

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.8a	SUBJECT: REFERRALS ON EMPLOYEES OF CHILDREN SERVICES
OAC: 5101:2-36-08	EFFECTIVE DATE: 10/1/06
PCSAO: 2.7	REVISION DATE: 10/07

PURPOSE:

To improve the consistency of response, service delivery, and information flow with respect to abuse/neglect referrals of this type.

POLICY:

1. Butler County Children Services will request assistance from another PCSA for investigation of abuse/neglect allegations received on employees of BCCS.
2. If it is determined that there is an immediate safety risk to the child, BCCS will initiate actions to ensure the safety of the child until the receiving county initiates action. The Specialized Investigative Unit will respond to these types of referrals as appropriate.
3. All Investigations of this nature shall be subjected to the time frames specified in the Ohio Administrative Code.

PROCEDURE:

1. All referrals on employees shall be hand-delivered to the Director of Intake or his/her designee. The Director of Intake or his/her designee will assist with determining if the agency needs to respond immediately due to a safety risk to the child. The Director of Intake or his/her designee will inform the Executive Director, the Deputy Director and the Ombudsman of the situation.
2. If BCCS responds due to the safety risk to the child, an SIU worker will be assigned. The Director of Intake or his/her designee will contact a PCSA in another county to request their assistance on the completion of the investigation. Thereafter, any exchange of information will be routed through the Director of Intake to the investigating Children Services.
3. BCCS will abide by the recommended disposition of the other county.

ADMINISTRATIVE PROCEDURE:

1. An employee of BCCS that supervises other employees and/or client cases and is the subject of an investigation will be removed from their responsibilities and reassigned pending the outcome of the investigation.



Michael A. Fox, Executive Director

Approval Date: