



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON

AMIM-WRC

17 February 2023

Child and Youth Services (CYS)  
Standards of Conduct and Accountability  
Standing Operating Procedures

1. PURPOSE: To establish procedures outlining the Standards of Conduct and appropriate guidance, touching, and accountability of children and youth enrolled in CYS programs.

2. SCOPE: This Standing Operating Procedure (SOP) applies to all CYS personnel, to include employees, Family Child Care (FCC) Providers, contractors, and volunteers.

3. REFERENCES:

- a. Army Regulation (AR) 608-10, Child Development Services, dtd 11 May 2017
- b. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities), dtd 24 Sep 2010
- c. AR 215-3, Nonappropriated Fund Personnel Policy, dtd 29 Aug 2019
- d. AR 608-18, The Army Family Advocacy Program, dtd 30 Oct 2007
- e. Installation Management Command Regulation (IMCOM) 608-10-1, CYS, dtd 17 Mar 2020
- f. Secretary of the Army (SA) Memorandum, SUBJECT: Ensuring Adequate Supervision of Child, Youth and School Services (CYSS) Employees and Programs, dtd 8 Nov 2013
- g. Army CYS Operational Guidance for Behavior Support, dtd Apr 2016

4. RESPONSIBILITIES: CYS managers will ensure that all CYS personnel read this SOP and sign the Statement of Understanding and Acknowledgement of the Standards of Conduct and Accountability of Children/Youth in CYS Programs SOP (encl 1) upon completion of initial orientation training and annually thereafter (for employees, this will occur during the annual performance appraisal).

a. **CYS Coordinators will:**

(1) Actively supervise employees and ensure managers and Training Specialists monitor and document observations on assigned personnel throughout all hours of **CYS** operation. This includes ensuring managers and Training Specialists modify their work schedules as needed to complete a documented staff observation quarterly, during non-routine hours, opening and closing of facilities, evening and weekends in **FCC Homes** when children are in care, instructional program classes, Youth Sports & Fitness programs, and Kids on Site (**KOS**) locations.

(2) Ensure that in facilities where there are both a Director and Assistant Director, one opens and the other closes the facility.

(3) Visit **all** programs bi-weekly (every 2 weeks) to ensure all prescribed risk management strategies to reduce the likelihood of institutional child abuse and neglect are understood and implemented by all **CYS** personnel. Coordinators with large programs (greater than 900 spaces) may designate a Program Operations Specialist or Child/Youth Administrator to make one of the prescribed visits in a month.

(4) Maintain a log **with checklists, in the applicable programs**, of all quarterly/monthly/bi-weekly walkthroughs conducted by the Garrison Command Team, Director of Family and MWR, and Coordinator which will be reviewed by the Army Higher Headquarters Inspection (**AHHI**) Team.

(5) Ensure all violations of standards of conduct are reviewed, and that proper and swift action is taken to correct the conditions which contributed to the lapse in demonstrated competence.

(6) Ensure all **CYS** personnel, as defined in para 2, adhere to the guidance contained in this SOP.

(7) Ensure that Standards of Conduct are included in management/employee performance standards.

(8) Ensure the Standards of Conduct and Accountability SOP and Statement of Understanding and Acknowledgment are reviewed and signed annually by all **CYS** personnel.

(9) Fulfill their responsibility as mandated reporters to report what a reasonable person would view as suspected incidences of child abuse/neglect, including when appropriate, those due to inappropriate touch, discipline, or lack of supervision to the Reporting Point of Contact (**RPOC**) and local Child Protective Services (**CPS**) (if located in the United States).

(10) Maintain confidentiality.

b. CYS Program Directors, Assistant Directors, and Supervisory Program Specialists will:

(1) Adjust work schedules at least one day per month, to monitor and observe during non-routine hours, facilities opening and closing, evening and weekends in FCC Homes when children are in care, instructional program classes, Sports & Fitness programs, and KOS operations.

(2) Ensure that standards of conduct are included in all employee performance standards.

(3) Propose progressive disciplinary actions in coordination with Civilian Personnel Advisory Center's (CPAC) designated representatives, if warranted, after receiving determinations related to an allegation of child abuse/neglect from investigating agencies:

(a) Social Work Services (SWS)/Family Advocacy Program (FAP).

