

**INSTRUCTIONAL ORDER**

August 2017

Immediately

**V.5:07**

Distribution: All Employees

Subject: **SOCIAL SERVICES REFERRAL**

Index as: Crisis Counseling Information Referral  
Family Resources Referral Service

Accreditation Standards: 1.2.6, 1.2.7, 41.2.7 and 55.2.1  
Cross Reference: I.O. V.5:1, Mentally Ill Persons  
I.O. V.5:16, Providing Service to People with Disabilities  
Replaces: I.O. V.5:7, Social Service Referral System (September 20, 2007)

This Order consists of the following sections:

- I. Purpose
- II. Agencies and Services

**I. PURPOSE**

A. This Order identifies a number of community resources and services available to citizens to assist them in a time of need.

B. When appropriate, employees should use discretion and suggest the citizen make direct contact with a social service agency and seek their assistance or further referral.

**II. AGENCIES AND SERVICES**

A. Many services are available throughout the community from various social service agencies. These agencies have coordinated their access and can be reached through provided points of contact, which will make referrals based on identified needs.

B. The points of contact for social services agencies are listed in Attachment A.

Anthony Holloway  
Chief of Police