

## CHILD PROTECTIVE SERVICES (CPS) CHECKLIST: WHEN A CHILD ON YOUR CASELOAD IS REPORTED ABDUCTED



### File a Missing Person's/Child Abduction Report

- CPS worker shall contact the care provider/parent/guardian of the child/youth at the time of the abduction to ensure a crime report was filed with law enforcement (LE)
- If a crime report was filed, CPS social worker to obtain the name of the agency contacted, the report number and the date of the report
- If a crime report was not filed, CPS social worker will ask the caregiver or service provider to call law enforcement, file a crime report and call the primary social worker back with the name of the agency and the report number within 30 minutes or as soon as information becomes available from law enforcement
- Obtain details of the event from the person who was with the child/youth at the time of the abduction (i.e., circumstances that led to abduction, location of the abduction, whether the child was harmed, etc)

### Ensure the Child/Youth is entered into National Crime Information Center (NCIC)

- The CPS social worker shall immediately, or in no case later than 24 hours from receipt of information, report the incident to law enforcement for entry into the National Crime Information Center (NCIC) database of the FBI and to NCMEC (PC 11166(j)(3)).
- Make a report to National Center for the Missing and Exploited Children by:
  - o Calling 1-800-THE LOST or
  - o [cmfc.missingkids.org/reportit](http://cmfc.missingkids.org/reportit)

### Notifications:

- CPS social worker shall notify the child/youth's counsel, Deputy County Counsel (DCC) and CASA of the abduction
- CPS social worker shall notify the District Attorney (DA) of the abduction
  - o CPS social worker shall provide information to DA's investigators for the purpose of locating the child
  - o Consult with DA about the possibility of filing a Hague Petition and connect with the Attorney General if needed
- CPS social worker shall notify the child's school of the child's status
  - o If the school receives a request for the abducted child's school records, the school personnel must notify the CPS social worker of the request

### Protective Custody Warrant

- CPS social worker is to file a Protective Custody Warrant with the Juvenile Court (within 24 hours of the abduction)

### Maintain Contact with LE

- Determine the status of the investigation, provide any updates and provide photos of the child (and/or perpetrator) as needed
  - o Child/youth should not be identified as a foster child/youth when publishing their photo (consult with DCC if needed)

### When a Child is Recovered

- Notify the child/youth's attorney, DCC, DA and their investigators, Dependency Court and LE agencies within 24 hours of the child/youth's recovery
- Refer the child/youth and parents to mental health counseling to specifically deal with issues surrounding abduction, recovery and re-integration into the family unit or into out-of-home placement of the child/youth
- Assist the parent or care giver with filing a Victim Compensation and Government Claims Board at 800-777-9229 or [victims.ca.gov/](http://victims.ca.gov/) and/or connecting them to a Victim/Witness Assistance Center by calling 800-VICTIMS (800-842-8467) OR 222.1800VICTIMS.org.

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