare Team:

- On duty Capt or Sgt contacts Team Leaders and request volunteer
- Team Leads contact volunteers to confirm availability
- No alcohol/intoxicants including RX previous 24 hours
- Team Leads confirm volunteer with PD
- Volunteer arrives within 30 minutes of notification



# Activation of the Childcare Team:

## Ashton's Room



### Volunteer Response Team Leaders

Linda Ruth            214-906-1172

Clark Kurschner    214-435-0251

send a group text to activate response team

### Using Ashton's Room

If you have a child in your care, or who needs assistance, Ashton's Room is available to you 24/7. A team of trained and certified volunteers is available to assist in the care of any Ashton's Room guest. The room is well stocked and prepared for children of all ages.

**Ashton's Room - to help you help others**

**business cards given to all officers**

# Responsibilities of The Childcare Team

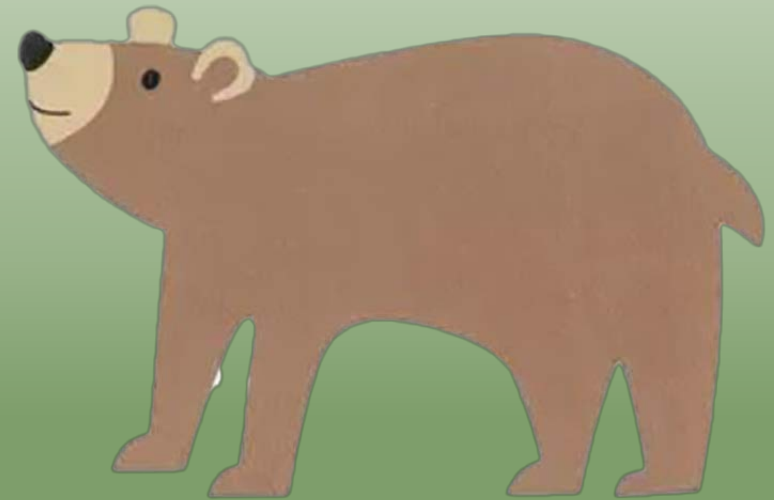
- Provide a safe and nurturing experience for guests
- Guests are never questioned about circumstances
- If a guest volunteers information, the volunteer listens supportively
- Nutrition
- Medications





# Responsibilities of The Childcare Team

- If a guest offers information, the volunteer listens supportively
- Case information is immediately reported
- Strict confidentiality
- Providing information to Officers and CPS
- Completing the Guest Log



# Responsibilities of The Support Team

- Cleaning the room after each guest
- Monthly light cleaning if no guests to keep things fresh
- Keep inventory of food and perishables in date
- Keep the inventory of books, toys, and clothing



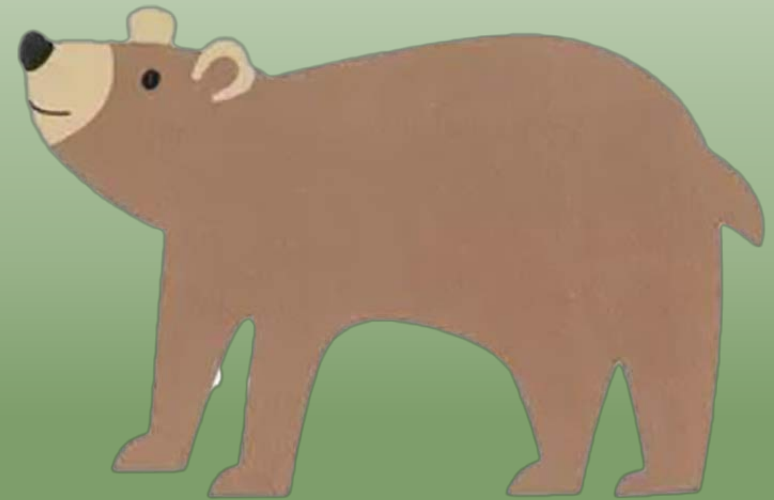
# Responsibilities of The Outreach Team

- Seek opportunities to educate public about Ashton's Room
- Seek opportunities to introduce Ashton's Room to other PDs
- Reach out to local restaurants for donation of meals for guests



# Support for Volunteers

- Program Chair contacts the volunteer after a shift for a check-in
- Critical Incident Debriefing
- Volunteers experiencing any stress or vicarious trauma reach out to team leaders





# Our 1<sup>st</sup> Guest

- “It started bad but because of Officer O’Hare and Linda, it ended up being the best day because that was the day my life changed”
- “It was the first time I felt safe in a long time”
- “I was able to trust them, and I could talk to Officer O’Hare and Linda”
- “I think I had the best experience; every police department should have one so all kids can have an experience like mine.”



