

## DEPARTMENT OF SOCIAL SERVICES

## CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

February 6, 2017

## M E M O R A N D U M

TO: CHILDREN'S DIVISION AND CONTRACTED STAFF

FROM: TIM DECKER, DIRECTOR

SUBJECT: JUVENILE OFFICER REFERRAL FORMS

## DISCUSSION:

The purpose of this memorandum is to introduce the referral forms used to inform or request protective custody to the Juvenile Officer. These forms have been developed to support consistent and effective practice throughout the state and ensure timely and informed decisions regarding child safety. They are aligned with recently published Juvenile Officer Performance Standards, 2017, [Juvenile Officer Performance Standards](#) and were developed in conjunction with the Office of State Courts Administrator (OSCA) and a number of Juvenile Officers.

**CD-234 Emergency Request for Protective Custody**

This form is to be used in the field in situations where Children's Division workers need an emergency request for protective custody. The Children's Division worker would still need to contact the Juvenile Officer to let them know to expect the information. Further relevant information must be forwarded to the Juvenile Officer.

**CD-235 Referral to the Juvenile Officer**

It is the intent of the Children's Division to utilize the CD-235 to make formal and informal referrals to the Juvenile Officer. The form can be used to provide supplemental information.

**CD-236 Report for the Protective Custody Hearing**

This form is to be used as a report for the protective custody or preliminary child welfare hearing. This form can be used for multiple children. This can be used as a guideline on what is needed to report to the court during the beginning stages of a case.

**CD-237 Juvenile Officer Confidentiality Party Information**

This form is to be used to share social security numbers and domestic violence information with the Juvenile Officer. This form should also be used for any ongoing domestic violence situations. This form is not to be filed with the court.

**Juvenile Officer Response to the Referral/Request of the Children’s Division**

This form will be used by the Juvenile Officer or their attorney to give feedback or respond to the Children’s Division referral. This form will not be found on e-Forms.

**Instructions**

Please use these forms from this point forwards. Instructions for the forms have been added to e-Forms. All forms have been revised from the time of their original release. Please do not use any prior released forms. We will be monitoring and seeking feedback related to the implementation of the new forms, including any barriers, successes and challenges.

<b>NECESSARY ACTION</b>  1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to:	
<b>PDS CONTACT</b> Rachael Dunwoody 573-751-8615 <a href="mailto:Rachael.Dunwoody@dss.mo.gov">Rachael.Dunwoody@dss.mo.gov</a>	<b>MANAGER CONTACT</b> Ivy Doxley 573-526-1422 <a href="mailto:Ivy.C.Doxley@dss.mo.gov">Ivy.C.Doxley@dss.mo.gov</a>
<b>CHILD WELFARE MANUAL REVISIONS</b> N/A	
<b>FORMS AND INSTRUCTIONS</b> <a href="#">CD-234 Emergency Request for Protective Custody to the Juvenile Officer</a> <a href="#">Instructions for CD-234 Emergency Request for Protective Custody to the Juvenile Officer</a>  <a href="#">CD-235 Referral to the Juvenile Officer</a> <a href="#">Instructions for CD-235 Referral to the Juvenile Officer</a>  <a href="#">CD-236 Report for the Protective Custody or Preliminary Child Welfare Hearing</a> <a href="#">Instructions for CD-236 Report for the Protective Custody or Preliminary Child Welfare Hearing</a>  <a href="#">CD-237 Juvenile Officer Confidentiality Party Information</a> <a href="#">Instructions for CD-237 Juvenile Officer Confidentiality Party Information</a>	
<b>REFERENCE DOCUMENTS AND RESOURCES</b> Juvenile Officers Performance Standards <a href="#">Juvenile Officer Performance Standards</a>	
<b>RELATED STATUTE</b> N/A	