

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 1.4	SUBJECT: <b>PROTECTIVE SERVICE ALERTS</b>
OAC: 5101:2-36-14	EFFECTIVE DATE: 4/22/03
	REVISION DATE: 10/25/05, 11/21/06, 10/07, 3/10
	REVIEW DATE: 6/22/04, 10/25/05, 11/28/06, 10/07, 3/10

**PURPOSE:**

To ensure staff of Butler County Children Services understand the state mandate of a protective service alert.

**POLICY:**

- 1.4 BCCS shall issue a protective service alert if either of the following occur:
- (1) The agency receives an abuse or neglect report and it is determined that the whereabouts of the alleged child victim and his or her parent, guardian or custodian are unknown and an assessment of safety is needed.
  
  - (2) The agency determines that protective services are needed and the agency determines the whereabouts of the child and his or her parent, guardian, or custodian are unknown and the child remains at risk of abuse or neglect.

**PROCEDURES:**

1. The worker shall register the Protective Service Alert in SACWIS. The worker shall also complete the form, JFS 1440 "Protective Service Alert Report" and fax to Barbara Parker at (614-728-6726), e-mail to Barbara Parker or mail to PO Box 182709, Columbus, OH, 43218-2709, Attn: Barbara Parker.
2. When creating the PSA, the worker shall reference BCCS as the originator of the PSA.
3. If a person with an active PSA has been located, the agency shall notify the originator of the PSA in writing no later than the next working day.
4. Upon receipt of notification that a person has been located the agency shall cancel the PSA.
5. A PSA will expire in ninety days. An extension must be completed prior to the expiration of an existing alert or the alert will expire and a new one would have to be created. Each PSA extension will expire ninety days from the issued date.
6. If the initial safety concerns do not support the need for an active alert after 90 days have passed with no subsequent report received by an Ohio county, there is no need to complete an extension.

7. To enter a PSA in SACWIS go to Administration, then utilities, maintain PSA, fill out PSA filter Criteria, Add PSA and then follow and fill in where applicable.

Approval Date: 5/17/10

Jeff Centers, Executive Director

A handwritten signature in black ink, appearing to read "Jeff Centers", with a long horizontal flourish extending to the right.