

Purpose Code “X” Request Log, CD-153 Form Instructions

Discussion and Purpose:

The Purpose Code “X” Request Log, CD-153, was created to document situations resulting in a need to complete a Purpose Code X (PCX) screening for emergency placement or exigent circumstances. Children’s Division staff or juvenile officer must request local law enforcement to search the Missouri Uniform Law Enforcement System (MULES) for anyone 17 years old or older residing in the household. The PCX check may only be requested by CD staff. MULES is an electronic communication system strictly used for law enforcement purposes, but permission has been granted to allow the Division access to the information in cases of emergency protective custody, where children are placed in the care and custody of the Division. The FBI has approved law enforcement to conduct PCX background screenings with a time-limited delay in fingerprinting due to placing a child as a result of an emergency situation. However, fingerprints **must** be submitted to the FBI within 15 days of the MULES check. To meet that deadline, the Children’s Service Worker must provide the placement provider with information to schedule their screening with the contracted electronic fingerprint vendor.

Completion of Form:

The Children's Division worker who requests the PCX background screening must document their request on the CD-153 with the following information:

- Name – Enter the full name of the individual of whom the PCX background screening was completed
- D.O.B. – Enter the date of birth for the individual of whom the PCX background screening was completed
- S.S.N. - Enter the Social Security Number for the individual of whom the PCX was completed
- Law Enforcement contacted – Document the last name and first initial of the law enforcement officer/personnel who completed PCX background screening
- Request Date – Enter the date the PCX request was made.
- Call Case Number – Document the Child Abuse/Neglect incident number or open Family-Centered Service case number
- Statutory Authority – Select from the drop down box the correct statutory reason for obtaining fingerprints; 210.482, 210.487, 43.540 or HB1453
- Person Receiving Information – Document the last name and first initial of the CD employee who received the PCX background screening information
- Individual accessing Missouri Automated Criminal History System (MACHS) to view or print the results
- Results placed in file – select from the drop down box “yes” or “no”
- Type of Dissemination- Document the type of dissemination received indicating verbal or paper copy received
- Children Placed- Select “yes” or “no” from drop down box indicating if the child(ren) were placed in the home of the individual of whom the PCX background screen was completed
- Date Fingerprints Submitted – Document the date the fingerprints were submitted by the individual who received a PCX background screening
- Individuals refused to submit – Select “yes” or “no” from drop down box if the individuals of whom the PCX was completed refused to submit fingerprints.
- Child Removed within 15 days of placement – Select “yes” or “no” from the drop down box that the child(ren) was removed within 15 days of being placed in the residence of the individual whom the PCX was completed

Instruction for Retention:

This form should be retained by the local office indefinitely.

Memoranda History:

[CD10-65](#), [CD15-48](#)