



## Department of Children and Family Services Policy and Procedure Guide

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Division No: 3 – Child Welfare  
Chapter No: 6 – Concurrent Planning  
Item No: 8– Procedure for Utilizing a Contracted  
Third-Party for Supervised Visits

Effective Date: 2/18/2005

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**POLICY:** Agencies that provide supervised visitation by trained professionals can be utilized to monitor court ordered visits between parents and children.

**PURPOSE:** This Policy and Procedure Guide (PPG) outlines the procedures to Request a contracted third party to provide supervision for court ordered visits.

**REFERENCES:** N/A

**PROCEDURE:**

I. **Introduction:**

The Department of Children and Family Services (DCFS), Child Welfare Services (CWS) is required to ensure that children who are dependents of the court have regularly scheduled visits with their parent(s) as ordered by the courts.

In order to comply with the court order(s), third-party supervision providers are available to assist in providing the necessary transportation to a visit and actual supervision of the vision.

II. **Criteria:**

Listed below are the criteria that must be met prior to contacting a contracted private party supervisor.

- A. Due to circumstances beyond CWS/CMS control, it may be necessary to schedule visits after normal work hours or on the weekend, or on a holiday. Additional situations that may require visits to be scheduled after normal work hours may include:
1. Parent(s) works 8:00 a.m. to 5:00 p.m.
  2. Parent(s) is attending programs (i.e., parenting, substance abuse, etc.) that will prevent the parent(s) from visiting during normal work hours.
  3. The child(ren) are in school and juvenile dependency court has ordered the child(ren) not be taken out of school for any reason.
- B. The Case Manager shall exhaust all other County resources listed below prior to contacting a third-party for supervision:
1. Swanson Visitation Center
  2. Social Worker Aides
  3. Other Social Workers
  4. Foster Parent/Agency Approved
  5. Third-party (friends, relatives)
    - a. Fresno Sheriff's Clearance to be completed.
    - b. Child Protective Services check to be completed.
  6. Contracted Agencies
- C. Additional criteria to be considered when determining if a parent's visit with their child(ren) is appropriate to be supervised by a third-party supervisor is detailed below:
1. Parent(s) must have three (3) consecutive visits without negative incidents. Incidents include but are not limited to:
    - a. Visit(s) stopped for inappropriate behavior/comments
    - b. Numerous no shows
    - c. Security must be present during visit

- d. Drug test (if required) has been consistently positive
2. Frequent, required visits ordered by the court that consist of:
- a. More than two (2) visits per week.
  - b. Visits are scheduled to last more that two (2) hours.

D. Comments Section:

Information listed below should be provided to the third-party supervisor.

- 1. Information related to dates and times visit cannot take place.
- 2. Information regarding any medical/mental condition of minor.
- 3. Special instruction to third-party supervisor regarding who is/is not allowed to visit.
- 4. Special instruction to third-party supervisor regarding potential behavioral problems. (i.e., parent attempts to discuss case with minor)

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