

**POLICY ENSURING ACCESSIBILITY TO ADMINISTRATOR**

The Trumbull County Children Services Board employs one Executive Director. The Agency's Department Directors and Senior Supervisor have executive authority in the Executive Director's absence. These administrators are available 24 hours a day through the Agency's telephone number (330)372-2010. During regular business hours (8:30 a.m. – 4:30 p.m.), one or more of the administrators are available by phone or in person. These administrators also carry cellular phones and/or pagers by which Agency staff can contact them if they are out of the office or if they are needed outside of Agency business hours. The Agency employs staff and also contracts with an answering service to respond to all telephone calls received 24 hours a day.

Effective February 2004	PJJ/RAS
Revised September 1, 2006	RMT
Revised August 14, 2008	CLM
Revised September 15, 2015	RMM