(b) Local Child Protective Services (CPS) (if located in the United States).

(c) Law Enforcement (Military Police (MP)/Criminal Investigation Division (CID)).

(4) Reassign personnel to a position outside of CYS or temporarily close the FCC Home if there is any allegation of child abuse or neglect. Ensure personnel are not returned to CYS or the FCC Home reopened until determinations are received from all investigating agencies (SWS/FAP, local CPS, MP/CID).

(5) Propose progressive disciplinary actions in coordination with Civilian Personnel Advisory Center's (CPAC) designated representatives, if warranted, after incidents resulting in loss of accountability of a child/youth.

(6) Ensure systems are in place to:

(a) Document appropriate staff sign in/out.

(b) Ensure hourly child "face to name" accountability procedures are conducted in Child Development Centers (CDCs). Hourly "face to name" accountability procedures are conducted by direct care staff.

(c) Monitor all School Age children and Middle School/Teen youth while they independently move throughout the facility.

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(d) Maintain specific accountability for each CDC child by one staff member (although staff work as a team to be accountable for all children, each staff member is assigned to monitor specific children, especially during times of transition. This does not mean that children must accompany their primary caregiver throughout the day, but staff are required to account for all assigned children).

(e) Account for all children and youth at regular intervals, especially during periods of transition in CDC/SAC and during off-site activities based on risk assessment analysis.

(7) Fulfill their responsibility as mandated reporters to report all suspected incidences of child abuse, including those related to inappropriate touch, discipline, or lack of supervision to the RPOC and local CPS (if located in the United States).

(8) Maintain confidentiality.

(9) Ensure that staff focus all of their attention on the children/youth they are caring for and are not distracted by the use of personal electronic devices (to include cell phones, tablets, laptops and smart watches).

c. Direct care staff and FCC Providers will:

(1) Ensure accountability for all the children in their assigned group (CDC/FCC) especially at transition times such as going outside/inside. Ensure accountability for all children/youth in their facility (SAC/MST).

(2) Conduct written name to face counts once per hour in CDCs and properly monitor all School Age children and Middle School/Teen youth while they independently move throughout the facility. Any discrepancies must be immediately reported to the Assistant Director or Director.

(3) Advise direct care staff in other classrooms if he/she sees a child slipping away from or leaving his/her CDC primary care group or a child/youth in an off-limits area within the facility.

(4) Fulfill their responsibility as mandated reporters to report what a reasonable person would view as suspected incidences of child abuse/neglect, including those related to inappropriate touch, discipline, or lack of supervision to the RPOC and local CPS (if located in the United States).

(5) Ensure that they focus all of their attention on the children/youth they are caring for and are not distracted by the use of personal electronic devices (to include cell phones, tablets, laptops and smart watches).

(6) Maintain confidentiality.

d. All other CYS personnel will:

(1) Advise direct care staff if he/she sees a child slipping away from or leaving his/her CDC primary care group or a child/youth in an off-limits area within the facility.

(2) Fulfill their responsibility as mandated reporters to report what a reasonable person would view as suspected incidences of child abuse/neglect, including those related to inappropriate touch, discipline, or lack of supervision to the RPOC and local CPS (if located in the United States).

(3) Maintain confidentiality.

5. PROCEDURES: This SOP will be read by all CYS personnel and is incorporated into the New Employee Orientation training and annual Family Advocacy Program (FAP) Child Abuse Awareness, Prevention, Identification and Reporting Training; and will be recorded on the Individual Developmental Plan (IDP). The signed Standards of Conduct Statement of Understanding and Acknowledgment will be retained in the CYS personnel file at the program. The following procedures will be followed:

a. Guidance: Child guidance shall be positive in nature. Positive guidance is based on a trusting relationship between children and adults. Helping a child to understand and decide what to do, rather than what not to do, is the basis for child guidance. Our role is to support each child's individual needs, thereby helping them to become confident, secure individuals with good problem solving and thinking skills.

(1) Children will be taught the developmentally appropriate routines of the childcare program. Children will be explicitly taught pro-social skills to use in place of challenging behaviors. For example, "It's OK to kick the ball, but it's not OK to kick people or things".

