



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT
6/1977

GENERAL ORDER 14
EFFECTIVE DATE:

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RUNAWAY, LOST, MISSING OR ABANDONED JUVENILES

A. POLICY STATEMENT

The safety and welfare of the children of our community are of the highest priority for the Concord Police Department. The department is committed to devoting its resources to facilitate the safe return of lost, missing or abducted children.

B. GENERAL

1. The purpose of this order is to establish uniform procedures for investigating and processing reports involving runaway, lost or missing juveniles.
2. Effective January 1, 1989, Section 14205 of the Penal Code requires that law enforcement agencies accept missing persons reports, including runaways, without delay. The law further mandates that missing person reports shall be given priority over the handling of property crime reports. Law enforcement agencies having jurisdiction over the residence of the missing person or runaway and place where the person was last seen shall be notified without delay and a copy of the initial report shall be forwarded to them.

In cases involving children under sixteen (16) years of age or persons at risk, those law enforcement agencies requiring notification must be notified within 24 hours of our initial report. Additionally, the information pertaining to such juveniles must be entered into the missing and unidentified persons system (MUPS) within four hours. A "Be On the Look-Out (BOLO)" shall be broadcast to all Concord Police units, without delay.

This section further authorizes the law enforcement agency having jurisdiction of the place in which the person was last seen to initiate an investigation into the location of the missing person.

3. As a result of amendments to juvenile procedures enumerated by AB 3121, effective January 1, 1977, status of offenders (defined by 601 W&I) are basically in control of their own destiny. Police intervention with this category is limited in scope, and this procedure is designed to utilize our personnel resources most effectively.

C. DEFINITIONS

1. **Runaway Juvenile** - Any person under the age of eighteen (18) who has left home or family with the intent to live away from that home without permission. Verbal or written statements, prior contacts, or recent family difficulty are all indicators of a juvenile who has run away.
2. **Missing Juvenile** - Any person under the age of 18 who is missing from home or family with no prior indication of intent to run away.

3. **Lost Juvenile** - Any person under the age of 18 who because of mental capacity may not be able to locate his home or family. This person often will be in the custody of someone who has already found him.
4. **At Risk** - The term includes, but is not limited to, the person missing being the victim of a crime or foul play, being in need of medical attention, having no pattern of running away or disappearing, being the victim of parental abduction, or being mentally impaired.
5. **Foul Play** - Any circumstance that would tend to indicate harm had befallen a juvenile of any age. The act could involve physical or sexual abuse, the type of which would tend to cause physical or psychological injury to victim.
6. **AMBER Alert Network** – An America’s Missing Broadcast Emergency Response (AMBER) incorporates several components to immediately notify the media, broadcast a text and photo message through the Emergency Alert System (EAS), notify other law enforcement agencies via the TRAK Abduction Alert Protocol (TAAP), and visually display text messages on Changeable Message Signs (CMS) through CHP. The AMBER Alert is utilized when a child has been abducted and the victim is in imminent danger of bodily harm.
7. **Abandoned Child** – An abandoned child is any minor under 14 years old who has been deserted by their parent or person who has been confided for nurture, or education, with the intent to abandon the child. (See 271 PC et. seq.)

D. GENERAL PROCEDURES

1. Patrol Officer/Complaint Desk Employee Responsibilities
 - .1 It shall be the responsibility of any police officer or complaint desk Community Services Officer to accept original reports on all runaway juveniles, missing or lost juveniles that meet criteria reported in Paragraph B, 1 through 3, without delay.
 - .2 In those cases where the juvenile is under twelve (12) years of age, or is missing under suspicious circumstances, or an immediate follow-up investigation is required, or child abuse is suspected, the initial report shall be taken by a police officer.
 - .3 When the juvenile resides within the City or associated suspicious circumstances occur within our City, the assigned officer's responsibilities shall include, but are not limited to:
 - .01 Locating the missing person.
 - .02 Ascertaining if a criminal act is involved.
 - .03 Determining if assistance is necessary from the Investigation Division or CSI Unit.
 - .04 Making the appropriate notifications to department personnel responsible for entries into the RMS "want" file, as well as notifying other involved agencies.
 - .05 Notifying the Missing and Unidentified Persons System (MUPS) within four hours of receiving the report if the missing juvenile is under sixteen (16) years of age. (This will normally be handled by a SVU Investigator if present at the scene within the four-hour limit.)
 - .06 Apprehending the suspect.
 - .07 Assisting in the preparation of the case for prosecution.

