

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

**Policy Chapter:** Security Measures  
**Policy Number:** 10.02.04  
**Policy Name:** Traveling in Pairs

**Original Effective Date:** 08/05/2002  
**Revision Date(s):** 08/01/2014  
**Current Revision Date:** 08/01/2014  
**Approved By:** Patricia L. Rideout *PLR*

**PURPOSE:** To provide for the safety of employees when there is reasonable concern that the employee may be subject to physical harm or harassment in the performance of their duties in the community.

**SCOPE:** This policy applies to all Division of Children and Family Services (DCFS) staff.

**POLICY**

- A. This policy applies whenever an employee believes traveling in pairs is necessary for their personal safety.
- B. This policy requires supervisors or senior supervisor approval for staff requesting to travel in pairs. Supervisors or senior supervisors must take into consideration the facts presented by the worker to support their request.
- C. Mileage reimbursements for the use of a personal vehicle when traveling in pairs may be limited to only one employee, the driver, at the Supervisor's discretion. It is assumed that in most cases when traveling in pairs, only one vehicle is necessary.

**PROCEDURES**

- A. The following criteria are used in determining whether permission will be granted to travel in pairs:
  - 1. The child (ren) and/or other family members have a demonstrated history of violence, sexualized behavior (sexual undertones), or conduct which may compromise a safe environment.
  - 2. The child (ren) and/or other family members demonstrate conduct that may compromise the safe operation of a motor vehicle (i.e. Impulsive / compulsive behaviors, previous attempts at harming self or others or uncontrollable behaviors).

3. When an employee is transporting multiple children or children with special needs who may be distressed, traveling in pairs may be warranted.
4. When an employee places a child in a non-contiguous county, a late placement, or when employees have children placed in the same location, traveling in pairs may be warranted.
5. Police involvement may be appropriate to ensure worker safety in some situations.