# From Our Officers

- “Knowing the volunteers are there to watch the children helps tremendously”
- “Ashton’s Room has been an amazing addition to our department.”
- “I assisted with an 8month old, it was hours before CPS arrived, having Ashton’s Room was a real game changer.”
- “I’ve seen the relief on my officers’ faces when they are told an Ashton’s Room volunteer is on the way.”
- “Ashton’s Room is a useful space, but the dedication of the volunteers is what makes it an exceptional asset for the PD.”





**Policy Number: 9.1**  
**Program: Ashton's Room**  
**Activity: General Operations**

## **1. Operation**

- a. Ashton's Room is a 501©3 organization and functions as a recognized Internal Revenue charity.
- b. Ashton's Room operates under the joint supervision of the Lewisville Police Department and the Ashton's Room Board of Directors.

## **2. Leadership**

- a. The Board of Directors shall vote to appoint each position: President, Secretary, Treasurer.
- b. The President will be responsible for overseeing the day-to-day functions of Ashton's Room and will act as the Ashton's Room Team Lead.
- c. The Ashton's Room Team Lead will be responsible for ensuring all bylaws, and operational policies are followed.
- d. A vote of the Board of Directors is required for any expenditure of funds over \$500.
- e. The leadership team, with input from the operational team, is responsible for maintaining and updating the wish lists on Amazon and Walmart.
- f. The leadership team will coordinate any partnership requests from outside organizations.

## **3. Outreach**

The Ashton's Room Team will be responsible for outreach to agencies both inside and outside of Texas with the goal of introducing Ashton's Room and informing the agency of the benefits of creating their own Ashton's Room.



**Policy Number: 9.2**  
**Program: Ashton's Room**  
**Activity: Qualifying Volunteers**

## **1. Confirming Eligibility – Child-Care Volunteers**

- a. Ashton's Room Team Leads must verify the prospective child-care volunteer meets each of the following qualification criteria:
  1. Be full LCPAAA member in good standing; and
  2. Be an active member of LCPAAA for a minimum of six months; and
  3. Provide proof of adult and child CPR training within the most recent 24-month period and maintain current certification.
  4. Provide proof of Criminal Justice Information Services (CJIS) certification training within the most recent 12 months and maintain FBI Security Policy compliance.
  5. Submit to a national fingerprint-based background investigation at initial application and subsequently at any time required by the police department.
- b. If all above criteria are satisfied
  1. The Ashton's Room Team Leaders will determine if the prospective child-care volunteer will be a good fit for the child-care team. Determination will be based on:
    - a. Temperament
    - b. Personality
    - c. Moral character
  2. The Ashton's Room Team Leaders will meet with the Lewisville Police Department Liaison Captain and officer to receive their approval of the prospective child-care volunteer applicant.
  3. The prospective child-care volunteer must complete a Central Registry Background Check (CRBC) form and turn it in to the Ashton's Room Team Lead



4. The prospective child-care volunteer may elect to have results of the background check sent directly to the Lewisville Police Department or to themselves. If they elect to have the results sent to themselves, it is their responsibility to provide the results of the background check to the Ashton's Room Team Lead.
5. Ashton's Room Team Lead will turn in the completed CRBC form to a child crimes detective for processing.
6. After the CRBC is completed the Child Crimes Detective will notify the Ashton's Room Team Lead if the prospective volunteer passed the background check.
7. Ashton's Room Team Lead will notify the prospective volunteer if they have been approved for the Child-Care team or for the Non-Child-Care team.

## **2. Confirming Eligibility – Non-Child-Care Volunteers**

- a. Ashton's Room Team Leads must verify the prospective non-child-care volunteer meets each of the following qualification criteria:
  1. Be full LCPAAA member in good standing; and
  2. Be an active member of LCPAAA for a minimum of six months.



