

Community Services Link, LLC

161 High Street SE, Suite 251
Salem, OR 97301
Cell: 971-718-0966

Professional Supervised Visitation Monitoring Services



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*****PLEASE NOTE*****

The following policies are intended as guidelines only and are subject to change at the sole discretion of Community services Link, LLC.

Mission Statement

Community Services Link's highest priority is to ensure the physical safety and emotional well-being of a child during a visit. An experienced Monitor is physically in the room to observe the interaction of all parties during the visit. The Monitor observes how the parties engage with each other and listens to everything that is said. At **no time** is the party being supervised left alone with the child(ren). This includes but is not limited to walking from one room to another, bathroom visits and going outside for other activities. In general, the Monitor is there to observe and not engage. However, this is not always possible, and the Monitor will engage in the visit if he/she believes:

- the physical or emotional safety of the child is an issue.
- the party being supervised is being inappropriate.
- if asked for assistance
- to suggest a re-direction to the parent due to child's behavior not being addressed
- to offer suggestions on positive parenting or discipline to the party being supervised when appropriate.

**All parties will be treated with respect. Community Services Link will remain neutral.*



Fees

Community Services Link accepts the following forms of payment: credit cards or debit cards. Cash or checks are not accepted.

Intake fee: \$100.00 non-refundable administration fee even if members decide not to pursue visitation services with Community Services Link.

Visitation: \$75.00-\$80.00 per hour for visits. Payment is required prior to the start of a visit. If a client does not bring payment at the time of visit, no follow-up visitation service will occur. No exceptions.

Reports

Upon a verbal or written request by the parent or attorney requesting a report, a visitation report will be given.

Summary Report: consists of a list of visitation dates/times/locations and a brief statement of how sessions went overall (Ex. "Visitations proceeded without incident. No major issues or concerns were noted, etc." A **Detailed Report** gives a list of visitation dates/times/locations and specific details and conversation themes within each visit. This report is written in a dialogue format (e.g., "Dad: "Are you hungry?" Minor: "Daughter replied, "no," etc.) **For Detailed Reports only: the current rates are good for up to 10 visitation sessions. There will be a \$10 fee for every visitation report requested over 10 sessions.**

Any request must be made within the following time frames:

1. Summary Report within a 6-10 business day request = \$ 75.00
2. Summary report within a 1-5 business day request = \$100.00
3. Detailed report within a 6-10 business day request = \$200.00
4. Detailed report within a 1-5 business day request = \$250.00 (Up to 10 Visitations)

Supervised Visitations: On-Site/Off-Site

Community Services Link conducts visits on-site and off-site, offering visits on weekends and holidays depending on Monitor availability.

Off-site visits are charged for travel time from door to door, which means from the time our Monitor leaves Community Services Link to the time he/she returns to.

If a child refuses to have a visit and does not come into the building, the monitor will try to encourage the child to have the visit. If the child does not want a visit there will be a \$25.00 fee for the monitor transportation and time. This will come out of the NCP payment. This is non-refundable.

There is no charge for visits conducted within a 20 mile radius of Community Services Link's office location. Visitations over 20 miles will be charged at Federal prevailing rates.

Restraining Orders

Visitations with restraining order provisions are considered "high risk" visitation cases and as such, visitation will only be permitted on-site, unless a court order stipulates otherwise.

Subpoenas

If Community Services Link is subpoenaed to attend a court hearing, the requesting party will be charged \$500.00 per day, payable in advance. This fee pays for preparation work, travel time, court time and mileage when being subpoenaed by your Attorney or the Court. We, therefore, will require that all clients agree to pay **IN ADVANCE** for this purpose.

Supervised Visitations: Do's

What is allowed during visitation by the party being supervised.

