



**Administrative Policies and Procedures: 30.7**

<b>Subject:</b>	<b>Use of DCS Offices and Facilities</b>
<b>Authority:</b>	TCA 37-5-105; 37-5-106
<b>Standards:</b>	<b>COA Standards:</b> RPM 2.05
<b>Application:</b>	To All Department of Children's Services Employees

**Policy Statement:**

Any outside agencies/organizations requesting the use of DCS facilities, buildings, grounds, parking areas or other facilities operated, leased, or state-owned must comply with applicable DCS Policies and Procedures.

**Purpose:**

To minimize hazards and liability to DCS and the State of Tennessee resulting from the usage of DCS state-owned/leased facilities and offices by outside organizations.

**Procedures:**

<b>A. Purpose of use</b>	<ol style="list-style-type: none"> <li>1. The use of a DCS office or facility must be for the purpose of conducting business related to DCS and <u>only</u> for the benefit of clients served and/or DCS employees. An entity may not be permitted to service non-State related clientele while on DCS State property.</li> <li>2. Examples of current uses of DCS offices and facilities include, but are not limited to:             <ol style="list-style-type: none"> <li>a) Finger Printing activities for DCS Employees</li> <li>b) HIV/AIDS awareness groups</li> <li>c) Foster Parent Associations</li> <li>d) Alcohol and drug testing – private contract</li> <li>e) Cross functional providers meetings</li> <li>f) DCS Volunteer groups</li> </ol> </li> </ol>
<b>B. Usage</b>	<ol style="list-style-type: none"> <li>1. Users must respect the facilities and grounds and ensure that debris and litter are removed and must be responsible for any damages caused by their organization, members or guests.</li> </ol>

	<ol style="list-style-type: none"> <li>2. No outside agency or organization will be allowed to use DCS offices or facilities for selling goods or providing services to the public unless contracted by DCS to do so.</li> <li>3. No outside agency or organization will be allowed to use DCS offices or facilities unless approval for the organization's agenda has been obtained and approved from the proper DCS authority.</li> <li>4. Designated DCS employees must be given notice of the intended usage of the building or facility and be available for assistance as needed.</li> </ol>
<p><b>C. Authority for use</b></p>	<ol style="list-style-type: none"> <li>1. Outside agencies/organizations must obtain authority from the Commissioner or his/her designee in order to conduct <u>any</u> type of business on DCS leased or owned property.</li> <li>2. Form <b>CS-0717, Hold Harmless Agreement</b> must be completed by the requesting organization and submitted to the Regional ASA 3 for approval by the Regional Administrator/designee.</li> <li>3. If an outside organization/agency receives the proper approval to conduct their business on DCS property, form <b>CS-0717, Hold Harmless Agreement</b> must be signed by the requesting organization and kept on file by the Regional ASA 3.</li> <li>4. Organizations that use the offices/facilities on an on-going regular basis, i.e., Foster Care Associations, etc., will only need to complete the Hold Harmless Agreement one time indicating the span of time on the form. It will not be necessary to sign a form on each visit.</li> <li>5. For offices and facilities that are co-located with another state department, (i.e., Human Services, etc.) permission must also be obtained from that department's Designated Authority.</li> </ol>

<p><b>Forms:</b></p>	<p><a href="#"><u>CS-0717, Hold Harmless Agreement</u></a></p>
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<p><b>Collateral documents:</b></p>	<p>None</p>
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