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## Administrative Rules

Created: 11-11-2003

### Rule 1.6.2 Unattended Children & Missing Children

Edited: 10-31-2012

*Approved*

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#### 1.1 PURPOSE

To provide for the health and well being of children and to encourage their safety while visiting the Deschutes Public Libraries.

#### 1.2 OBJECTIVE

This rule establishes guidelines for staff, and for parents and guardians of children visiting the Deschutes Public Libraries. These guidelines incorporate Oregon Revised Statute (ORS) 163.545.

#### 1.3 RULES AND REGULATIONS—CHILD (age 0-9) LEFT UNATTENDED DURING OPEN HOURS

A) Parents or caregivers, and not library staff, are responsible for the behavior, safety and supervision of their children when using the library.

B) Children aged 6 and younger must be accompanied and supervised at all times by a parent or responsible caregiver.

C) If a child is found unattended library staff will accompany the child in order to find the caregiver. If the caregiver is not found a staff member will stay with the child until someone can be located via phone or other means. If the caregiver cannot be located within 15 minutes the staff member will call the appropriate legal authority. Library staff will not take the child out of the building.

D) A library user having custody or control of a child under 10 years of age is expected to comply with ORS 163.545.

**163.545 Child neglect in the second degree.** (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child.

Staff will consider the following criteria for determining if the child has been left unattended for such a period of time as may be likely to endanger the health or welfare of the child:

- More than 6 hours without food
- Child appears ill or extremely fatigued
- Child requests frequent assistance from library staff for personal needs (i.e., restroom, medicine, etc.)

If staff determines that a child under the age of 10 is unattended for such a period of time as may be likely to endanger the health or welfare of such child, or the unattended child's behavior is in violation of the library's Customer Code of Conduct, library staff will contact the parent and inform them they must not leave the child

unattended. If the parent cannot be contacted, or does not arrive within fifteen minutes, the library staff will contact the appropriate legal authority.

E) The library does not consider anyone age 11 and younger to be a responsible caregiver.

#### **1.4 RULES AND REGULATIONS—CHILD (age 0-16) LEFT UNATTENDED AT CLOSING**

A) The Library District does not accept responsibility or liability for minors left at the Library after closing time. In the event that a minor is left at the Library at closing time, staff will attempt to contact a parent or caregiver. If a parent or caregiver is not available within fifteen minutes of closing, staff will notify the appropriate legal authority.

B) The Administrative Rule 1.4, Customer Code of Conduct, Section III.B, describes in further detail the process that will be followed if a person fails or refuses to appropriately supervise his/her child.

#### **1.5 RULES AND REGULATIONS—CHILD REPORTED LOST OR MISSING**

A. Each library manager, or designee, will develop procedures that meet the following requirements, based on Code Adam procedures:

1. When a child is reported as missing, a detailed description of the child is obtained, including sex, age, clothing, and physical description.
2. Appropriate staff is immediately designated to:
  - i. inform staff
  - ii. search for the child, both inside and outside the building
  - iii. monitor all exits
3. If the child is not found within ten minutes, law enforcement is called.