- .4 The originating officer shall advise the complainant, making a runaway juvenile report of persons aged sixteen (16) through seventeen (17) of the following information:
 - .01 The case will be assigned to the Special Victims Unit for follow-up and that the level of follow-up depends on the overall circumstances of the case.
 - .02 The runaway's name is added to Concord Police Department's computer RMS system.
 - .03 Any important new information should be provided to the Concord Police Department as soon as possible.
- .5 If the residence of the missing juvenile and/or the location where the juvenile was last seen is outside the City of Concord, law enforcement agencies having jurisdiction of those locations shall be notified immediately and a copy of the original report shall be forwarded to them within seven days.
 - .01 It shall be the responsibility of the police employee taking the original report to ensure that proper notification to these agencies has been made through the Police Dispatch Center. The original report shall contain detailed information about which agencies were notified and where the information was forwarded within the department.
 - .02 It shall be the responsibility of the police employee taking the original report to forward information about the missing juvenile or recovered juvenile to the Police Dispatch Center. The Police Dispatcher shall immediately enter the information into the computerized Records Management System.
 - .03 Notifications of missing juveniles from other law enforcement agencies should be confirmed with a teletype from that agency.
- .6 Should the originating officer taking a report on a runaway, missing or lost juvenile receive information that the juvenile is being abused, or that leads to a suspicion that the child is being abused, the officer shall include this information in his report and forward the report to the Special Victims Unit for follow-up.
 - .01 Based on the circumstances, if the information regarding the alleged abuse indicates that the child may be in further danger when located, an immediate investigation shall begin to determine if emergency protective custody is necessary to protect the child.
- .7 Any officer receiving notification that a runaway, missing or lost juvenile has returned or has been located, after verification with the complainant, shall document this on a supplemental report closing the case.

2. Investigative Responsibilities

- .1 The Special Victims Unit shall have the responsibility for follow-up investigation of all juveniles defined in Paragraph B. The follow-up investigator shall employ the following guidelines:
 - .01 Parents or guardians of runaways aged sixteen (16) through seventeen (17) should be contacted and advised of investigative techniques that would assist them in locating their child. In the case of a suspected runaway, they should be advised of the National Runaway Center's 24-hour phone number: (800) 621-4000, and the California Youth Crisis Line: (800) 843-5200. They should be advised of proper referral agencies for counseling upon the return of the runaway. Police Officers and the public should also be aware of the State's toll-free Missing Children Hotline: (800) 222-FIND. The 24-hour number should be contacted in the event foul play or a kidnapping is suspected.