**Policy Number: 9.3**  
**Program: Ashton's Room**  
**Activity: Childcare Procedures**

## **1. Response Team Activation**

- a. Upon receiving notification of a need to activate the Volunteer Response Team from the Lewisville Police Department the Volunteer Response Team Lead will contact Response Team members to locate an available volunteer.
- b. Volunteers may not accept an Ashton's Room assignment if they have consumed any alcoholic beverages or other intoxicants (including narcotic prescription medication) within 24 hours of the assignment.
- c. Upon confirmation of an available volunteer the Team Lead will relay information to the police department about who will be responding and an approximate time of arrival.
- d. Upon confirmation of availability, the responding volunteer should be enroute to the Police Department as soon as possible, with the goal of arriving within 30 minutes of the activation of the Team.
- e. No adult who is not a certified team member may have any contact with an Ashton's Room Guest. An on-duty Sergeant or Captain may, on a case by case basis, grant permission for a team member to bring a family member who is a minor to interact with the Ashton's Room Guest. This permission will be granted in very limited circumstances and only when the Ashton's Room guest would benefit from interaction with another child. This limited permission is granted for the benefit of the guest not for the convenience of the team member.

## **2. Childcare Responsibilities**

- a. The volunteer should provide a safe and nurturing experience for children "Guests" in Ashton's Room.
- b. The volunteer should provide age-appropriate engagement with the Guest.
- c. Medications
  - i. If the Guest arrives with required medication then medication may be administered according to directions.

- ii. Over the counter medications like Gas-X or other similar medications may be administered.
  - iii. If it appears the Guest needs medication other than outlined in (a) and (b) above then the volunteer should contact the Sergeant on Duty and request the Fire Department be dispatched so the guest may be evaluated by a paramedic.
  - iv. Any medication (prescription or over the counter) must be documented with the time and dosage given
- d. Discipline – Team Members need to be mindful that the guests of Ashton’s Room are in crisis and may possibly be victims of abuse.
- i. Under no circumstances will a team member spank or give any type of physical discipline.
  - ii. Scolding, or harsh words of any kind is strictly prohibited.
  - iii. Team members will not reinforce misbehavior with too much attention, briefly address it and redirect the Guest to a different activity. Team members will encourage guests by proactively giving attention to positive behaviors.
  - iv. Guests may given a gentle but firm verbal correction.
  - v. The only discipline outside a gentle and firm verbal correction that is allowed is a time-out which will be limited by the age of the guest (2 minutes for a 2-year old, 3 minutes for a 3-year old, etc.)
  - vi. If the behavior is of a nature that the team member cannot handle it with a time-out or redirection then the case officer, or on-duty sergeant or captain should be contacted for assistance.
- e. Nutrition
- i. Basic snacks and drinks are available in Ashton’s Room and may be used as needed.
  - ii. Formula and bottles are available in Ashton’s Room when caring for infants.
  - iii. If the Guest needs a meal the volunteer may access the menus of participating restaurants and food establishments to make an age-appropriate selection. The volunteer will contact the Sergeant on Duty to coordinate pick up or delivery of the meal as required.
  - iv. If the Guest is very young or non-verbal the volunteer should document the time and amount of formula or food given.

f. Case Information

- i. At no time should be volunteer question the Guest about the event that caused them to be in Ashton's Room
  - ii. If the guest voluntarily discloses information the volunteer should be supportive of the Guest and listen.
  - iii. If the Guest discloses any information about the case, or any other crime, it should be reported immediately to the officer handling the case or the Sergeant on Duty.
- g. Confidentiality - Team members may hear details of criminal cases and information about the personal life of the Ashton's Room Guest. This information may not be disclosed to anyone outside of law enforcement or the Ashton's Room Team Leaders.
- h. Relief Volunteers – If during the childcare period the volunteer needs to leave the department or needs additional help to manage the guest or guests they should immediately contact the Ashton's Room Team Lead and request an additional or relief volunteer. If it is an emergency situation contact the Sergeant on Duty for an officer to provide supervision of the Guest and request the Ashton's Room Team Lead be contacted.
- i. Ending a Shift with a Guest
- i. Depending on how long the volunteer has spent with the guest and the guest's history, ending a shift may be upsetting to the guest, especially if the guest is going into the custody of Child Protective services. The guest may express attachment to the Ashton's Room Volunteer and be reluctant to leave.
  - ii. Be as understanding, supportive, and positive as possible with the guest but make no promises about future contact with them.
  - iii. Allow the Guest to choose a stuff animal from the designated group to take with them for comfort. They may also take an Ashton's Room Pillow and one of the Linus Project blankets if they would like.
- j. Closing Ashton's Room After a Shift
- i. Please leave Ashton's Room as neat and tidy as possible.
  - ii. Make sure all trash is thrown away and food containers/bottles are washed and returned to the cabinet.
  - iii. Be sure to complete the Ashton's Room Guest book with as much information as possible to fully document the details of the shift.



