

Mandatory Protocol

Missing Child Quick Reference Guide

For any child involved in an open child protective investigation, caregiver unavailable referral, or in-home case management case, and whose location is unknown, and for whom reasonable efforts to locate the child have been unsuccessful in accordance with paragraph 7a and 8a of CFOP 170-3

WHAT THE CWP MUST DO	WHEN?
<ul style="list-style-type: none"> - Staff the case with their supervisor to determine whether or not there is concern for the child’s safety based on the severity of the allegations or information received during the investigation - If concern for the child’s safety is present, the child is therefore determined to be missing, and the CWP must: <ul style="list-style-type: none"> o Staff the case with CLS to determine whether a Take Into Custody Order (TICO) is appropriate - If there is not concern for the child or if the petition for a TICO is denied by the court, the CWP will: <ul style="list-style-type: none"> o Conduct diligent search efforts in accordance with Rules 65C-30.003 and 65C-29.013 o Place a Request to Locate Alert on the case in FSFN o Inform the caregiver they must report the child as missing to law enforcement and the National Center for Missing and Exploited Children (NCMEC) if the child may be a victim of human trafficking (if they have not done so already) 	<p>Immediately but no later than 24 hrs.</p> <p>Immediately but no later than 24 hrs. from determining the child to be missing</p> <p>Prior to closure of the investigation, referral, or case</p>
<ul style="list-style-type: none"> - Once a child has been determined to be missing and the decision has been made to petition for a TICO, the CWP must notify the following (if not already done so by the child’s caregiver) that the child is missing, as applicable: <ul style="list-style-type: none"> o Law enforcement <ul style="list-style-type: none"> ▪ If law enforcement refuses to take a missing child report, immediately notify your Regional Criminal Justice Coordinator o The child’s parents/legal guardian/relatives/foster parent o The CPIS/CMS o The Regional Criminal Justice Coordinator o CLS 	<p>Immediately</p>

<ul style="list-style-type: none"> ○ GAL/AAL ○ The child’s therapist ○ The child’s JPO ○ The Region Compact Specialist if the child is placed out of state ○ United States Customs and Border Protection and the Department of State, if the child is believed to be out of the country ○ Any other person the CWP deems essential who is not otherwise prohibited 	
<ul style="list-style-type: none"> - Complete a missing child report within FSFN and submit for approval <ul style="list-style-type: none"> ○ If law enforcement refuses to accept a police missing child report, you may enter 00000 as a “dummy” report number to complete the form 	<p>Within 24 hours from the time that the child was determined to be missing, including nights, weekends, and holidays</p>
<ul style="list-style-type: none"> - Follow your Regional/agency protocol for internal incident reporting 	<p>Follow local procedures, but no later than 1 business day</p>
<ul style="list-style-type: none"> - Complete and document reasonable efforts to locate until: <ul style="list-style-type: none"> ○ The child is located ○ The child turns 18 years of age ○ Sufficient information has been obtained to close the investigation without transfer to case management, and the Pickup or Take Into Custody Order is dismissed by the court ○ The dependency case is closed by the court ○ The Pickup or Take Into Custody Order is denied by the court - Regular missing child staffings must also be held to review available information and efforts to locate - The investigation will transfer to case management via the typical case transfer process. However, the Regional Criminal Justice Coordinator will be responsible for efforts to locate the child once the investigation has transferred 	<p>Efforts must be completed once every 7 days. If the child victim is unseen, follow additional procedures for efforts to locate in CFOP 170-5</p> <p>Documentation must be entered into FSFN within 2 business days from completion of the effort</p> <p>Every 30 days</p> <p>On day 60</p>

Contact your Regional Criminal Justice Coordinator with any questions