

FAMILY SERVICES UNIT

STANDARD NO(S): NYSLEAP 50.4, 44.3, 44.1
NYSSA #

DATE: May 9, 2016

REFER TO: W. Timothy Luce
John Cleere

I. POLICY:

It is the Policy of the Seneca County Sheriff's Office to utilize the Family Services Unit to support and assist families involved with domestic violence, missing or abused/neglected persons.

II. OBJECTIVE:

The Seneca County Sheriff's Office has established a Family Services Unit in order to have an expanded role in the way the Sheriff's Office interacts with families. The Family Services Unit is designated to provide another level of assistance and support to families who are dealing with issues involving the family structure. The Family Services Unit shall, consist of Investigators in the Criminal Investigations Division and be under the direction of the Lieutenant in charge of the Criminal Investigations Division.

III. DETAILS:

A. The following are the responsibilities of the Family Services Unit Personnel.

1. All juvenile related matters as set forth in the Juvenile Operations Policy.
2. Work with youth to promote a positive relationship, with the goal of diverting them away from the criminal justice system and help them transition into positive contributors to the community.
3. Work directly with youth to provide guidance, mentorship, and follow up with juveniles who have been identified as at risk.
4. Be accessible to the Schools and Public of Seneca County. Investigators will make frequent visits to Seneca County Schools and make themselves available to the public for meetings when needed or requested for assistance.

5. Work closely with and keep communication open with School Resource Officers in Seneca County on issues that involve students who attend Seneca County Schools.
6. Review of all domestic incidents and follow up as needed.
7. Conduct the investigation for any runaway or missing person, regardless of age, and be the single point of contact for the family.
8. Conduct the investigation for any abused/neglected person regardless of age. This includes children, senior citizens, and the disabled.
9. Work closely with the Supervisor of Sex Offender Management on investigations as needed and address concerns of families in neighborhoods where a sex offender may be living.
10. Maintain liaison with Community Organizations, Community Outreach Programs, and Homeless/Transient Services information.
11. Provide assistance or contact information of available resources to families who have special needs such as children with autism, family members with dementia or Alzheimer's, or other special needs.
 - a. Oversee the Project Lifesaver Program.
12. Conduct in-service training to officers on subjects to include but not limited to the following:
 - a. Juvenile procedures
 - b. Domestic violence
 - c. Missing and abused/neglected person investigation
 - d. Vulnerable adults and persons with special needs and disabilities awareness
 - e. Sex offense investigations
13. Maintain an updated list with contact phone numbers for all agencies that the Family Services Unit works with for use by other department members.
14. Any other assignments at the discretion of the Criminal Investigations Division Lieutenant.

B. Complete a monthly report detailing each members' activity throughout the month to include the following:

1. Referrals to Family Court (JD and PINS)
2. Referrals to Probation (PINS and PINS Diversion)
3. Referrals to Child Protective
4. Referrals to Adult Protective
5. Total remanded to facilities
6. Total of child abuse investigations (designated, sexual, physical or neglect)
7. Total of Missing Persons/Runaway investigations
8. Complaints handled informally with parents/guardians
9. Community events and school functions attended
10. Other cases investigated or assistance provided to families