

Mandatory Protocol

Missing Child Quick Reference Guide

For any child 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 than 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 THE CWP 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 <u>next step</u>. Search efforts can be completed immediately <u>after</u> notifying law enforcement that the child is missing, if the caregiver has not already done so</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"> - If the child’s caregiver has not already done so, 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>Immediately</p>
<ul style="list-style-type: none"> - Once a child has been determined to be missing, the CWP must notify the following (if not already done so by the child’s caregiver) that the child is missing, as applicable: 	<p>Immediately</p>



<ul style="list-style-type: none"> ○ The child’s parents/legal guardian/relatives/foster parent ○ The CPIS/CMS ○ The Regional Criminal Justice Coordinator ○ CLS ○ 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 	<p>Immediately</p>
<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 	<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>

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