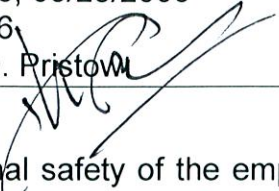


**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Security Measures
Policy Number: 10.02.11
Policy Name: Visitor's Passes

Original Effective Date: 12/23/1999
Revision Date(s): 06/01/2013, 03/23/2006
Current Revision Date: 07/01/2016
Approved By: Thomas D. Pristow 

PURPOSE: To promote the personal safety of the employees of the Cuyahoga County Division of Children and Family Services and visitors who enter CCDCFS facilities.

SCOPE: This policy and procedures statement applies to all non-employees of CCDCFS entering any CCDCFS facility. Enforcement of this policy statement applies to all CCDCFS staff.

POLICY

All non-employees of CCDCFS are required to display a (CCDCFS issued) "Visitor" badge, when they are conducting business with CCDCFS in a CCDCFS facility.

PROCEDURES

- I. All visitors to CCDCFS are screened by the Sheriff's Department staff upon entering the facilities.
- II. All visitors to CCDCFS must sign in at the reception desk, immediately after arrival, and are issued a visitors badge.
- III. The receptionist informs the employee of the visitor's arrival and seats the visitor in the lobby.
- IV. The employee reports to the Welcome Center and the receptionist makes the announcement "the party(s) for (employee name) please come to the desk".
- V. All visitors are escorted by staff, while conducting business at CCDCFS.