



<b>Policy Title:</b>	Security Policy				
<b>Policy Number:</b>	Admin. Policy #007	<b>Version:</b>	1	<b>Effective Date:</b>	2/1/19

**Approved By:** YFS Operations Team

**Date:** 01/31/2019

## Overview

**Description:** The Department of Social Services-Youth & Family Services Division (YFS) Security Policy seeks to provide instruction and guidance around the way in which county security services are requested and approved within the Division.

**Purpose/Rationale:** The Adoption & Safe Families Act of 1997 identified safety, permanence, and well-being as the three primary goals of child welfare systems within the United States. Promoting safety for children and families served by YFS is accomplished not only through the completion of mandated casework tasks, but also through all facets of each of the agency's contacts with the client population. In accordance with the values and beliefs outlined within the YFS Practice Model, this policy works from the understanding that how we work is as important as the work that we do. Therefore, this policy provides guidance around specific safety measures to be taken when additional security supports are needed during Child & Family Team (CFT) meetings, family visits, and other client-involved agency activities and events.

**Applicability:** Frontline staff, supervisors, and managers within YFS; Director & Deputy Directors.


### Definition(s):

### Failure to Comply:

Failure to comply with this policy can adversely impact the agency's ability to ensure the safety of YFS consumers and staff.

### Policy:

To promote safety for children, families, and YFS staff before and during CFT meetings, and other client-involved agency events, requests for security services must be submitted and approved in accordance with the procedures outlined below. All requests must be submitted a minimum of 96 hours in advance, whenever possible. In emergency situations, the procedures outlined below must be followed to the fullest extent possible.

	<b>Policy Title:</b>	Security Policy			
	<b>Policy Number:</b>	Admin. Policy #007	<b>Version:</b>	1	<b>Effective Date:</b> 2/1/19

**Procedure(s) that apply:**

**County Security Officers: Scope of Service**

Security officers are stationed at all YFS locations during standard business hours to provide two levels of security: patrol and post. When situations arise that require additional intervention, security officers can respond in the following ways:

***Armed security officers are required to intervene in a situation with the minimum force necessary to gain control of the situation in line with the Use-of-Force Continuum, to include, if necessary, physically intervening with empty-hand controls, less-lethal methods, etc. of someone causing physical harm to a staff member, customer, etc. (e.g., someone is assaulting a County employee, customer, etc.).***

Should situations arise that require involvement of law enforcement (calling 911), YFS staff must communicate with security officers to ensure that the call is entered. Immediate, open, and clear communication between YFS staff and security is critical to ensuring the safety of all involved.


**Security Request Criteria**

It should be noted that CFTs, family visits, and other client-involved agency events involving cases determined to pose high-risk safety issues for participants, based on perceived risk of engagement in unsafe behaviors during the actual event and not solely on the case risk assessment score, must be held at the Valerie C. Woodard location, whenever possible, to ensure access to CRC safety measures (i.e., weapons screening, additional security presence).

Additional security (dedicated/assigned officer) must be requested for CFTs and other client-involved agency events when any of the following criteria apply:

- When an event participant has demonstrated violence, threats of violence, or acts of domestic violence within the three weeks preceding the event
- When domestic violence has been documented as part of the family’s most recent report and remains a concern
- When concerns exist regarding a parent abducting a child from the event

Should there be a safety concern that does not fall within these parameters, the assigned social worker and/or supervisor must initiate a discussion with the CFT Facilitator and any other YFS staff involved to determine the appropriateness of a security request. All approved requests for recurring assistance by posted officers must be re-evaluated monthly to determine whether the safety concerns causing the original security need still exist. When it has been determined that there is no longer a need for a posted officer, the Security Manager

	<b>Policy Title:</b>	Security Policy			
	<b>Policy Number:</b>	Admin. Policy #007	<b>Version:</b>	1	<b>Effective Date:</b> 2/1/19

must be notified as soon as possible.

**Security Requests During Standard Business Hours**

In the event it is determined the above scope regarding active threats or history of violence is present, a dedicated officer must be requested. The following process must occur to request a dedicated officer:

- The assigned social worker must submit a written request to their direct supervisor that documents the following:
  - Meeting logistics/details
  - Current threats and/or history of violence
  - Date, content, and names of individuals involved with the most recent threat made
  - Whether or not there is an active restraining order associated with the case
- The assigned Social Work Supervisor (SWS) will review the request for clarity and accuracy and forward to their manager for final review.
- The assigned Senior Social Services Manager (SSSM) will review the request and, once approved, submit written notification to the Deputy Director of Post-Custody Services. When the security request is being made for a CFT, the SSSM will copy the assigned CFT Facilitator on the correspondence to ensure that they are aware of the safety concerns. The Senior Social Services Manager will then submit the request to the Security Manager and the Security Inbox for final approval, processing, and assignment.

**After-Hours & Weekend Security Requests**

Regardless of service area or reason, requests for security services falling outside of the aforementioned *Scope of Service* and requiring coverage after 5:00pm must be submitted in the same manner outlined above. All requests must be initiated by the social worker, routed through the SWS and SSSM for approval, then submitted to the Deputy Director of Post-Custody Services, Security Manager, and the Security Inbox for final approval, processing, and tracking. Should the request involve a CFT, the assigned facilitator must be copied on the approval notification to ensure that all parties are aware of the safety concerns and can govern themselves accordingly.

**Invoicing & Payment for Services**

In situations requiring additional payment for services, the Security Center Operations Manager will submit the invoice to the SSSM associated with the security request. The SSSM must submit the invoice to the Deputy Director of Post-Custody Services within 3 business days of receipt for payment.



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**Form(s) that apply:**

**Reference(s):**

Guidelines for Requesting and Utilizing Security at Child and Family Team Meetings (dated 11/17/09)

**Policies:**

**Contact(s):**

YFS Deputy Director of Post-Custody Services  
Policy & Practice Model Supervisor

**Policy History:**

Developed 11/20/18.