- .02 An intensive investigation shall be conducted on any missing or runaway juvenile under the age of sixteen (16) to determine if foul play may be involved (see Paragraph D).
 - .001 If foul play is suspected, it shall be the responsibility of the Special Victims Unit to immediately forward the proper Department of Justice Missing Persons forms to the parents or guardians of the missing juveniles or runaways. The Special Victims Unit Officer shall give these people proper instructions on how to use the forms in order that dental records can be obtained. The Special Victims Officer shall ensure that required reports and dental records are forwarded to the Department of Justice.
- .03 If foul play or suspicious circumstances are not involved, the Special Victims Unit Officer shall give the parents or guardians of the missing juvenile, in person or by mail, a form supplied by the Department of Justice which authorizes the release of dental records of the missing person. Instructions shall accompany the form which state that if the juvenile is still missing thirty (30) days after the report is made, dental records should be obtained from the missing juvenile's dentist and be submitted with a recent photograph of the juvenile to our department.
 - .001 If foul play or suspicious circumstances are not involved and the missing juvenile or runaway has not been located within forty-five (45) days of the original report, the Special Victims Unit Officer shall, after conferring with the Coroner's Office, submit a missing persons report to the Department of Justice and forward the dental records and photograph received from the juvenile's parents or guardian to the Department of Justice.
 - .002 In the event the missing juvenile is under the age of sixteen (16) years and has been missing for 14 days, the Special Victims Unit Officer assigned to the case will immediately see that the juvenile's dental records and a recent photograph are obtained and forwarded to the Department of Justice within 24 hours, after having conferred with the County Coroner's Office.
 - .003 If no family or next of kin exists, the Special Victims Unit Officer may execute a written declaration for the release of the missing juvenile's dental records and photograph.
 - .004 It shall be the Special Victims Unit Officer's responsibility to maintain follow-up on these cases in order that the required Department of Justice forms, photographs and dental records are completed and forwarded to the Department of Justice in a timely manner as prescribed by law (Section 14206–14206.2 of the Penal Code).
- .04 The Investigator assigned to a case involving a missing juvenile under the age of sixteen (16) shall assume the responsibility for contacting the Police Dispatch Center with the appropriate information for a transmission to the Missing and Unidentified Persons System (MUPS). This should be done without delay and within four (4) hours of the initial report.
 - .001 Upon receiving this information, the Police Dispatch Center shall immediately transmit this information into MUPS and forward a copy of the transmittal to the Special Victims Unit Commander and the Records Bureau with case number identification.
- .05 The Special Victims Unit Officer following up on a missing juvenile or runaway report will be responsible for forwarding a copy of the original report to the appropriate law enforcement agencies.

- .06 The assigned investigator shall notify the missing child's school in writing, including a photo, within 10 days of the child's disappearance.
 - .001 Upon receipt of the information, the school must:
 - .0001 Place the notice on the front of the missing child's school record.
 - .0002 Notify the agency that informed the school of the missing child's status whenever the school receives a record inquiry or request for the child.
- .07 When a juvenile who has previously been reported to the Department of Justice as missing is located, the Special Victims Unit Officer assigned to the case shall notify the Department of Justice, without delay.
- .08 The Special Victims Unit is responsible for a follow-up investigation of all missing juveniles and suspected child abuse cases, and a written report shall be required to dispose of each case.
- .09 Once a runaway or missing juvenile is located, the Special Victims Unit Officer assigned shall initiate proper referral or remedial action, cancel teletypes or broadcasts, and if not already done, complete supplemental reports.
 - .001 It is the responsibility of the Special Victims Unit to see to it that all State of California Child Abuse reporting forms (11166 P.C.) are completed and forwarded to the State on each child abuse case.

E. REPORTS INVOLVING JUVENILES OF TENDER AGE, AT RISK, OR ALLEGING FOUL PLAY

In any missing or runaway juvenile report wherein the juvenile is under the age of sixteen (16), an immediate and extensive investigation as outlined below should normally occur. Each case, however, needs to be assessed on its own merits and in some instances after reasonable efforts to locate the juvenile have occurred; a follow-up call out to the standby investigator may not be warranted. Some of the factors having a bearing on this decision are:

- Habitual past history of running away.
- Note left by the juvenile that he/she has run away.
- Friends of the juvenile have had contact with him/her and verify that it is a voluntary runaway situation.
- The sophistication of the juvenile.
- Concern/information furnished by the juvenile's parents or guardian.

In missing or runaway juvenile reports where the youth is at risk, foul play is alleged, or the juvenile involved is under the age of sixteen (16), the following action should be taken:

1. Patrol Bureau Responsibility

- .1 If the involved juvenile is under the age of twelve (12), a beat officer should be dispatched to the complainant's residence to ascertain if a proper search has been conducted and/or if immediate investigative follow-up is necessary.
- .2 In cases wherein the beat officer believes foul play is involved or wherein a juvenile under twelve (12) years of age has been missing more than two hours, an on-duty Supervisor or Watch Commander shall be notified.
 - .01 The Supervisor or Watch Commander should contact an on-duty or standby Special Victims Unit investigator. If no Special Victims Unit Officer is available, the Supervisor

or Watch Commander may call in the Major Crimes Unit standby investigator or standby Detective Sergeant.

