

Missouri Department of Mental Health Request for Exception due to Criminal History

Instructions

Under section 630.170, RSMo, individuals who have been found guilty of or pleaded guilty (including those that received a suspended imposition of sentence or a suspended execution of sentence) or nolo contendere to certain specified crimes* are disqualified from working in mental health programs that are operated, licensed, certified, accredited, in possession of deemed status, or funded by the Department of Mental Health. Any person who is disqualified under this section may request an exception to this employment disqualification from the Department of Mental Health Exceptions Committee.

To ask for an exception, you must send the following written materials:

1. A written statement that includes:
 - a. Why and for how long you are seeking this exception?
 - i. If you have plans, where do you plan to work or go to school?
 - ii. What is the job you want to do? What would your duties or responsibilities be?
 - iii. Describe the types of care or services you wish to give to mental health consumers.
 - b. A description of your criminal history.
 1. Describe the disqualifying crime(s) that prevent you from working with mental health consumers. Provide any information that helps explain why the crime(s) happened.
 2. When did the crime(s) occur?
 3. Describe the sentence that you received from the court. How long was the sentence? What were the dates of your sentence? What type of sentence did you receive?
 4. Have you completed any assigned probation or parole? If so, when?
 5. Attach copies of the court records to include the indictment, docket sheet, and final judgment and sentence.
 6. Attach copies of court records indicating any release from prison or jail, probation/parole requirements, and any written statement showing that you have a full release.
 7. If applicable, please provide a brief description of any federal felony offenses you have entered a guilty plea to, along with your parole status.

- c. Given the same circumstance, what assurances or evidence can you provide the Department that the disqualifying crime would not occur again? What would you do differently to avoid the same outcome?
 - d. If you or the organization for whom you wish to work has a copy of a recent criminal background report or a Family Care Registry report, please include in your packet.
 - e. If you do not have a recent criminal background report, please provide a current background check from the Missouri State Highway Patrol (573-751-3313).
 - f. Describe any activities and achievements since the crime that you think we should know and consider.
 - g. Provide the names and dates of any education, training, or treatment you have received since the crime.
 - h. Describe any important changes in your life since the crime. (Such as marriage, family, education, military service).
 - i. Provide your current mailing address, phone number and an e-mail address, if applicable.
2. Written references or recommendations from at least 3 people (at least one of which should be from a current or former supervisor or coworker). These references must be signed by the person making the recommendation and should include:
 - a. Name, address, and phone number of the person providing the reference.
 - b. Date written (References should be no older than one year.).
 - c. How does this person know you? Did you work for them? Are they related to you? Did you go to school with them or work with them? How long have they known you?
 - d. References should say why they think you should be given this exception. It is also helpful if they can back up any of the information that you provided in this request.
3. A written history of the work you have done (or current resume), especially any work in the mental health or human service fields.
4. Once you have gathered all the required documentation, your written request and supporting records can be mailed to:

Exceptions Committee Coordinator
Office of General Counsel
Department of Mental Health
PO Box 687
Jefferson City, MO 65102
You can also fax to 573-751-8110
or send via e-mail to lisa.limbach@dmh.mo.gov

Please prepare and review your request carefully to ensure all required documentation is included.

If you have any questions, please contact:
Lisa Limbach, Exceptions Committee Coordinator at 573-751-8202 or
via e-mail at lisa.limbach@dmh.mo.gov

* The list of disqualifying crimes under section 630.170, RSMo, can be found at:
<https://dmh.mo.gov/about/employee-disqualification>