

## Monitored Exchange Policies and Procedures

The conditions for participation in KIDS Services supervised exchange program includes but is not limited to the following:

1. Parties are to arrive punctually at the arranged times for the start and end of the exchange. The on-duty parent will arrive first. The party receiving the child will arrive ten minutes later.
2. When the on-duty parent has dropped off the child they are to leave the area. They may not remain on or near the premises during the exchange. The party picking up the child may not be within visual sight of the building at the time the child is being dropped off.
3. Without prior notification, KIDS Services will not release children to a person who is not the parent. Parents must provide a transporter's name and relationship. The person picking up must be prepared to show picture identification.
4. It is the responsibility of the custodial party to explain the monitored exchange process to the children, and to encourage and reassure the children the other party will arrive shortly to pick them up.
5. Video recording (including cell phones) and audio taping are not permitted.
6. Parties may not make negative comments to the child or exchange monitor about the other parent, his or her partners, or other family members.
7. Parties shall not ask a child or staff member to deliver any messages, documents, or objects to the other party.
8. All children must be put into the proper safety restraints as required by Idaho law.
9. All transporters must have a valid driver's license.
10. KIDS Services will not release the children to parties who they feel are under the influence of drugs or alcohol. If the exchange monitor suspects a parent is under the influence the police will be called to verify.
11. No participant in the supervised exchange program may follow or harass another party before or after a scheduled exchange. All parties agree they will remain separate, physically, and visually, so contact between them does not occur.
12. Participants may not bring weapons or dangerous implements of any kind to the exchange. Nor shall they threaten or engage in any criminal activities during an exchange.
13. If you need to cancel an exchange, the cancelling party will inform KIDS Services by email as soon as possible.
14. Communications between the parties and the providers of supervised exchange services are confidential; however, they are not privileged. KIDS Services will maintain strict confidentiality regarding the case except when, but not limited to:
  - a) Completing status reports for the court;

- b) Ordered by the courts;
  - c) Subpoenaed to produce records or testify in court;
  - d) Requested by an evaluator in conjunction with a court ordered investigation or evaluation;
  - e) Required by child protection services;
  - f) Requested by law enforcement; or
  - g) Good cause is shown for disclosure to ensure the health and safety of the child.
15. Any monitor called to testify shall be given sufficient advanced notice in the form of a subpoena for all hearings.
16. Monitors serve in their capacity at the direction of the Courts. As such, monitors ask to be treated with respect and common courtesy.
17. KIDS Services can decline to continue providing monitored exchanges to include, but is not limited to, the following reasons:
- a) Safety or other issues involved in the case that cannot effectively be addressed by the provider;
  - b) The case is placing an undue demand on a provider's resources;
  - c) One or both parties have failed to comply with the conditions for participation in the program as stated in this document; or
  - d) That continued contact presents an unacceptable risk.