- .3 If not done by a Special Victims Unit Officer, enter the missing juvenile into the Missing and Unidentified Persons System (MUPS) within four hours if the Juvenile is under sixteen (16) years of age (mandated by state law).
- .4 The assigned beat officer will be responsible for broadcasting a "Be On the Lookout" bulletin without delay to all other Concord Police units (mandated by state law), and to all Contra Costa County law enforcement agencies.
 - .01 The BOLO shall include information that will lead to the location of the missing child. This includes, but is not limited to: Full description, including clothing; last known whereabouts; potential suspects and vehicles associated with suspects, if any; any factors that may endanger the child's safety (this may include physical or mental health issues); and any information regarding the potential destination of the child.

2. Follow-Up Investigator Responsibility

- .1 The follow-up investigator assigned shall have the following responsibilities dependent on totality of circumstances.
 - .01 Coordinate search, gain additional information, evaluate situation, contact Special Victims Unit Commander or suitable supervision as indicated in Paragraph D.
 - .02 Locate the missing juvenile.
 - .03 Notify Missing and Unidentified Persons System (MUPS) within four (4) hours (mandated by state law).
 - .04 Ascertain if a criminal act is involved.
 - .05 Update initial "BOLO" bulletin and if warranted expand it statewide.
 - .06 Apprehend the suspect.
- .2 The assigned follow-up investigator shall pursue his mission in the following manner:
 - .01 Assume temporary command of the investigation.
 - .02 Interview reporting party, parents, family, etc. (See attached Interview List)
 - .03 Ensure that a thorough search of the residence and immediate area has been conducted.
 - .001 Call Children's Protective Services.
 - .04 Request assistance of Patrol Bureau, Traffic Bureau, and any Reserve Units available. Coordinate this assistance through the Watch Commander or the Field Sergeants.
 - .001 Question neighbors in the immediate area.
 - .002 Question friends.
 - .05 Set up command post if it has not been done (not at the victim's home unless there are extenuating circumstances).

- .001 The original follow-up investigator shall consider calling up more assistance from the Special Victims Unit . If foul play is suspected, the Special Victims Unit Commander and the Investigations and Administrative Services Division Commander shall be notified.
- .002 The follow-up investigator shall remain in command until relieved by the Special Victims Unit Commander, or Supervisor, or Investigations and Administrative Services Division Commander .
- .06 If the youth is the victim of an abduction, and the victim is in imminent danger of great bodily harm, the lead-investigator shall ensure that an AMBER Alert has been broadcast, pursuant to Section F of this General Order.
- .3 On-site Commander Responsibility (Special Victims Unit Commander or Assigned Commander)
 - .01 Set up phone - tape bugs (victim's phone, command post phone).
 - .02 Call CSI for evidence collection or make arrangements for area protection until CSI arrives.
 - .03 Consider activation of the Community Alert Network (CAN) phone system to notify selected neighborhoods. Identified staff officers should call to activate this system.
 - .04 Provide for additional manpower through Field Operations Division and the following resources:
 - .001 Scouting U.S.A. can field a 50-man search and rescue unit by calling the Contra Costa County Sheriff's Office and requesting the current phone number of the proper Scout Leader. They are capable of both day and night searches. A police officer must be available as a resource person to this unit.
 - .002 The Contra Costa County Sheriff's Search and Rescue Unit has Bloodhounds available for tracking and search.
 - .003 The Federal Bureau of Investigation can supply task force assistance.
 - .004 Invoke County Chief's protocol for assistance from allied agencies.
 - .005 The Center for Missing and Exploited Children can be reached at (800) 843-5678 for assistance with distributing flyers as well as technical assistance.
 - .006 The Polly Klaas Foundation can be reached at (800) 587-4357 for similar assistance.
 - .05 In the event foul play remains evident, the Commander shall consider utilization of a Task Force combined of the Investigative Bureau, Special Victims Unit , Records Bureau, and designated personnel. (Approval for a Task Force must come through the Investigations and Administrative Services Division Commander)
 - .06 The Command Officer shall utilize the Special Victims Unit Checklist (Exhibit A) to verify that all search techniques and evidence collection are completed.
 - .07 Refer press and news media to the designated Police Department press officer.

