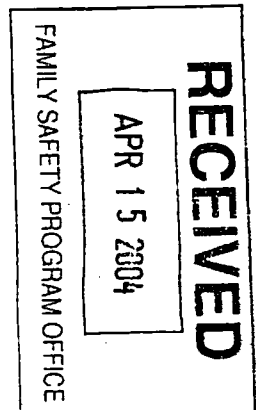




DATE: June 3, 2003

TO: District Points of Contact
Family Safety Program Administrators
Jennifer Prather, Operations
John Cooper, Hotline Deputy Chief

FROM: Thomas Doyle
CISU Manager



SUBJECT: Procedure for reporting Missing Children on Courtesy Supervision

Recently there has been a lot of confusion on whose responsibility it is to complete the Missing Children Reporting Form (MCRF) when a child becomes missing who has been placed in another county for courtesy supervision. Effective immediately the following procedures shall be adhered to:

If the child is in the same District but in a different County:

The courtesy worker shall complete the MCRF and submit the completed form to the Point of Contact (POC) for that District. When completing the form the courtesy worker will include:

- The name and phone number of the primary worker in the narrative.
- A statement to the fact that the primary worker or their supervisor has been notified that the child has been determined missing and that the MCRF has been completed.
- The POC will be responsible for verifying the information and forwarding this completed form to the CISU. The POC will be responsible for tracking the progress of this episode.

If the child is in a different District:

If the child is placed in a different district than the district that has jurisdiction the following shall occur:

- The courtesy worker will complete the MCRF and submit it to their POC.

- The courtesy worker must include in the narrative section the name and phone number of the primary worker. The CISU staff will verify that this information is present and use this information for problems.
- The POC will review the form for completeness and place the district with the jurisdictions number in the geographic area. This will ensure that the district with the jurisdiction will be able to see this MCRF.
- The POC in the courtesy district will notify the POC in the district that has jurisdiction that this child is missing.
- Once the courtesy POC has approved the MCRF and forwarded it onto the CISU the case is the responsibility of the primary district.

The reason for the courtesy district completing the MCRF is the police should have been notified from where the child ran. This will reduce the time from when the child is determined missing to when that child is placed on the FDLE website.

If you have questions or concerns about this procedure please feel free to contact me.

cc: CISU staff

David Martine, Policy

Dannie-Williams, Policy