

September 22, 2017

The rules listed below, will be effective immediately. CPS has put rules in place for observation of visits.

The office has had some issues come up with extra people attending and observing visits in the office/Arcade Building/outside (parks) etc. I would like to set out some guidelines for people attending visits to help make things run smoother for everyone.

Ground rules:

1. **Let the worker and/or SST know in advance that you are coming.** There have been times where several people want to come and we only have so much room and so much ability to pay attention to a big crowd while also safely observing a visit.
2. **It is best NOT to let parents know you are coming then** you get an accurate picture of what the visits look like.
3. **Do not plan on meeting with the parents before or during the visit** – This is Not a time to meet with the parents about the case!
4. **You should not be in the room, where visits are happening,** unless you have specifically made arrangements for this through the worker and/or SST.
5. **You must have a badge or some way to identify yourself** – **You MUST check in with the front desk** before you go back to observe a visit. We are changing the locks on the doors to the back area so you will not be able to get back without an escort.
6. **Do not look in on or involve yourself in other visits that are happening in** the other rooms.

Please make an appointment to observe visits and check in at the front desk. They have a caseload of over 350 children in their region and there are attorneys and CASA's trying to observe visitations.

Thank you for your patience and understanding as this has been overwhelming.