(2) A child will not be disciplined or punished by physical punishment, psychological abuse, or coercion to include:

(a) Spanking, pinching, shaking, dragging or other corporal punishment. Any attempt to change a child's behavior with physical force to include squeezing, twisting, pulling, jerking of limbs, hair pulling, holding a child down, physically forcing a child to perform an action such as eating or cleaning up; or squeezing of a child's face, as in an attempt to get or keep the child's attention, is not permitted.

(b) Isolation, time away/timeout, or overly punitive restrictions.

(c) Confinement in closets, boxes, or similar places or locked seclusion.

(d) Manual, mechanical, or chemical restraint.

(e) Humiliation, demeaning, shaming, verbal abuse, sarcasm, frightening a child, withholding affection, taunting, teasing, degrading language or activities, or psychological pain.

(f) Deprivation of meals, hydration, snacks, outdoor play opportunities, or other program components. Restrictions of the use of specific play materials and equipment, or participation in a specific activity will be based on the developmental age and social/emotional development of the child. Short-term restrictions are permissible to ensure the safety of others or as part of the strategy to help the child learn self-control.

(g) Aversive stimuli.

(h) Forced physical exercise to eliminate behaviors.

(i) Punitive work assignments.

(j) Punishment by peers.

(k) Group punishment or discipline for individual behavior.

(3) Children need adults that provide nurturing, responsive caregiving especially after they have exhibited challenging behavior. Token rewards and prizes (such as stickers or sticker charts) are not developmentally appropriate and do not result in long-term changes in behavior. These systems are not allowed. Building positive relationships between adults and children is the best remedy for reducing challenging behavior.

(4) "I" messages should be used with children rather than "No" and "Don't" messages. Examples include; "Hitting hurts. Use gentle touches. Say, I feel angry."

(5) A child/youth should never be called "bad". It is not the child/youth who is bad, but the choices the child/youth made that were inappropriate. Children act out due to anger, frustration, or when problems in their environment exist, just as adults do. Children are learning how to express these feelings, and to understand that these feelings are normal and not "bad".

(6) Children need to learn the consequences of their actions, whether the outcomes are negative or positive. Through proper guidance, children learn how to become aware of their feelings and actions, and develop a better sense of self-control and an increased ability to make decisions and solve problems. Young children act/react before they think, but as intellectual development progresses, children learn to think before they act. This is why when a young child is asked why he or she did something wrong, he or she may

chose not to answer or say “I don’t know”. They actually don’t know, because they simply “reacted”. As CYS personnel, our responsibility is to support and encourage children to problem solve and think before they act or make a decision.

(7) Consequences will be constructive in nature, including such methods as separation of the child from the situation by redirection, and praise of appropriate behaviors. When a child is acting out or engaged in a tantrum to a degree that the safety of the child or another person is a concern, staff will call for assistance, remove any other children from the area, move any furniture or equipment that could pose a hazard, and remain with the child until he/she calms sufficiently to allow an adult to provide comfort.

(8) Temporary holding to limit movement will not be used unless it is absolutely necessary to prevent injury to the adult or child. Temporary holding to limit movement is used only when there is an immediate risk involved. For example, the child or youth is going to run into a busy street or throw a chair. If temporary holding to limit movement is used as a last resort to prevent injury to the child or others, CYS personnel will provide a written description of why temporary holding was necessary. Witnesses, if any were present, will sign a written incident report and provide it to the Director or Assistant Director. A copy should be kept in the child’s file. Parents will be informed immediately via telephone and in writing of how and why temporary holding to limit movement was used on their child/youth.

(9) Corporal/physical punishment, psychological abuse, and coercion are never an acceptable form of guidance and are not allowed. Guidance will never be punitive in nature.

(10) A child may not be physically or verbally punished or shamed for lapses in toilet training or for refusing food.

b. Touch: The CYS Touch Policy is in accordance with AR 608-10. This policy has been developed to define the boundaries for appropriate and inappropriate touching of children and youth. Positive physical contact is an integral part of a developmental and age-appropriate approach to children. Positive physical contact is essential to the emotional and social growth of children. It is important for program adults to clearly understand the difference between a child’s need for appropriate physical contact in nurturing and guidance, and touches that infringe on their safety and well-being. All adults involved with children must be mindful of the need to respect the personal space and privacy of children. Boundaries for appropriate and inappropriate touching are established to ensure that CYS personnel have a clear understanding of what is acceptable and what is not.

