

# Missing Child Quick Reference Guide

*For ANY child who cannot be located, or who goes missing during an investigation!*

WHAT THE CHILD PROTECTIVE INVESTIGATOR MUST DO:	WHEN?	BUT ABSOLUTELY NO LATER THAN...
Begin following all protocols as outlined in Rule 65C-29.013, Florida Administrative Code, "Reasonable Efforts to Locate."	<b>Immediately</b>	<b>Immediately</b>
<b>Whenever the child's location is unknown and the child is believed to be at risk during an open investigation, the Investigator must staff with the Supervisor and CLS to determine if probable cause exists to issue a statewide alert and obtain a Take into Custody (Pick-Up) Order.</b> <b>Note:</b> The case must be staffed for transfer to services after all of the following has been completed: the child has been reported as missing to local law enforcement by the Investigator; a pick-up order has been issued; and the Missing Child Report Form has been completed within FSFN by the Investigator. The case must be staffed for services to ensure that the case remains active, and that diligent efforts to locate the child are continued until the child is found.	<b>Immediately</b> , based on the perceived overall risk to the child, due to such factors as the child's age, his or her vulnerability, and the nature or severity of the allegations.	<b>No later than...</b> <b>Immediately</b> or up to <b>4 hours</b> after initial efforts to locate the family or child have been undertaken, and it has been determined ( <i>through reasonable efforts to locate the family and child</i> ) that their whereabouts are unknown.
<b>If the child is believed to be at risk, ALL of the following actions must be completed:</b>		
Make sure the child has been reported missing to law enforcement <b>AND</b> that a Missing Child Report has been taken by the police. You must obtain the police report number and the name of the law enforcement agency contacted, from the person who reported the missing child to law enforcement. If you have any issues with obtaining a report, please contact your Child Location Specialist. ( <b>Document this in FSFN</b> )	<b>Immediately</b> if the child is age 11 or younger, and/or at a <b>high risk</b> *.	<b>No later than...</b> <b>Immediately</b> or up to <b>4 hours</b> if child is 12 or older, willingly left care, and is not at high risk ( <b>you must be conducting efforts to locate the child during this period of time</b> ).
Complete the Missing Child Report Form through the MCTS link in FSFN. ( <b>Document this in FSFN</b> ) <b>Note:</b> 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.	<b>Immediately</b> upon obtaining a report number from law enforcement.	<b>No later than...</b> <b>One business day</b> after you learn the child is missing and obtain a report number from law enforcement.
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. ( <b>Document contacts in FSFN</b> )	<b>Immediately</b> upon learning the child is missing.	<b>No later than...</b> <b>24 hours</b> after you learn that the child is missing.
Complete Incident Report and fax/deliver it to appropriate parties; follow local agency procedures for incident reporting. ( <b>Document this activity in FSFN</b> )	<b>Immediately</b> upon learning the child is missing.	<b>No later than...</b> <b>8 hours</b> (if "high risk," fax the incident report immediately).
<b>WHILE THE CHILD IS MISSING, you must continue to perform diligent efforts to locate!</b> Contact and inquire of current & previous caregivers, parent(s), relatives, GAL, service providers, school and/or daycare, friends/non-relatives, etc., to try and locate the child. ( <b>Document each of these contacts in FSFN</b> )	These contacts must be made <b>Weekly</b> for the first 3 months and <b>Monthly</b> thereafter, until the child is located.	<b>No later than...</b> <b>WEEKLY</b> for the first 3 months the child is missing and <b>MONTHLY</b> thereafter, until the child is located. Each of these contacts must be documented in FSFN as your <b>on-going diligent efforts to locate the child</b> .
<b>*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.</b>		
<b>Please contact the Child Location Unit at (850) 410-8543 with any questions!</b>		