3. **Volunteer Support** - Childcare volunteers will be caring for guests in crisis. Often our Ashton's Room Guests have been witness to and/or victims of violence. While caring for our guests, childcare volunteers may experience vicarious trauma. The Lewisville Police Department and the Ashton's Room Team are here to support all our volunteers.
  - a. Following any team activation, the Ashton's Room Team lead will make contact with the childcare volunteer to check in with them, gather any feedback, and provide support if necessary.
  - b. Following any critical incident, the involved Ashton's Room volunteers will be included in the critical incident debriefing.
  - c. If the Ashton's Room Volunteer is experiencing the effects of stress or vicarious trauma immediately contact the Ashton's Room Team Lead.



**Policy Number: 9.4**  
**Program: Ashton's Room**  
**Activity: Non-Childcare Team Members**

## **1. Cleaning & Inventory**

- a. The Ashton's Room Team Lead will contact a non-childcare volunteer to request a cleaning and restocking of Ashton's Room:
  - i. Following each response team activation Ashton's Room
  - ii. Monthly even if no guests have been in Ashton's Room
  - iii. Non-Toxic cleaning supplies are provided for the thorough cleaning of all surfaces and toys used.
  - iv. Quarterly the sofa cover will be washed and changed out.
- b. The non-childcare team will be responsible for maintaining current inventory of:
  - i. Perishable food items and drinks
  - ii. Clothing
  - iii. Age-appropriate toys and games as well as removing any items that are damaged or no longer in good condition.

## **2. Ashton's Room Supply Partners**

- a. Ashton's Room currently partners with Valley View Church who has agreed to provide all perishable and infant supplies.
- b. Contact Valley View to request replenishment of items as necessary.
- c. Maintain contact with Valley View from time to time to facilitate the on-going relationship between Valley View and Ashton's Room
- d. Build partnerships with new organizations as needs arise

## **3. Restaurant Meal Support**

a. Outreach

- i. Contacting various restaurants/fast food venues to request their commitment to support Ashton's Room through the donation of an occasional meal to a Guest who is in care.
- ii. Maintaining contact and building relationships with our participating restaurants/fast food venues to ensure their continued support and keep menus current.

b. Menu Folder

- i. Maintain a folder to be stored in Ashton's Room of menus from participating restaurants for Ashton's Room guests to use to choose a meal if needed.
- ii. Update as necessary if menu offerings change and new restaurants are added.

# Application for Team Member Certification



Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Do you have a current CPR certification? (certificate required) Yes \_\_\_\_\_ No \_\_\_\_\_

Are you at least 21 years old? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you agree to a comprehensive background check? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you agree to abide by and follow all Ashton's Room Policies & Procedures and LPD requirements for team members? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you agree to a criminal background check? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you agree to a Central Registry check? (history with CPS) Yes \_\_\_\_\_ No \_\_\_\_\_

Do you agree to an interview with the Officer Liaison Team? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you applying for a position on the Childcare Team? Yes \_\_\_\_\_ No \_\_\_\_\_

By signing and submitting this application you state that you understand that your information will be used to complete a comprehensive background check, a criminal background check, and a Central Registry check. You agree to participate and complete an interview with the Ashton's Room Leadership and LPD Liaison Officer. You understand that no individual will have access to any Ashton's Room guest if they have not first completed the application and screening process.

Signature \_\_\_\_\_ Date: \_\_\_\_\_



# REQUEST FOR TEXAS CHILD ABUSE/NEGLECT CENTRAL REGISTRY

## CHIEF OPERATING OFFICER – BACKGROUND CHECKS UNIT (BC)

**Purpose:** An individual may use this form to request a Texas Department of Family and Protective Services Central Registry Abuse and Neglect check on him or herself.

*Central Registry requests from an out-of-state protective service agency to assist an open investigation or other case open action must be faxed on your state agency's letterhead to Statewide Intake: 800-647-7410 or 512-339-5900.*

**Directions:** The subject of the background check must read and complete Sections 1-5, then notarize and email, fax, or mail this form using the contact information below. Please type or print clearly in ink.

