

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

PO BOX 88

JEFFERSON CITY, MISSOURI

January 23, 2009

MEMORANDUM

What's Inside:

Workers now have the option of attaching image files to protective service alerts.

TO: REGIONAL, EXECUTIVE STAFF, CIRCUIT MANAGERS,
AND CHILDREN'S DIVISION STAFF

FROM: CELESTA HARTGRAVES, ACTING DIRECTOR

SUBJECT: PROTECTIVE SERVICE ALERTS – ATTACHING IMAGE FILES

DISCUSSION:

The purpose of this memorandum is to introduce policy and procedure for attaching image files of children in the legal custody of the Children's Division to protective service alerts. **This is an optional practice only.** The decision to attach an image file should be made on a case by case basis taking into consideration the following:

- The image must be appropriate. Staff should consider if the child in the image is wearing appropriate clothing or making appropriate gestures...etc.
- The image must be a reasonable likeness of the child. The image should be a recent image. Changes in hair color or style, the addition or absence of facial hair, or other changes in appearance may make an image unusable.
- The image must be of reasonable quality.
- Staff must have supervisory approval.
- Staff must have permission from the court which has jurisdiction of the child. The court may give approval on a one time only basis or may reach an agreement with the Division to give blanket approval for attaching images as standard procedure for all children in the jurisdiction of that circuit.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. Review revised Child Welfare Manual chapters as indicated below.
3. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT Randall McDermit 573-751-8932 Randall.D.Mcdermit@dss.mo.gov	ASSISTANT DEPUTY DIRECTOR Becky Houf 573-751-2502 Becky.L.Houf@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS: Section 3, Chapter 4, Attachment E Protective Service Alert	
FORMS AND INSTRUCTIONS N/A	
REFERENCE DOCUMENTS AND RESOURCES N/A	
RELATED STATUTE N/A	
ADMINISTRATIVE RULE N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR) N/A	
PROTECTIVE FACTORS Parental Resilience N/A Social Connections N/A Knowledge of Parenting and Child Development N/A Concrete Support in Times of Need N/A Social and Emotional Competence of Children N/A	
FACES REQUIREMENTS N/A	