(1) Appropriate touching is positive physical contact that nurtures children and youth, and develops a sense of trust and emotional security in their interaction with adults.

(a) Appropriate touch is an essential part of providing care for children/youth and must be used in a caring and appropriate manner. Appropriate touch from caring adults is an important part of healthy development. It respects the personal privacy, space and preferences of others. Appropriate touch is gentle, positive, includes hugs, reassuring touches on the shoulder, and touches expressively appropriate to instruction, such as those instances where hands-on guidance is needed.

(b) Close contact and physical touch is often necessary when providing instruction, such as support to spot (e.g. gymnastics) and ensure safety when working with children and youth in a sports and fitness environment. Examples of positive physical touch may include: adjusting the leg placement of youth to maintain a correct batting stance, adjusting elbow placement when teaching a basketball shot, adjusting shoulders when spotting a youth during weight training; a steadying hand on the back during swim instruction; a hand placed above the diaphragm in voice instruction; or steadying hands on the trunk of the body in gymnastics instruction etc.

(c) Staff may touch the genital areas of a child in a manner and degree necessary to diaper and/or assist toddler/preschool age child in proper toileting procedures. Should a child's genital area need to be checked for reasons other than diapering/toileting (e.g. injury, child complaint) another staff member will be present as a witness. In such instances, when possible, the attendant staff member should be of the same gender as the child. The complaint/injury must then be documented, signed by the staff member, and discussed with parents by the Director or Assistant Director.

(d) Appropriate touching, such as hugging, appropriate hand holding, the rocking of infants, or assisting in physical activities relating to instruction will occur in the normal interaction of staff and children. However, children's preferences for these types of touch will be considered. Whenever possible, the child will be asked before being touched. For example, ask the child if they would like a hug instead of just hugging him/her. Tell children before handling what you have to do. Some examples include "I'm going to change your diaper now," "Let's work together to get you dressed", or "I am going to hold your hand to walk inside."

(e) The type and degree of physical contact between the staff/adult and child may not violate legal or moral standards of society. The physical contact may not be against the desires of the child unless circumstances for the safety of the child warrant the physical contact despite the child's wishes.

(2) Inappropriate touching may include coercion or other forms of exploitation of children and youth; satisfaction of adult needs at the expense of the child; attempts to change child behavior with physical force; or any physical contact that is in violation of the law and cultural norms. Inappropriate touching includes:

- (a) Spanking, pinching, shaking, dragging or other corporal punishment.
  - (b) Binding to restrict the movement of mouth or limbs.
  - (c) Any physical contact, within reason, that the child or youth describes as making them feel uncomfortable. Forcing of hugs, kisses or other touches on the child/youth or kissing a child/youth on the lips is not allowed.
  - (d) Examples of inappropriate touching in a sport or fitness environment may include: forcefully moving a player into a position by pulling of the jersey, pushing a youth onto the field or court during a game or practice, grabbing the facemask of a youth to get their attention, pulling a youth by the arm in an aggressive manner, etc. Staff and volunteers should understand that any type of physical contact with youth may be perceived as inappropriate and should be cognizant to avoid behavior or contact that may be misconstrued negatively by others.
  - (e) Touching should never be punitive or corporal in nature.
  - (f) Inappropriate touching will be grounds of immediate closure of the FCC home or reassignment of a CYS employee, contractor, or volunteer to a position outside of CYS until the investigation is complete.
- c. Accountability: Supervision of children is defined as being aware of where children are at all times and applies to individual programs below.
- (1) Child Development Centers
    - (a) A head count of children will be conducted once per hour by a Director, Assistant Director or Supervisory Program Specialist who physically visits each classroom to verify the staff-to-child ratio. The use of the intercom or telephone is **not** an alternative to physically visiting each classroom. The physical count of children must match the Child and Youth Management System (CYMS) roster of children “swiped” into the facility and the child sign-in sheet. A face-to-name check of children using the child sign-in sheets will be conducted by each Director, Assistant Director and Supervisory Program Specialist at least once per day at key transition times (e.g. drop-off, school transition, field trips, playground transitions, combining rooms, etc.).
    - (b) Direct care staff who are responsible for the care of the children enrolled in the group must be able to see and hear all infants and toddlers at all times. Direct care staff must be aware of, and positioned so they can see and hear any sleeping infants and toddlers for whom they are responsible for, especially when teachers are also actively engaged with children who are awake. All infants and toddlers must be easily heard and seen (if not in the direct line of sight, then by looking up or turning in place) at all times,

