

**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): 07/01/2019, 07/01/2016, 06/01/2013, 03/23/2006
Current Revision Date: 08/01/2022
Approved By: Jacqueline M. Fletcher, Interim Director

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 visitor's badge.
- III. The Welcome Center staff 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 Welcome Center staff lets the employee know of the visitor(s) waiting in the lobby. The employee meets and escorts the visitor(s) to their appointment, as visitors must be escorted, at all times, while conducting business at CCDCFS.
- V. Prior to departure, all visitor badges must be returned to the Welcome Center.