

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.28	<b>SUBJECT: RUNAWAY REPORTING PROCEDURES</b>
OAC: 5101:2-42-88	EFFECTIVE DATE: 10/1/08
	REVISION DATE: 9/15
	REVIEW DATE: 9/15

**PURPOSE:** To ensure that the agency will make every effort to locate a child that is missing and/or has runaway and that all parties involved are notified in a timely fashion. This policy is establishes guidelines and practice standards to guide caseworkers through the required steps to report and locate a child who whereabouts are unknown

**POLICY:** The staff member receiving the information will contact all necessary parties in a timely manner in the event that a child has runaway and/or missing.

**PROCEDURE:**

1. BCCS upon receiving notification that a child is absent without leave (AWOL) from a substitute care placement, a supervisor, an administrator or criminal investigative resource worker shall immediately, and in no case later than twenty-four (24) hours contact both:
  - Law enforcement (in the jurisdiction where the home foster home or facility is located) for entry into the National Crime Information Center (NCIC) database.
  - The National Center for Missing and Exploited Children (NCMEC) at 1-800-THE LOST or via internet at [cmfc.missingkids.org](http://cmfc.missingkids.org)
  
2. When the foster parent, group home or residential facility notifies the agency contact/screener the following information should be requested and documented in the child's case record:
  - The date, time, and name of the law enforcement agency contacted.
  - The date and time National Center for Missing and Exploited Children (NCMEC) was contacted.
  - The last known location of the child.
  - The length of time the child has been AWOL.
  - Anyone the child may have been with prior to or during AWOL.
  - Efforts and resources used to locate the child.
  
3. If the notification is after hours, the information should be reported to the hotline screener.

4. Upon notification that a child in the agency's custody has runaway, the agency contact/screener/caseworker shall immediately notify the following:  
  
Child's parent(s) and/or guardian;  
Guardian Ad Litem (GAL);  
Administrators  
Foster Care Supervisor  
Director  
And Ginia Riegert, BCCS Resource Officer.  
Ginia Riegert shall be contacted at the following;  
Office hours-office #785-6217, cell #266-6110  
Afterhours- cell #266-6110, if no answer leave a message.
5. The caseworker will ensure that all above mentioned parties are notified by the next business day.
6. The information on the child shall be sent via email to the Criminal Investigative Resource unit with a current picture of the child if available.
7. The caseworker shall update SACWIS by recording the leave on the placement record, do not end the placement. If the worker is aware that the child will not be returning to the placement, then the placement should be end dated.
8. When the child returns from AWOL, the caseworker is to address and document in the child's case record the following information and provide a copy to the Foster Care Supervisor:
  - The circumstances that contributed to the child running away or being absent from care. When possible, these factors shall be considered when determining subsequent placements.
  - The events or experiences that took place while the child was AWOL, including if the child is found to be a sex trafficking victim.
9. The Foster Care Supervisor or designee shall send a copy, within 14 days, of documentation identified to the recommending agency of the foster parent(s).
10. The caseworker is responsible for notifying the police department in which the report was filed and The National Center for Missing and Exploited Children (NCMEC) in order for them to clear their report once the child returns from AWOL. The caseworker will also notify the child's parent(s) and/or guardian; Guardian Ad Litem (GAL); Administrators, Foster Care Supervisor; Director; and Ginia Riegert, BCCS Resource Officer.
11. The caseworker shall update SACWIS by end dating the leave on the placement record.
12. After 30 consecutive days of being AWOL, the caseworker worker will notify the Foster Care Unit to update SACWIS by end dating the placement and an AWOL placement will be recorded.

Sept 22, 2015

Approval Date:

A handwritten signature in blue ink that reads "William Morrison". The signature is fluid and cursive, with the first and last names being clearly legible.

William Morrison, Director