

**DEPARTMENT MEMORANDUM**

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SUBJECT

Safe at Home Program

AMENDS

REFERENCE

Sections 589.660 – 589.683 RSMo..
15 CSR 30-70.090

RESCINDS

I. INTRODUCTION

Safe at Home is a program administered out of the Secretary of State's office which was signed into law on August 28, 2007. Safe at Home is an address confidentiality program, not a witness protection program. The goal of this program is to help survivors of domestic violence, rape, sexual assault, or stalking and their minor children stay safe by keeping their assailants from obtaining their address or learning where the survivor resides. The program provides a substitute address (P.O. Box) so that survivors can keep their location confidential.

The program has two basic parts:

- It provides a designated address for survivors to use when creating new records with government agencies and the courts.
- It provides participants with a cost-free forwarding service for first-class mail, legal documents, and certified mail.

Participation in this program does not require a police report or any preceding court paperwork. The program only requires the participant to sign a statement that they believe they have been a victim of certain domestic violence or stalking activity and that they are in fear of further victimization by the same person.

II. POLICY

In order to participate in Safe at Home the survivor must complete an application. The application process must be facilitated by a trained and certified Application Assistant. The Kansas City Missouri Police Department has two certified Application Assistants:

- Jennifer Miller, Department Victim Advocate, Violent Crimes Division, 816-234-5205
- Monica Mayberry, Rose Brooks Victim Advocate, Domestic Violence Section, 816-413-3657

Both Kansas City Missouri Police Department Application Assistants are well versed in the program and can be contacted for further information or to answer specific questions. Information is also available at the Safe at Home website at <http://www.sos.mo.gov/SafeAtHome/agencies.aspx>. For a list of participating agencies, e-mail Safe at Home at SafeAtHome@sos.mo.gov or call 1(866)509-1409 to obtain assistance in locating a participating agency.

Once an applicant has been accepted into the program, they will be issued an identification card by the state (shown), indicating their participation in the program. The program participant is required to have this card in their possession at all times.

Authorization Card Sample

<p>Address Confidentiality Program safeathome Robin Carnahan • Secretary Of State</p> <p>STATE OF MISSOURI</p> <p><i>Signature</i> JANE DOE</p> <p>has been certified by the Secretary of State as a participant in the Safe at Home program in accordance with RSMo 589.660 – 589.683.</p> <p>Authorization # Voter Code # Expires MM/DD/YY</p>	<p>Jane Doe #### PO Box 1409 Jefferson City, MO 65102-1409</p> <p>Authorization code, name, post office box and zip code MUST be used on all correspondence.</p> <p>If you have any questions regarding the Safe at Home address confidentiality program or the valid use of this authorization card, please call toll-free: (866) 509-1409 OR E-mail: safeathome@sos.mo.gov</p>
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FRONT

BACK

The Safe at Home program goes to great lengths to prevent the use of the survivor's actual address. 15 CSR 30-70.090 states any law enforcement officer requesting a program participant's address or mailing address under section 589.672 RSMo, must provide the request to the Secretary of State. The secretary may accept a verbal request if exigent circumstances are proven.

III. PROCEDURE

When contacting an approved program participant the department member will:

- Provide for the safety of the survivor.
- Ask the participant for their Safe at Home Authorization Card or letter.
- Use only the address printed on the survivor's Safe at Home card or letter when completing any department form, including but not limited to summons, subpoenas, booking records and incident reports as mandated by 15 CRS 30-70.090.
- When a legitimate need is believed to exist for a department member to have or use the participant's actual address, the member will prepare a memorandum providing supporting information documenting the need and submit it through their chain of command. If the memorandum is approved, the requesting member will prepare written documentation as outlined in CSR 15 30-70.090 to the Secretary of State requesting the participants address.
 - If the Secretary of State approves the request, the information received will only be used for the purpose for which it was obtained.

When contacting a possible Safe at Home program candidate:

- Provide for the safety of the citizen.
- If the potential candidate is agreeable, facilitate their contact with a Certified Application Assistant.
- Provide them with the agency's website, e-mail address and phone number found in the policy section of this directive.

Darryl Fortè
Chief of Police

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