

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Security Measures
Policy Number: 10.02.01
Policy Name: Maintenance of a Safe Work Environment

Original Effective Date: 06/30/1994
Revision Date(s): 09/01/2015, 10/20/2004
Current Revision Date: 09/01/2018
Approved By: Cynthia G. Weiskittel

PURPOSE: To provide clearly defined procedures for responding to emergency situations and to clarify expectations of all persons employed by CCDCFS.

SCOPE: All persons working within CCDCFS who need help with an emergency are expected to adhere to this policy.

POLICY

- A. The Division of Children and Family Services is cognizant of the importance of and the need for personal safety for all staff and visitors at all times, especially in the event of an emergency situation.
- B. Whenever it becomes necessary to call the Cleveland Police or Fire Departments or the EMS in response to an emergency, the Sheriff's Officers must be alerted immediately after the call is made.

PROCEDURES

- A. CCDCFS employees should report all incidents of unusual behavior, potential problems, and loitering to The Sheriff's Office immediately by calling 216-432-3338 and also report the incident to their department senior manager/administrator.
- B. CCDCFS employees must advise Protective Services in advance if problems are anticipated.
- C. Reporting
 - 1. A complete written report of an incident or emergency situation must be submitted to Protective Services, Senior Manager/Administrator, Deputy and Director within 24 hours.
Critical Incident Report must include:
 - a. what happened;
 - b. where the incident took place;
 - c. what time it occurred;
 - d. description of the individual by sex, race, height and clothing;
 - e. the name and department of the person making the report.