



**Division Guideline #59**

**Date:**           **Created May 25, 2016**  
                      **Revised August 19, 2016**

**Title:**           **Notification Procedures for Individuals Residing with Registered  
Sex Offenders in Department of Mental Health Funded Placement.**

**Application:** **All Regional Office Community Living Coordinators.**

The following guideline applies to Regional Office Community Living Coordinators (CLC) who are responsible for checking the Missouri State Highway Patrol Sex Offender Registry and/or Juvenile Sex Offender Registry for all individuals who are seeking a residential placement, and for implementing notification procedures outlined in Missouri Revised Statute 630.127.1 and DOR 4.720.

**Checking Registries for all Individuals Seeking Residential Placement (Adults and Children)**

- Whenever an individual is referred for residential placement, the sending CLC will determine if the individual is on a sex offender registry before placing the individual's referral information on the Consumer Referral Database.
  - If the individual is an adult (over the age of 21), the CLC will check the Missouri State Highway Patrol Sex Offender Registry. If the individual appears on the registry, the CLC will check to see if the individual is considered a predator by checking "predator" on the fill-in box. Individuals classified as a sexual predator may require additional supports and planning by the team.
  - If the individual is under the age of 21, the CLC will check the Missouri State Highway Patrol Sex Offender Registry using the same process noted above. In addition, the CLC will send a letter to the Juvenile Office in the individual's county of residence to see if the individual is listed on the Juvenile Sex Offender Registry. CLC staff may use the letter to the juvenile office requesting check of the juvenile registry and include [the consent to release information form](#). (CLC will need to coordinate with the Service Coordinator (SC) to get the consent form signed.)

- The CLC will document the date the Highway Patrol registry is checked and, if applicable, the date the letter is sent to the Juvenile Office on the Consumer Profile Form before uploading the document to the referral database.
- If a response has not been received from the Juvenile Office and placement of a child needs to move forward, the CLC may need to follow up with the Juvenile Officer by phone to ensure the information is received prior to a placement.
- In the event the SC does not notify the CLC of an individual seeking residential placement and does not utilize the referral database, the CLC will make the checks at the time the CLC becomes aware that the individual has moved into a residential setting or is seeking a residential setting.
- The check of the registries is required every time an individual moves to a new residential setting, unless the previous check was done less than 6 months prior.

### **Notifications for Adult Registered Offenders**

- The sending CLC will send a notification letter to the legally responsible party for all individuals receiving Department of Mental Health (DMH) supports who will be residing with a registered offender. A notification letter will be sent whenever:
  - An individual who is a registered offender is moving into a residential setting with one or more individuals who receive DMH paid residential placement.
    - Use [the letter for adult registered offender moving into placement.](#)
  - An individual residing in a residential setting has a legal situation occur whereby the individual becomes required to register as a sexual offender, and the individual resides with one or more other individuals who receive DMH paid residential placement.
    - Use [the letter for a current resident who becomes required to register.](#)
  - An individual will receive funded DMH placement and is moving into a residential setting where a registered offender currently resides.
    - Use [the letter for a new admission who is moving into a residence where a registered offender lives.](#)
  - All notifications will be done in writing and will either be hand delivered or sent by certified mail.
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### **Notifications Involving Individuals Found Permanently Incompetent to Stand Trial**

- If an individual who has been found permanently incompetent to stand trial for an offense for which they would have been required to register as a sex offender is seeking placement, the sending CLC will request consent from the legally responsible party to disclose information regarding the individual's offense.
- The CLC will send a letter to the legally responsible party requesting consent to release information, and will include a consent form. Use [the consent letter for a charged consumer.](#) Include [the consent form.](#)

- If consent is obtained, the sending CLC will provide notification to the legally responsible party for all individuals with whom the charged consumer will be residing whenever:
  - The charged consumer is moving into a residential setting with one or more individuals who receive funded DMH placement.
    - Use [the disclosure letter for charged consumer with consent obtained.](#)
  - An individual who will receive funded DMH placement is moving into a residential setting where a charged consumer currently resides.
    - Use [the disclosure letter for charged consumer with consent obtained.](#)
- All notifications will be done in writing and will either be hand delivered or sent by certified mail.
- If consent is not obtained, the documentation will be maintained and further notifications will not be made.

### **Notifications Involving Juveniles Required to Register on a Sex Offender Registry**

- If a juvenile who is required to register on the Missouri Highway Patrol Sex Offender Registry is moving into a residential setting, the sending CLC will send a notification letter to the legally responsible party for all individuals receiving DMH supports who will be residing with a registered offender.
  - Use [the notification letter for juveniles on the Highway Patrol Registry.](#)
- If the juvenile is required to register on the Juvenile Sex Offender Registry, the sending CLC will send a letter to the parent/guardian requesting consent to disclose information regarding the juvenile's offense to the legally responsible party. (Not required in St. Louis County)
  - Use [the letter requesting consent to disclose status on juvenile registry.](#)
- If consent is obtained, the CLC will send a notification letter to the legally responsible party for each individual receiving DMH funded placement with whom the juvenile will reside.
  - Use [the notification letter for a child on the juvenile registry with parental consent obtained.](#)
- If consent is not obtained, the documentation will be maintained and further notifications will not be made. Additional discussion may be required by the individual's planning team.
- All notifications will be done in writing and will either be hand delivered or sent by certified mail.

### **Documentation**

- A copy of the written notification, proof of delivery, and attempted notifications shall be maintained by the Regional Office in a separate paper or electronic file maintained for that purpose. If an electronic file is maintained, the certified mail receipt shall be scanned into the file.

#### Resources:

[Map of circuit court districts and juvenile offices](#)

[DOR 4.720](#)

[Missouri Revised Statute 630.127.1](#)

*This guideline will be reviewed and updated annually, if needed.*