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):	12/01/2018, 08/01/2014
Current Revision Date:	12/01/2021
Approved By:	Cynthia G. Weiskittel

PURPOSE: To provide for the safety of employees when there is concern that an 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 when staff believe traveling in pairs is necessary for their personal safety.

B.   This policy requires a supervisor's prior approval when staff request to travel in pairs and applies to each employee who assists from different units/departments. Supervisors always consider the facts presented by the worker to support their request.

PROCEDURES

A.   The following are examples of when traveling in pairs may be appropriate.

1.   The child (ren) and/or other family members have a demonstrated history of violence, sexualized behavior/undertones, or conduct compromising 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.   The employee is transporting multiple children or a child with special needs.

4. The employee places a child in a non-contiguous county, a late placement, or when employees have children placed in the same location.

5. Police involvement may be more appropriate (versus traveling in pairs) to ensure worker safety in certain situations. Staff confers with their chain of command to determine this need.

6. If there has been a threat of harm to a worker or staff member, the Worker Safety Analysis is used.

SEE ALSO:

Worker Safety Analysis