

MISSING CHILD On-Call Protocol:

- *Child must be called into LE (Law Enforcement) by the caregiver, **4 hours** after missing and the On-Call Case Manager must call and request the assigned Detective's name to confirm the case number before entering the Missing Child Report (MCR). **If the child is under the age of 13 and/or physical/mental disabilities, Verified CSEC youth/high risk LE must be called immediately to report that child is missing.**
- *Missing Child Point of Contact (Linda Hardcastle) must be notified by phone, 941-315-0497 or email lhardcastle@sarasotaymca.org that the child is missing.
- *A DETAILED note must be documented in FSFN (no later than 24 hours of notification) stating all parties have been notified and stating the nature of the child's run.
- *Incident Report: **Completed and submitted to supervisor no later than 24 hours** after the child is reported missing.
- *MCR: Must be completed immediately after the On-Call Case Manager learns of the child's run or no later than 24 hours (if run occurs on the weekend). Contact MCPOC via email with identified information. Case Manager is to confirm that LE has been called. **The on-call number MUST be put in the alternate phone number section. PLEASE ENTER EVERY DETAIL YOU HAVE OF THE RUN in the narrative (clothes, where they ran from, phone numbers, and face book pages). Please designate in the narrative if the child is a CSEC child.**
- *CLS: Must be notified no later than **4 hours** after the child goes missing/Pick up order must be completed and sent to

legal. CLS must be made aware of the efforts we are doing to locate.

Note: On-Call Case Manager will inform MCPOC & Primary CM for pick up order & initiate missing child checklist for missing child

- ***DILIGENT Efforts:** Must be done weekly, or twice a week if MCPOC feels the case is extremely high risk. **MUST BE DOCUMENTED IMMEDIATELY (within 24hrs in FSFN)**

WHEN THEY RETURN:

- *Upon return: On-Call Case Manager will notify MCPOC Child must be closed with rapid or standard recovery immediately.
- Face to Face debriefing will be completed by MCPOC upon return **within 24 hours**
- Missing Child Checklist Return completed by MCPOC
- *LE must be called up return ASAP each time to make ensure that the child has been seen face to face and taken out of FCIC. The child cannot be closed in FSFN unless they have been taken out of FCIC by LE.

1. All MCR's sent for approval to: Linda Hardcastle
2. FSFN notes must be "Missing Child attempt to locate"
3. Communicate with LE weekly.
4. Plan for return placement.
5. Contact MCPOC upon return-Debrief FACE to FACE 24 hours after return.

Linda Hardcastle: Missing Child Point of Contact/Sarasota Y
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