

## Locating and Recovering Missing DCF Children

| DCF/CBC Responsibilities  | Law Enforcement Responsibilities  |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Case manager is required to provide law enforcement with a recent photo of the child, copy of the child's fingerprints and dental records</li> <li>▪ Case manager must enter efforts on a weekly basis for the first three months (this is the minimum requirement). After three months, efforts to locate are entered monthly for every additional month thereafter</li> <li>▪ Case Manager must notify local law enforcement of any leads regarding the child's possible whereabouts</li> <li>▪ Case manager will contact Law enforcement and provide any case updates</li> <li>▪ Case Manager will make the child's case file available to law enforcement when requested</li> <li>▪ Once a child is recovered (physically seen by a social service professional or a law enforcement official), the law enforcement agency who initiated the missing child report must be contacted and updated on the child's recovery, including information as to the recovery address. This will ensure that valuable investigative time is not being wasted on a child that is no longer missing and it will also ensure that the missing child entry is removed from the FCIC/NCIC database</li> <li>▪ Once the child is recovered, the episode in the Missing Child Tracking System must be resolved in a timely manner. This ensures that the child's HSn alert is turned off and that the child is taken off of the FDLE Missing Children Information Clearinghouse (MCIC) website</li> </ul> | <ul style="list-style-type: none"> <li>▪ Law enforcement will ensure that the missing child's information has been entered into FCIC/NCIC correctly (check printout)</li> <li>▪ Law enforcement will contact the case manager for initial case follow-up</li> <li>▪ Law enforcement must investigate leads that are provided by the case manager</li> <li>▪ Law enforcement will contact the case manager and provide any case updates</li> <li>▪ Law enforcement will contact the case manager for any further necessary information which would assist in the recovery of the child</li> <li>▪ Law enforcement may contact the FDLE Missing Children Information Clearinghouse (MCIC) or the DCF/CBC case manager to assist in searching relevant databases (FACTS and Public Assistance Databases)</li> <li>▪ Law enforcement will enter the child's dental records into NCIC if the child is not located within 30 days</li> <li>▪ Once a child is recovered (physically seen by a social service professional or a law enforcement official), Law enforcement must immediately remove the child's information from the FCIC/NCIC database</li> <li>▪ Once a child (categorized as a runaway) is recovered, the law enforcement official will conduct a forensic interview to determine if any additional criminal spin-off investigations are warranted</li> <li>▪ Law enforcement will notify the case manager of any reported abuse/neglect that occurred while the child was on runaway status for further investigation by the department</li> </ul> |
| <b>Combined DCF/CBC and Law Enforcement Responsibilities</b>  |   |
| <ul style="list-style-type: none"> <li>▪ DCF/CBC and Law enforcement will collaborate on every missing child case, regardless of classification, to ensure that the child is located and returned to a safe environment as quickly as possible</li> </ul>   |   |