

Missing Child Quick Reference Guide



ANY child whose whereabouts are unknown (runaway, abducted, or absconded) is considered to be a Missing Child and the following steps must be taken!

WHAT THE CASE MANAGER MUST DO	WHEN?	BUT ABSOLUTELY NO LATER THAN
<p>Make sure the child has been reported missing to law enforcement AND that a Missing Child Report has been taken by the police. You must obtain both the police report number and the name of the law enforcement agency contacted, from the person who reported the child missing to law enforcement. If you have any issues with obtaining a report, please contact your Child Location Specialist. <i>(Document these contacts in FSN)</i></p>	<p>Immediately if the child is age 11 or younger and/or at <i>high risk</i>*. Up to 4 hours if the child is 12 or older, willingly left care, and is not at high risk (but you must be actively conducting efforts to locate during this time).</p>	<p>No later than ... Immediately or up to 4 hours after you learn that the child is missing (<i>but you must be conducting efforts to locate the child during this time</i>).</p>
<p>Notify caregivers, parent(s), relatives, GAL, service providers, school/daycare, etc., to advise them of the situation, and to see if they can provide information to help locate the child. <i>(Document in FSN)</i></p>	<p>Immediately upon learning the child is missing.</p>	<p>No later than ... 24 hours after you learn the child is missing.</p>
<p>Complete Incident Report and fax/deliver it to appropriate parties; follow local agency procedures for incident reporting. <i>(Document this activity in FSN)</i></p>	<p>Immediately upon learning the child is missing.</p>	<p>No later than ... 8 hours after learning the child is missing (<i>if "high risk," the incident report must be faxed immediately and noted as a high risk issue</i>).</p>
<p>Complete the Missing Child Report Form located in the Missing Child Report section of FSN. If a pick-up order has been issued for the child, but local law enforcement refuses to take a Missing Child Report, a "Dummy" police report number of 00000 may be entered into the Missing Child Report Form.</p>	<p>Immediately upon obtaining a report number from law enforcement.</p>	<p>No later than ... One business day after you learn the child is missing, and obtain a Missing Child Report number from law enforcement.</p>
<p>Notify the CLS attorney the child is missing and advise the attorney of the steps you have taken. <i>(Document this contact in FSN)</i></p>	<p>Within 24 hours of learning the child is missing.</p>	<p>No later than ... 48 hours after you learn the child is missing.</p>
<p>WHILE THE CHILD IS MISSING, you must perform diligent efforts to locate.</p> <p>Contact and inquire of current and previous caregivers, parent(s), relatives, GAL, service providers, school/daycare, friends/non-relatives, etc., to try and locate the child. <i>(Document all contacts in FSN)</i></p>	<p>These contacts must be made weekly for the first 3 months and monthly thereafter until the child is located.</p>	<p>No later than ... WEEKLY for the first 3 months the child is missing and MONTHLY thereafter, until the child is located. Each of these contacts must be documented in FSN as your <i>on-going diligent efforts to locate the child</i>.</p>
<p><i>*High Risk: Any child age 11 or younger, or any child (no matter the age) who is believed to be with someone who may harm him/her, or any child who may be at risk of harming him/her self, or any child who has a known medical condition or disability. Immediate action must be taken to report and locate any Missing Child who is at high risk For assistance access the FSN - Missing Child Report Screenshots.</i></p> <p>Please contact the Child Location Unit at 850.410.8543 with any questions!</p>		