**Incomplete or illegible forms will not be processed.**

Email: [TAbuseNeglectBGC@dfps.texas.gov](mailto:TAbuseNeglectBGC@dfps.texas.gov)  
FAX: 512-339-5829

Mail: DFPS Background Checks M/C 121-7  
PO Box 149030, Austin, TX 78714-9030

If you have questions, email:  
[TAbuseNeglectBGC@dfps.texas.gov](mailto:TAbuseNeglectBGC@dfps.texas.gov)

### SECTION 1: CENTRAL REGISTRY INFORMATION

As required by Texas Family Code §261.002, DFPS maintains a central registry of the names of persons found by DFPS to have abused or neglected a child. The DFPS Central Registry includes information gathered during Child Protective Services (CPS), Child Care Licensing (CCL), and Adult Protective Services (APS) in-home and provider investigations of child abuse and neglect that resulted in a disposition of "reason to believe" for CPS and CCL cases or "confirmed and validated" for APS cases. (Findings of abuse, neglect, or exploitation of an adult victim are not included in the Central Registry.)

**You will not clear the Central Registry check if you:**

- Have the role of designated perpetrator or sustained perpetrator in an investigation included in the registry; **or**
- Are involved as an alleged perpetrator in an open child abuse or neglect investigation being conducted by DFPS. (A new Central Registry check may be requested at the conclusion of the investigation to determine if you were designated as a perpetrator of child abuse or neglect.)

### SECTION 2: PURPOSE OF CENTRAL REGISTRY CHECK

Please select the reason you are requesting the background check:

- Placement of a child:
- Foster Care/Foster Parenting or Adoption (in compliance with the [Adam Walsh Child Protection Act](#))
  - Kinship
  - Adoption (step parent, private, international, etc)
  - Other: Specify reason: \_\_\_\_\_
- Child Care/Day Care/Head Start Employment (in compliance with [Child Care and Development Block Grant \(CCDBG\) Act of 2014](#)) and not regulated by Texas Childcare Licensing
- Employment/Volunteer  
Name of employer/agency: \_\_\_\_\_
- Other: Specify the reason for the request for central registry check:  
\_\_\_\_\_

- Child Custody or Adoption Evaluation (see section 7 for definition)  
(This option is not applicable to any public child welfare/child protection agency requests)



### SECTION 5: DESIGNEE

**If the check results are clear**, you, as the subject of the background check request, can list another person in the space below to whom DFPS will send the cleared results.

**Exception for employment or volunteering:** For request purposes related to employment or volunteering, DFPS **cannot** release the results to any person other than you. Do not list a designee below if your request is for employment or volunteering purposes. If your request is for employment or volunteering purposes, be sure you indicated how you want your results sent to you in the box above.

However, **if the check results in a match**, DFPS will **only** send the results directly to the subject of the request.

**Exception for a child custody or adoption evaluation:** If the only exception would be if the request is submitted for a court ordered child custody or adoption evaluation as defined by the Texas Family Code (see Section 7 for complete detail). The court ordered evaluator must enter his or her information below to receive the results. **Exception for Adam Walsh and CCDBG requests:** A designee that is a representative of another state agency required to comply with the federal law of the Adam Walsh or CCDBG may receive a copy of the results if a copy of the designee's state employment ID is included with the request.

Agency/Organization Name:	Contact Name:	Title:
Email Address:		Telephone Number:

### SECTION 6: SIGNATURES

**This section of the form must be signed by the subject of the background check and not the designee. This form must be signed in the presence of the Notary Public.**

- I am the person listed above in Section 3 of this form. The information in this document is correct. I understand that providing false information is a violation of Texas Penal Code §37.10.
- If applicable, I grant permission for the results of my cleared Child Abuse/Neglect Central Registry check to be transmitted to the designee I listed in Section 5.
- I acknowledge that DFPS cannot guarantee that information transmitted electronically is secure and accessible only to approved parties.

Subject:  
X

Date Signed:

Print Name:

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

[Notary stamp or seal]

\_\_\_\_\_  
Notary Public

### SECTION 7: CHILD CUSTODY OR ADOPTION EVALUATORS

If you are a child custody or adoption evaluator as defined in [Texas Family Code §§107.101 or 107.151](#), you may submit this form without the subject's signature and notarization **if** you include a copy of the court order. The evaluator's information must be entered in the designee section under section 5 of this form. Case workers, case managers, or other staff working with DFPS, and out of state public child welfare, child protection, or child placing agencies are **not** considered child custody or adoption evaluators for purposes of this form.

DFPS may require child custody or adoption evaluators who meet certain requirements under Texas law to provide valid picture identification and the court order identifying the evaluator as the authenticated designee before DFPS will release results.

### SECTION 8: PRIVACY STATEMENT

DFPS values your privacy. For more information, read our [privacy policy.](#)  
(<http://www.dfps.state.tx.us/policies/privacy.asp>)