

Legal Orders and Trespass Notice Procedures

(Purple File)

Approach

Southern Oregon Child and Family Council (SOCFC) will implement systems to promote agency safety.

Procedure

A distinctive purple-colored file is used so staff can easily and quickly obtain important information pertaining to Legal Orders or Trespass Notices. Each center keeps a Purple File located where it is accessible to staff but off limits to non-center personnel. The location of the Purple File is determined by the Site Manager and center staff. The Purple File contains the following documents:

- A. Staff sign-in sheet (used to document the initial team meeting)
- B. Purple File Policy and Procedure
- C. Purple File Confidential Information form

Trespass Notice

A Trespass Notice is initiated by the agency when deemed a necessary precaution to protect children and staff. The Trespass Notice makes it illegal for a specific individual to be on the premises of a center. Emergency Services (911) is called if the individual is observed on center property. When local law enforcement issues a Notice of Trespass to an individual by the request of SOCFC, the Site Manager will meet with the center team to develop an action plan that is documented onto the Purple File Confidential Information form.

Legal Orders

Immediately after staff are informed by a parent or other individual regarding a Legal Order that affects the parent/step-parent/guardian-child relationship during the child's attendance at the center, the Site Manager will hold a meeting with the center team where an action plan is developed and documented onto the Purple File Confidential Information form. A copy of the action plan is emailed to the Safety Resource Manager and HS Director. The Legal Orders are then uploaded into the child database.

Only information pertaining to Legal Orders that prohibit a parent/step parent/guardian from having access to a child during center hours is included in the Purple File. Information from the Legal Order is written onto the Purple File Confidential Information

form, along with a photograph of the individual. The official Legal Order document is kept only in the child's file.

Emergency Communication Code

In the event that a staff person is interacting with an individual who is believed to be threatening or unstable, and they feel that law enforcement is necessary, the statement "I need the Purple File" is directed to another co-worker who, in turn, will call 911. This is done only if all efforts to de-escalate the individual are unsuccessful. **Expired Legal Orders/Trespass Notice**

Upon expiration of the Legal Order or Trespass Notice, the Site Manager informs staff and shreds the Purple File Confidential Information form.

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