- A. Have fun, keep the visit light. Be interested in your child's school and how they are doing, their friends, their sports or summer plans. Listen to your child and stay attentive. Keep your mood positive. Give them encouragement, help them with their homework.
- B. Play games. COMMUNITY SERVICES LINK has many to offer for children of all ages and the party being supervised and/or the child is welcome to bring their own games or toys.
- C. We encourage you to bring nutritious food/snacks and drinks to the visit. Time permitting, you could plan to cook lunch or dinner, make a pizza together or bake cookies or color Easter eggs, etc.
- D. You can color or paint as long as they are washable, play with store bought play dough or make your own and have some fun. Watch a movie.
- E. You may not take photos of the child if the child is okay with this. You may ask the Monitor to take photos of you and the child if the child does not hesitate and is open to this. Photographs may be taken during visitations with the prior approval of Community Services Link staff.

Note: Clients are expected to clean-up a few minutes prior to the visit ending to prepare to leave. The Monitor will let clients know 10-15 minutes before the visit is to end as a reminder to begin clean-up. The room must be left as you found it for the next family.



Supervised Visitations: Don'ts

- a. Use of foul language, shouting or yelling at ANYONE
- b. Threat of physical abuse or violence to ANYONE
- c. Inappropriate touching of the child(ren)'s body
- d. Inappropriate demands for physical contact
- e. Attempts to move child(ren) away from the sight and/or hearing range of staff.

Community Services Link staff is mandated to report knowledge of or reasonable suspicion of child abuse, neglect and/or dependency to the appropriate authorities. Abuse includes physical, sexual, extreme emotional abuse, physical neglect and children's direct exposure to domestic violence.

Community Services Link staff does not investigate or determine if child abuse did or did not occur.

Parents, designees, and/or additional participants, must avoid each other completely. Neither parent should attempt to make contact (visually, verbally or physically) with the other party or their designees at any time for any reason.

Note: It is prohibited to use the visitation facility or surrounding areas for the service of court documents (e.g. restraining orders).

Photos and Videos

Visiting parents who have sexual abuse allegation or convictions will not be permitted to take photographs of the child(ren) at any time. No exceptions.

Photographs should not be taken of program staff or any other program participant at any time. Photographs brought by the visiting parent or child(ren) to the visit must be presented to Program staff prior to the start of the visit for approval by staff.

Photographs cannot be exchanged during the visit, except for those pictures brought by the child(ren) wherein the child is the only subject in the photo (ex. School pictures) and the picture is approved by Program staff. Community Services Link Staff is the only person allowed to take pictures at the visit.



No audio or visual recording devices are permitted for any reason. Electronic equipment such as computers, radios, hand-held or portable electronic games are not allowed during the visits for any reason.

Community Services Link will allow for use of a TV and VCR for viewing of movies that are provided by the Center. Parents can bring G-rated movies to the Center for viewing. Staff can take away this right if a parent does not abide by the Center's rule.

Conversation Guidelines

Parents will not speak negatively about the child(ren)'s other parent, his/her family, designees or Community Services Link staff/program in front of the children, nor share detailed court information or court documents with the child(ren) or make promises to the child(ren) about future living arrangements, time-sharing or visitation modification.

Discussions and activities should focus on the present to avoid added pressure and/or disappointment of the child(ren).

Parents must not question the child(ren) about the other parent's whereabouts or activities. Parents must not question the child(ren) about pre- and post-activities or whereabouts.

Parents and child(ren) must speak English unless staff is present who speaks the individual's native language.

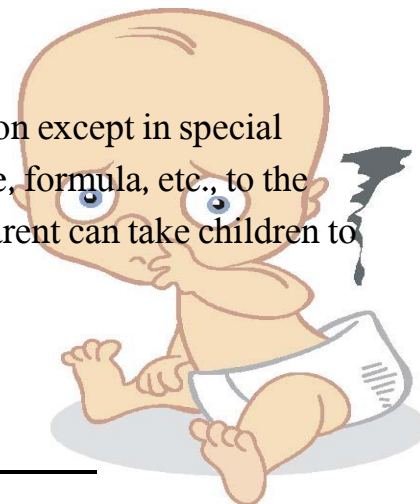
Parents, designees, and child(ren) must speak loud enough for staff to hear.
No whispering.

