### 6550 Investigations of Matches to the Database of Sex Offenders

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Policy

Each director develops a plan to ensure that the sex offender batch report (located under the *CLASS Tools* tab) that runs every Tuesday and Thursday is checked at least weekly to determine if there are sex offenders identified as a Match Level 1 in his or her region.

A Match Level 1 is considered an exact match; that is, the sex offender’s address matches the address of a regulated operation.

The exception to these procedures is when a child in care is a registered sex offender. No investigation is conducted under these circumstances.

Procedures

Sex Offender Resides at Operation or Home (Match Level 1)

When the batch report review reveals that a person on the report has an address that matches the address of an operation or home, Licensing staff must investigate the information as Priority 2 (P2) abuse or neglect and:

 • call the worker line for SWI support staff;

 • request that SWI enter the information in the IMPACT case management system as an intake report for abuse or neglect; and

 • request that SWI enter the report as neglectful supervision by the caregiver (alleged perpetrator).

The intake will automatically transfer from the intake report in IMPACT to the intake report in CLASS. In CLASS, the investigator:

 • selects the *Endangering Person* allegation type; and

 • follows procedures for a P2 abuse or neglect investigation.

If through the course of the investigation it is confirmed that a listed sex offender resides in the operation, has a relationship with the provider, and has contact with children in care, then the permit holder must have the sex offender relocate to a new address and ensure the sex offender has no contact with the operation while children are in care. If the permit holder is unable or unwilling to remove the sex offender from the operation, the permit of the operation must be revoked or denied. See [7600](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_7600.asp#LPPH_7600) Adverse Actions.

See also:

[6222.2](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6000.asp#LPPH_6222_2) Classifying an Intake Report as a Priority 2 Investigation

[6400](http://www.dfps.state.tx.us/handbooks/Licensing/Files/LPPH_pg_6400.asp#LPPH_6400) Conducting the Investigation