

 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure	
	2069.2 MENTOR AND VOLUNTEER ACCESS AND SECURITY	
	Policy Directive: 22-09	Approved:
	Effective Date: June 2022	
Implements Policy: 2069	Joseph E. Ribsam, Jr., DCYF Director	

This SOP outlines the requirements for mentor and volunteer access, their personal property within the secured facility, and security measures.

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. All mentors and volunteers arriving at the facility will enter and exit through the main lobby entrance.
- II. Mentors and volunteers may have access requirements and privileges as outlined in their contract/agreement with SYSC, including but not limited to:
 - A. Display of positive identification while on site;
 - B. Search requirements;
 - C. Use of assigned lockers and the staff coatroom for all personal belongings not permitted within the secured facility;
 - D. Access to temporary swipe cards (maintained by Central Control Operator) while on site;
 - E. Access to paper records and electronic information/communication systems; and
 - F. Unsupervised contact with youth.

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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