

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

December 12, 2007

MEMORANDUM

<b>What's Inside:</b> Rules for Releasing Criminal Background History
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TO: REGIONAL EXECUTIVE STAFF and CIRCUIT MANAGERS

FROM: PAULA NEESE, DIRECTOR

SUBJECT: RELEASE OF CRIMINAL BACKGROUND FINDINGS

DISCUSSION:

The purpose of this memorandum is to share the new procedures for the release of criminal background records. This change is a result of Federal Bureau of Investigations (FBI) regulations regarding the sharing of results.

Currently a prospective foster/adopt parent is notified by the Children's Division or a contracted agency that he/she has a criminal record. They then have the option of writing to CD and requesting a copy of the results and the results are mailed directly to the individual. Starting immediately once the letter is received by CD central office a copy of the individual's records will be mailed to the county CD office where the individual resides. The individual must go to that office and provide photo identification and sign for release of the results. The county CD office will keep the records for one month from the day it is received at which time they will destroy the records if the files have not been picked up by the individual. It is important to note that only the individual requesting results will be allowed to pick up the records.

Each county CD office should establish one person to be in charge and one back-up, for handling the incoming results from central office and that person should also be responsible for verifying the photo identification, making a copy of that identification, and having the individual sign on that same copy. The county office should keep a log containing all verification that the results were given to the proper individuals. The log must include but is not limited to the following: name of requestor, date of birth, purpose for the request (adoption/fostercare), date file received in county office, date file is given to requestor, the photo copy of the individuals photo id and signature, and a signature of the CD staff releasing the file. The log should be kept in the county office and contain all of the needed information of all the criminal history files released to requestors in that county office indefinitely. A sample of the log is attached for your reference. If the copy of the criminal history report is not

picked up in the allotted timeframe, the person in charge of the process should destroy the record in the manner outlined in memo CD07-61.

<b>NECESSARY ACTION:</b>  1. Review this memorandum with appropriate Children's Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
<b>PDS CONTACT:</b> Steve Cramer 573-522-9306 <a href="mailto:Steve.W.Cramer@dss.mo.gov">Steve.W.Cramer@dss.mo.gov</a>	<b>DEPUTY DIRECTOR:</b> James C. Harrison 573-751-2502 <a href="mailto:James.C.Harrison@dss.mo.gov">James.C.Harrison@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS:</b> N/A	
<b>FORMS AND INSTRUCTIONS:</b> N/A	
<b>REFERENCE DOCUMENTS and RESOURCES:</b> N/A	
<b>Attachment:</b> <a href="#">Sample Log</a>	