Toileting/Bathroom/Diapering

If a child is old enough to use the bathroom without assistance, a staff member will accompany the child to the bathroom and wait in the hallway.

If the child requires assistance (potty training), the visiting parent may accompany the child to the bathroom under staff supervision.

Visiting parents may diaper the child under staff supervision except in special circumstances. Custodial parents must bring diapers, bottle, formula, etc., to the visits. Custodial parents can decide if the non-custodian parent can take children to the restroom.



Child Refusal

Community Services Link will not force children to visit if they refuse to participate in the visitations. Staff will attempt to encourage participation.

If a child refuses to visit with the visiting party after 3 attempts on different occasions and it raises concern that continuation of services may become detrimental to the child's safety and emotional well-being, Community Services Link will suspend services pending resolution of the issue.

Additional Participants

Visits are an opportunity for parents to build and sustain a relationship with their child or children.

Prior to allowing any additional participants to attend a visit, parents must obtain approval of the court and provide the order issued by the court to Community Services Link or both parents must agree on the additional person attending a visit.

If the court order permits and/or both parents are okay with additional participants, additional participants will only be allowed after 3 visits have been successfully completed between a visiting parent and the child(ren), unless otherwise specified by the court.



Either party can request the attendance of an additional person in the visitation.

Prior to the attendance of any approved person in the visit, the additional participant must meet with center staff and agree to center policies, as well as provide a valid photo ID.

Community Services Link staff reserves the right to decline the participation of any additional individuals to the visits.

Safety Protocol

Community Services Link seeks to ensure the safety and security of all children in the Monitor's care; however, should an imminent danger to the children arise, the first point of contact will be the Salem Police Department.

During the initial session, Community Services Link will create an "Amber Alert File" that provides descriptive information about the minor(s) and the visiting parent (Driver's license number and vehicle description) as well as other pertinent information that will help optimize the swift recovery of the child(ren).

Abduction: Police Profile

"I'm calling with a life threatening situation..."

- Recent photograph
- Eye color:
- Hair color:
- Height
- Weight
- Clothing the abducting parent and child(ren) was last seen wearing
- Other physical characteristics (such as braces, glasses, piercings, tattoos, scars, marks, etc.)
- Location where the abducting parent was last seen



Community Services Link

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Please Submit Via: Fax: 503-914-2444 or Email:communityserviceslink.com
SUPERVISED VISITATION REFERRAL FORM

CHILD(REN)'S NAME	DATE OF BIRTH	ETHNICITY
1.		
2.		
3.		
4.		

Who does the child(ren) live with and where do they reside? Name(s): Relationship to Child:	Street Address and Town/State:
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Cell Phone:	Home Phone:
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Work Phone:	E-Mail Address:
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Name of Person(s) having the Supervised Visit with the child(ren). Name(s): Relationship to Child:	Street Address and Town/State:
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Cell Phone:	Home Phone:
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Work Phone:	E-Mail Address:
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Why are you required to have Supervised Visits with your child(ren)? THIS MUST BE COMPLETED.

Is there an active Restraining Order or No Contact Order currently in place for either party or any of the children?
If yes, explain what the order is and who it is for.

IF YES, A COPY OF THE ORDER MUST BE PROVIDED TO COMMUNITY SERVICES LINK

Is there a Court Order in place?
IF YES, A COPY OF THE ORDER MUST BE PROVIDED TO COMMUNITY SERVICES LINK

Physical abuse Sexual abuse Neglect Prolonged absence in child's life >1year

Is there any other information you believe Community Services Link should be made aware of that pertains to your case?

By signing this form, you are stating that to the best of your knowledge you have not omitted any facts in this case and the information provided is truthful and factual.

Signature:	Date:
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