

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
CHILDREN SERVICES PROCEDURE**

**PROCEDURES TO FOLLOW WHEN A CHILD IN CUSTODY RUNS AWAY**

**CAREGIVER'S RESPONSIBILITY:**

1. Within one (1) hour of a foster child running away, caregivers shall notify Tuscarawas County Job & Family Services at 330-339-7791. After hours, holidays, and weekends caregivers should contact the Tuscarawas County Sheriff's Department at 330-339-2000, who will notify the on-call worker.
2. Within two (2) hours of a foster child running away, caregivers shall notify their police and/or sheriff's department with the following:
  - a. The child's name, date of birth, height, weight, and any other unique identifier, such as eyeglasses or braces and any specific physical attributes such as scars, marks, or tattoos.
  - b. The child's general health, stamina, and any medical conditions or concerns.
  - c. Any changes in the child's behavior prior to the disappearance.
  - d. Inform of any previous run-away episodes.
3. Caregivers shall obtain the initial officer's name, phone number, report number, and ask who will follow up the initial investigation.
  - a. Ask if a neighborhood canvas will be done.
  - b. Provide access to any electronic devices, i.e., computers, for sources of leads or other information concerning groups or people with whom the child may have been communicating.
  - c. Record all contacts with law enforcement (dates and times).
4. Caregivers shall request that the child's name and identifying information be immediately entered in NCIC Missing Person File. This is to be done by local law enforcement within two (2) hours of the report. If local law enforcement will not do this, contact the nearest FBI field office for assistance.
  - a. Record the entry date and time.

**AGENCY'S RESPONSIBILITIES:**

1. By the next working day, the child's case manager or supervisor shall contact the police and/or sheriff's department(s) where the child's birth family/legal custodian lives and give law enforcement the above-reference identifying information about the foster child and his/her birth family/legal custodian.
2. By the next working day, the child's case manager or supervisor shall contact the child's parents/legal custodians, guardian ad litem, and probation officer (if applicable). The Director's office shall also be notified.
3. Within three (3) working days, the child's case manager or supervisor shall contact the National Runaway Switchboard which is a national communication system for runaway and homeless youths at 1-800-786-2929. The case manager will use the message relay service to leave a message for the child in case he/she would contact the hotline.

4. The agency case manager shall make arrangements to have signs with a picture of the child posted within the agency, if deemed appropriate, in consultation with management.
5. If the child is not located within fourteen (14) calendar days, the case manager shall contact the National Center for Missing and Exploited Children at:

National Center for Missing and Exploited Children  
Charles B. Wang International Children's Building  
699 Prince Street  
Alexandria, Virginia 22314-3175  
Phone: 703-274-3900  
Fax: 703-274-2200  
24-hour Hotline: 1-800-THE-LOST (1-800-843-5678)

and request the missing child's information be published through their network.

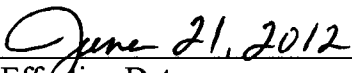
Any National Center for Missing and Exploited Children forms needing authorization are signed by the Director.

6. The child's case manager or supervisor shall contact the investigating law enforcement agency every week to obtain or give an update. This information shall be captured in an activity log within the Statewide Automated Child Welfare Information System (SACWIS).
7. The child's case manager or supervisor immediately, but no longer than eight (8) hours after receiving information that a child has run away, shall contact the Ohio Attorney General's Missing Person's Division at 1-800-325-5604 and request their assistance in having the child listed on the Missing Person's Website.
8. When the child is located, the case manager or supervisor shall notify appropriate law enforcement department(s) and the child's parents/legal custodian, guardian ad litem, probation officer (if applicable), and the Director's office.
9. The case manager or supervisor shall internally notify staff so all posters can be taken down within the agency.

**CAREGIVER'S, AGENCY'S, AND LAW ENFORCEMENT'S RESPONSIBILITIES:**

On a case-by-case basis and in consultation with the parties listed above and agency counsel, run-away charges may be filed on the foster child by any of the parties.

  
Michelle Tope, Director

  
Effective Date