including when children are sleeping, by at least one member of the teaching staff according to the National Association for the Education of Young Children (NAEYC) criterion 3.C.1. Direct-care staff must position themselves to always see and hear sleeping infants and toddlers (NAEYC 3.C.4). Direct-care staff who are responsible for the care and supervision of preschool age children must keep these children in sight most of the time, with the exception of brief periods (up to five minutes), in a safe environment (such as a preschool child's use of the toilet) when a child cannot be seen but can still be heard (NAEYC 3.C.5).

(c) Direct care staff are accountable for the children assigned to their care and will conduct an hourly face-to-name count by comparing the names on the sign-in sheet with each child in the room. **DO NOT** just count the number of children on the sign-in sheet and the number of children in the room. Immediate action is required if the children present do not match the sign in sheet. If the child is signed in on the sign-in sheet, but the child cannot be found, contact the front desk immediately to ensure management is informed.

(d) Any adult that sees an unattended child must take action to ensure the child has supervision. If a CDC child is on a playground and a staff member from another module sees a child who does not enter the facility with their designated group that staff member must get the attention of the child's primary caregiver to let him/her know the child is still on the playground. Although incidents such as this are a failure on the part of the staff member to maintain child accountability, this does not mean the child has been left unattended. Direct care staff will assist each other as needed regarding supervision responsibilities.

(e) A face-to-name count will also be taken before, during, and after transitions to and from the playground, to and from field trips, while getting on and off busses, and during any transition between CDC rooms.

## (2) Family Child Care

(a) FCC Providers must provide appropriate supervision by sight and sound IAW CYS policies. The FCC Provider must actively monitor all activity areas and ensure children are never left alone with unauthorized adults.

(b) FCC Providers must have accountability practices in place to ensure that children are not left unattended in vehicles during field trips or transport to and from school.

## (3) School Age Centers

(a) In a self-contained school age program (children are placed in one classroom), a head count of children will be conducted once per hour by a Director, Assistant Director or

Supervisory Program Specialist who physically visits each classroom to verify the staff-to-child ratio. The use of the intercom or telephone is **not** an alternative to physically visiting each classroom. The physical count of children must match the Child and Youth Management System (CYMS) roster of children “swiped” into the facility and the child sign-in sheet. A face-to-name check of children using the sign-in sheets will be conducted by each Director, Assistant Director and Supervisory Program Specialist at least once per day at key transition times (e.g. drop-off, school transition, field trips, combining rooms, etc.).

(b) In a SAC where children move independently, the Program Director, Assistant Director, or Supervisory Program Specialist will conduct an hourly verification of the system that is used to monitor the whereabouts of children, such as a “Choice Board”, and the number of children swiped into CYMS. School Age children are not required to sign in/out of each room.

(4) Middle School and Teen: Middle School and Teen youth may choose to enter or leave the facility at will, an hourly validation of the number of youth in the building and the number of youth swiped into CYMS or manually signed in will be conducted in order to ensure proper staffing and to be able to know, in an event of an emergency, that all youth evacuated the building.

(5) Incidents resulting in a lack of supervision of a child/youth that a reasonable person would view as child neglect, such as a FCC Provider leaving children alone while going shopping or a CYPA closing a room and going home when a child is left in the room, will immediately be reported to the RPOC and local CPS (if located in the United States). When there is a lack of supervision in a CDC or SAC, the CYS Decision Making Matrix Unattended Child is completed by the individual who witnessed the incident and Management Staff to assist in determining if the incident is an administrative issue or abuse/neglect.

(6) Each incident resulting in a lack of a child/youth supervision that would not be considered by a reasonable person as child neglect will be reviewed individually, but disciplinary actions will remain consistent. AR 215-3, Table 7-1 (Penalties for delinquency or misconduct), AR 690-700, Chapter 751, Table 1-1 (Table of Penalties for Various Offenses) will be used as a guide. Penalties may range from a letter of reprimand up to separation. FCC Providers are subject to suspension or revocation of certification.

