Steps when a youth runs or child goes missing:

1. Contact caregiver to gain the following information to be added to MCR narrative or in contact / effort to locate note in FSFN:

--Did the youth take belongings with him/her? (Cell phone—include number, bag/purse/backpack, clothing, etc…

If so, please enter items in MCR narrative or contact note in FSFN

If not, request belongings be inspected and collected for security of belongings and enter request in MCR narrative or contact note in FSFN.

 --Was anyone contacted re: the youth’s possible whereabouts?

 If so, Document all contact information obtained, including the names, addresses and

 phone numbers of persons contacted. (For example, parents/family members; DJJ JPO;

 GAL/Ad Litem attorney; therapist or mentor; friends or companions of the child, school

 teachers; and if appropriate, the child’s place of employment.)

 --Did caregiver check places the child is known to frequent (school, work, local area around

 the placement, etc…)?

1. Create MCR within 24 hours of date of notification or update narrative of MCR already created by MC Specialist with info gained from Caregiver – approve to MC Specialist
2. Create Incident Report and provide to supervisor for entering into IRAS within 1 business day of notification of R/A incident and for forwarding to ECA Incident Reports email address
3. Notify via phone or email all parties to the case: parents/family members/GAL/Ad Litem attorney/ DJJ JPO/therapist or mentor/Etc…
4. Enter first effort to locate note to include contact with caregiver re: above info request and notification to parents/family members/GAL/Ad Litem attorney/ DJJ JPO/Youth’s therapist or mentor/Etc…to include all contact info for each(contact info must be added in note including phone number or email address) within 24 hours of completion of contact
5. Update FSFN as to youth’s run event for placement tracking in FSFN
6. If youth still missing by day 3, complete Affidavit for Order to take into Custody and submit to OAG – provide copy of affidavit to ECA Missing Child Specialist via email and copy of completed order via email or at scheduled R/A staffing
7. If youth still missing by day 3, Contact with LE to identify investigator/officer assigned to case (contact info must be added in note) within 24 hours of completion of contact
8. If youth still missing by day 3, ECA Missing Child Specialist to check Facebook / social media for youth as first effort to locate (checking area youth known to frequent) and to provide flyer as soon as obtained from FDLE website
9. If youth remains missing for 7 days or more, start weekly efforts to locate and contact LE officer assigned weekly for updates
10. Attend R/A staffing once scheduled and follow recommendation

Efforts to Locate -- weekly

note must be entered within 24 hours of completion of contact

1. 1st week – enter efforts notes for the following: (include contact info for each in note)
2. contact with Caregiver requesting/gaining info re: run (clothing description, items youth took with them, cell phone number, Facebook page / Social Media info, friends names/contact info, areas CG checked for youth, etc…)
3. contact/notification of run event to DJJ JPO / GAL / AAL / Parent / Family members / therapist / Mentor / friends / etc…
4. If youth still missing by day 3, enter note for contact with LE to identify investigator/officer assigned to case (contact info must be added in note)
5. Faxing / Mailing flyers (see attachment on weekly efforts email – medical facilities, DMVs, Post Offices, Vital Statistics Office, McDonalds, Family Dollars, etc…)
6. Posting flyers in areas the child is known to frequent (use the phrase “area child is known to frequent” in note)
7. Contact with parents/family members/DJJ JPO/GAL/Ad litem attorney/therapist or mentor/Ect… re: providing  flyer and requesting posting (contact info must be added in note including phone number or email address)
8. Social Media Searches

Recovery steps:

1. Contact individual reporting recovery (LE, Caregiver, etc… for more information to include recovery location – address or cross streets, date/time, circumstances if any)
2. Complete recovery in FSFN
3. Create Incident Report if youth was arrested, injured, Baker Acted upon recovery and provide to supervisor for entering into IRAS within 24 hours of notification of R/A incident and for forwarding to ECA Incident Reports email address
4. Complete debriefing with youth within 24 hours of notification of youth’s recovery and enter debriefing note in FSFN
5. Take Picture of youth or enter note in FSFN reporting youth’s physical appearance has not significantly changed during run episode (can enter in recovery or debriefing note)
6. Contact with parents/family members/DJJ JPO/GAL/Ad litem attorney/therapist or mentor/Ect… re: youth’s recovery and new placement location  (contact info must be added in note including phone number or email address) within 24 hours of completion of contact
7. Update FSFN as to recovery and new placement tracking in FSFN
8. Refer for Courtesy supervision in county of new placement (to include referral for ILS services)