

NOTIFICATION OF HARRASSMENT DETERMINATION

PURPOSE:

This form letter is completed by the Children's Service Worker to be sent to the Prosecuting Attorney's Office after an investigation has been found to be unsubstantiated and it was determined that the call to the child abuse/neglect hotline was made *maliciously, for purposes of harassment, or in retaliation.* ([Section 210.152 RSMo.](#))

NUMBER OF COPIES AND DISTRIBUTION:

Two or more copies of this form letter are completed by the CSW. The Prosecuting Attorney and the Reporter will receive the letter and the CSW files a copy of the letter in the case record. Per 210.152 RSMo. the Children's Division is required to expunge all identifying information on unsubstantiated reports that are determined to be harassment (45) forty-five days from the conclusion of the investigation, so it is imperative that the Division notify the Prosecuting Attorney as quickly as an harassment determination can be made. .

The [CD-22](#) is mailed only after supervisory review and approval of the investigation and harassment has been determined.

INSTRUCTIONS FOR COMPLETION:

Circuit Manager: Enter the name of the Circuit Manager.

Date: Enter the date the form is completed.

County Office: Enter the name of the county office.

Address: Enter the address of the county office.

Telephone: Enter the telephone number of the county office.

Incident Number: Enter the CANHU generated incident number of the CA/N report.

Blank Space: Enter the name and address of the Prosecuting Attorney in the circuit where the reporter made the call to CANHU.

Dear: Enter the name of the Prosecuting Attorney.

RE: Enter the names of the family members, including parents/guardians and child(ren).

The expungement date for the above referenced incident(s) is_____. This date should be 45 days from the date the report was concluded.

The Children's Division has made a determination of harassment against – Enter name, address and phone number(s) for the person who made the call to CANHU, determined to be harassment.

Summary of this determination is as follows:

Brief summary of evidence that supports the determination that the hotline report was made *maliciously, for purposes of harassment, or in retaliation*. Include statements made by the reporter or other individuals who have pertinent knowledge of the reporter's intention to harass or other evidence leading to the determination of harassment.

Signature: The CSW who conducted the investigation signs the form.

INSTRUCTION FOR RETENTION:

This form should be kept until the entire case is destroyed.

MEMORANDUM HISTORY: [CD05-68](#)