

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.28	SUBJECT: RUNAWAY REPORTING PROCEDURES
	EFFECTIVE DATE: 10/1/08
	REVISION DATE:

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.

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 is missing.

PROCEDURE:

1. In the event of a child is missing or runaway, the foster parent, group home, or residential facility is responsible for filing a report with the police department in the jurisdiction where the home or facility is located.
2. When the foster parent, group home or residential facility notifies the agency contact/screener or, the following information should be requested:
 - Name of missing child or runaway;
 - D.O.B.;
 - Social Security Number;
 - Police officer’s name, agency and phone number;
 - Placement name, address and phone number (including any available cell numbers);
 - Date and time of absence;
 - Pending charges and/or warrants.
3. If the notification is after hours, the information should be reported to the hotline screener.
4. If a report has not been made to the police department in the jurisdiction of the foster home, group home, or residential facility, the agency contact/screener should do so immediately.
5. Upon notification that a child in the agency’s custody has runaway, the agency contact/screener/caseworker shall immediately verbally notify the following and follow up with email as appropriate:
 - Child’s parent and/or guardian;
 - Guardian Ad Litem (GAL);
 - Ongoing Director;
 - Intake Director;
 - Foster Care Director;
 - Adoption Director;
 - Executive Director;

and Garry Day, BCCS Resource Officer.

Garry Day shall be contacted at the following:

Office hours - office #785-6217, cell # 6177409

After hours - cell # 617 7409, if no answer leave a message

6. The information on the child shall be sent via email to the investigative unit with a current picture of the child if available.
7. In the event the child is located, the worker is responsible for notifying the police department in which the report was filed in order for them to clear their report



Approval Date: 10/1/08

Michael A. Fox, Executive Director