

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

Policy Chapter: Security Measures
Policy Number: 10.02.06
Policy Name: On-the-Job Criminal Incidents

Original Effective Date: 06/23/1995
Revision Date(s): 10/01/2015, 04/19/2006
Current Revision Date: 12/01/2018
Approved By: Cynthia G. Weiskittel

PURPOSE: To clarify the Cuyahoga County Division of Children and Family Services (CCDCFS) position regarding incidents of property damage, theft or other crime in which an employee of CCDCFS becomes a victim while in the course and scope of their duties as an employee of CCDCFS (on-the-job).

SCOPE: This policy applies to all CCDCFS employees.

POLICY

If a CCDCFS employee becomes a victim of a criminal incident on-the-job, upon report of the incident to CCDCFS, CCDCFS shall facilitate victim and witness contact and documentation with the appropriate law enforcement officials.

PROCEDURES

Reporting Critical Incidents On-the-Job:

- A. Any CCDCFS employee that witnesses a criminal incident must report the incident to their supervisor as soon as possible.
- B. Any CCDCFS employee that is a victim of a criminal incident on-the-job must report the incident to their supervisor as soon as possible.
- C. Witnesses and victims of on-the-job criminal incidents must complete the **Staff Injury/Incident Report Form** and submit to their supervisor. The supervisor is responsible for ensuring the original report is submitted to Human Resources and must forward a copy to the Director's Office, Deputy Director, Senior Manager and Security.
- D. CCDCFS facilitates contact between the victim, any witnesses, and the appropriate law enforcement agencies.
- E. Witnesses and Victims may be required to prepare and/or file statements and reports with the appropriate law enforcement agencies.