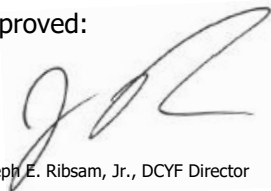
 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure	
	2069.4 NON-YOUTH ASSOCIATED ARRIVALS	
	Policy Directive: 22-09	Approved:
	Effective Date: June 2022	
Implements Policy: 2069	Joseph E. Ribsam, Jr., DCYF Director	

This SOP outlines any arrivals to SYSC that are not associated to facility youth.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Access to the SYSC by non-youth associated arrivals will be managed without prejudice or preferential treatment of any individual.
- II. Staff's family members will not be given access to the secured facility. Any exceptions to family members' access to the secured facility due to exigent or emergency circumstances must be approved by the SYSC Administrator, or designee.
 - A. If a staff's family member is present regarding a family emergency, the staff and the staff's Supervisor shall be notified.
 - B. If there is no emergency, the staff will be notified and will arrange with their Supervisor to meet with the family member.
 - C. If privacy is needed, the staff and family member will be directed to the Staff Lounge.
 - D. Friends of staff will not be allowed access to the secured facility.
 1. Permission for staff friends to visit staff in the unsecured areas of SYSC may be granted for exigent circumstances by the On-Duty Supervisor.
- III. Union representatives not employed at SYSC will not be given access to the secured facility without express permission from the SYSC Administrator or designee:
 - A. Approval from the SYSC Administrator is required prior to SEA Chapter 21 union representatives meeting with members on union business;
 - B. If requested, staff will be notified of the union representative's arrival; and
 - C. The SYSC Administrator or designee will determine an appropriate meeting location.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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