(7) No one will cover up or fail to report a lack of supervision incident. CYS employees, providers, contractors, and volunteers will bring all incidents in question to the attention of management immediately. Management must notify the CYS Coordinator.

(8) A process will be in place to contact parents when enrolled children or youth do not arrive from home or school in a CDC, SAC, YP, or FCC home in order to ensure children/youth are safe.

d. Interactions with Children and Youth.

(1) In their daily interactions, children/youth may initiate conversations on sensitive topics. Sensitive topics include sex, drugs, alcohol, dating, religion, and political views. Families may have preferences or strict views on how to approach these topics and CYS personnel must be respectful.

(a) CYS personnel must refrain from commenting, passing judgment, or providing guidance or input on sensitive topics, but should take the opportunity to encourage the children/youth to reach out to a trusted family member or counselor for discussion.

(b) If a child/youth confides that he/she is in danger, feels suicidal, or wants to harm himself/herself or others, CYS personnel must immediately act on this information.

(2) CYS personnel will not use profanity while on duty or in a CYS program/facility.

(3) All interactions with children and youth will occur during the child/youth's participation in the CYS program. CYS personnel will not meet or socialize with program children/youth outside of CYS programs unless there is a preexisting relationship between the CYS personnel and the child/youth's parent(s).

e. Social Media and Electronic Communication.

(1) CYS personnel hold a position of responsibility. Their first obligation is to the emotional, physical and mental well-being of the children/youth and their families whether on or off duty, regardless of the media used to interact in the relationship (in program, online, etc).

(2) The "@mail.mil" address attached to CYS employee's name and/or email in official communications implies that they are acting on behalf of CYS and, as such, they will conduct themselves in a professional manner.

(3) CYS personnel will protect confidential information. Regardless of whether they post as a private individual or as a CYS employee, CYS personnel must ensure that they do not disclose confidential information about children/youth, parents or employees as specified in relevant legal guidelines. Sharing confidential information risks disciplinary action up to and including termination. If a parent has requested that their child/youth be "opted out" from identification/photos/video/etc., that opt out extends online. In addition, no children/youth will be identified by their full name online or other identifiable information that might jeopardize their personal safety.

(4) CYS personnel are encouraged to keep their personal lives personal, even in the digital world where personal and professional can become blurred. CYS personnel will:

(a) Be trained and encouraged to use appropriate controls on their digital and social media accounts to control who sees their personal information, comments, pictures, etc.

(b) Never post pictures, videos, or other related media of children/youth enrolled in CYS programs to personal media sites.

(c) Only communicate with parents, children and youth from their professional email or Social Media account, such as the mail.mil account and/or the program's official Social Media pages. All electronic communications with children/youth will have a parent and at least one paid staff member on the cc line.

(d) Never communicate with children/youth by text message via a personal device.

(5) CYS discourages personnel from associating through their personal social media with parents of children/youth unless there is a preexisting relationship between the parties. For the purposes of this document the term "associating" includes "friending", "following", etc. If CYS personnel have a personal Social Media account, the following response is recommended when a request is denied:

*If you are a youth or parent requesting to be my "friend" on Social Media, please do not be surprised or offended when I ignore or deny your request. As Army CYS personnel, our policy discourages me from associating with youth or parents on my personal Social Media pages. I would encourage you to "Like" our CYS pages to stay up to date on what is happening in our programs.*

6. All CYS employees, volunteers, contractors, and FCC Providers are key members of the Army team who perform a vital role in support of the Army mission. All CYS personnel are provided a copy of the Caregivers' Creed (included in the Standards of Conduct and Accountability Statement of Understanding and Acknowledgement) for their understanding and signature upon completion of initial orientation training and annually thereafter.

7. All CYS personnel are required to complete and sign the DD Form 2981 Basic Criminal History and Statement of Admission.

a. Employees will complete and submit the DD Form 2981 to the Non-Appropriated Funds (NAF) Human Resources office upon acceptance of the position. The DD Form 2981 will be resigned annually on the anniversary of the initial signing.

b. FCC Providers, contractors, and volunteers will complete and sign the DD Form 2981 as part of their application and annually thereafter on the anniversary of their initial signing.

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c. In addition, all CYS personnel are required to immediately inform their supervisor/  
program director if they are charged with a crime referenced on the DD Form 2981.

Encl

SUZANNE V. KING  
Chief, Child and Youth Services