

Caregiver Missing Child Quick Reference Guide

For any child who has been placed in out-of-home care

DEFINITIONS
<ul style="list-style-type: none"> - Exigent Circumstances: Missing child situations that require immediate actions, which are defined as any of the following: <ul style="list-style-type: none"> o The missing child is under the age of 13 years old o The missing child has a physical or mental incapacity, or a developmental or behavioral challenge that makes the situation more dangerous that it normally would be for a child with more maturity or resources o The missing child is with others who may endanger their safety o The missing child is known or believed to be in a dangerous or life-threatening situation o The missing child has been identified as a victim of human trafficking o The missing child is absent under circumstances inconsistent with their usual behavior

WHAT CAREGIVERS MUST DO	WHEN?
<ul style="list-style-type: none"> - Complete applicable diligent search activities, including but not limited to: <ul style="list-style-type: none"> o Searching the child’s belongings for notes, contact information, possible locations, etc. o Call/text the child’s phone o Check the child’s computer, social media accounts, and other online accounts o Contact the child’s friends, relatives, or other known associates o Search the areas that the child is known to frequent o Contact the child’s school o Contact the child’s employer 	<p>If exigent circumstances exist, skip to the next step. Search efforts can be completed immediately <u>after</u> notifying law enforcement that the child is missing</p> <p>If exigent circumstances do not exist, up to 4 hours can be taken to complete search efforts from when the child is first suspected to be missing</p>
<ul style="list-style-type: none"> - Notify local law enforcement that the child has been determined to be missing and ask for a missing persons report, a case number, and a copy of the report when available 	<p>Immediately, once a child has been determined to be missing (which is either once exigent circumstances have been established, or if diligent search activities have not located the child)</p>
<ul style="list-style-type: none"> - If law enforcement refuses to take a report, document the name of the officer and contact the Child Welfare Professional (Case Manager, CPI, etc.) or on-call number if after-hours, on weekends, or holidays to report this information 	<p style="text-align: center;">Immediately</p>
<ul style="list-style-type: none"> - Notify the Child Welfare Professional (Case Manager, CPI, etc.) or on-call staff that the child is missing and provide them with the following information: <ul style="list-style-type: none"> o Name of the law enforcement agency o Case number o Copy of report, if available o Where the child(ren) left from, when they left, their clothing description, whether they left with other individuals, any possible destinations, and any information found while completing the above-mentioned search activities 	<p style="text-align: center;">Immediately after contacting law enforcement</p>
<ul style="list-style-type: none"> - Should new information be learned about the child or their location, it must be shared with law enforcement and the Child Welfare Professional (Case Manager, CPI, etc.) 	<p style="text-align: center;">Immediately</p>
<ul style="list-style-type: none"> - Should the child return to the home, inform law enforcement and the Child Welfare Professional (Case Manager, CPI, etc.) or on-call staff if after-hours, on weekends, or holidays 	<p style="text-align: center;">Immediately</p>