- .08 Ensure all required missing person reports and forms have been forwarded to the proper persons and agencies pursuant to 14206–14206.2 Penal Code.
- .4 Special Victims Unit Responsibility
 - The Special Victims Unit Officer assigned to this case shall have the following responsibilities:
 - .01 Complete and forward the required Department of Justice missing persons forms and dental records as required by Penal code Section 14206.
 - .02 Prepare the case for prosecution.
 - .03 Acquire a complaint from the District Attorney and file the complaint with the court.
 - .001 The Special Victims Unit Officer shall always consider that the ultimate disposition of the case will involve criminal prosecution and should act accordingly.
- 3. Task Force Responsibilities (to be conducted by a Special Victims Unit Officer if the Task Force is not implemented)
 - .1 Provide sufficient clerical support.
 - .2 Conduct an interview (Interview Checklist Exhibit B) of reporting parties, family, witnesses, neighbors, and possible suspects. (Reduce to writing.)
 - .3 Photograph the surrounding streets and vehicles.
 - .01 List all license numbers and location of vehicles.
 - .02 Obtain registration and outstanding wants on all vehicles that cannot be identified.
 - .4 Assign sufficient personnel to continue investigation (Uniform and Investigative).
 - .5 Task Force investigators should follow up leads that are developed as quickly and thoroughly as possible. (Coordinate through the officer in charge.)
 - .7 If the Task Force is established, consideration should be given to having a special phone number designated at the Police Department to handle incoming calls for this specialized unit.
 - .8 The Task Force Commander should consider the assignment of one officer to act simply as Report Review Officer with the explicit mission of identifying loose ends or additional follow-up requirements.
 - .9 The Task Force Commander shall be responsible for receipt of all reports once the victim is located.

F. AMBER ALERT NETWORK

- 1. An AMBER Alert is a multi-step process that allows immediate notification of the news media, other law enforcement agencies, and incorporates the Emergency Alert System (EAS) that interrupts local programming on both radio and TV, preceded and followed by alert tones. Additionally, CHP can activate Changeable Message signs (CMS) to visually display suspect and suspect vehicle description information.

- .1 There are four main components of the AMBER Alert System, and all have to be initiated separately by the investigating officer, Special Victims Unit Investigator, or Dispatch.
- .2 It will be the responsibility of the lead investigator, with the approval from the Incident Commander, to ensure that an AMBER Alert is initiated during the early stages of the investigation.
- .3 The AMBER Alert should be initiated if the following criteria are met:
 - .01 The child is 17 years of age or younger
 - .02 It is believed the child has been abducted and is in danger of serious bodily harm or death.
 - .03 The investigation has verified that the child was the victim of abduction and ruled out alternative explanations.
 - .04 Sufficient information is available to disseminate to the public that could assist in locating the child, suspect, or suspect's vehicle.
 - .05 The Office of Emergency Services (OES) that oversees the EAS and EDIS systems sets the criteria for AMBER Alert activation. AMBER Alert activations are meant for stranger abduction cases only, and usually a parental abduction or custody dispute will not qualify for an AMBER Alert.

2. System Overview/Activation

- .1 TAAP ABDUCTION ALERT-The Technology to Return Abducted Kids (TRAK) system allows text and photos of a missing or abducted child to be faxed to both law enforcement agencies as well as the media in the case of a child abduction. The TRAK system is maintained in the Support Operations/Investigative division at CPD, and investigators are trained in its use. During an AMBER Alert, once a patrol officer obtains a photo of a child, it can be scanned into the TRAK computer and pertinent text added so a flyer can be created. This flyer can be printed out for dispersal to field personnel and volunteers during a search, as well as immediately faxed to any agencies deemed necessary. The flyer also can be faxed via the TRAK system to the news media for immediate broadcast.
 - .01 The TRAK system can be used independently of an AMBER Alert, and can also be used to notify the media without an AMBER Alert. Criteria for activation of TAAP:
 - .001 An abduction where the victim (not limited to children) is in imminent danger of great bodily harm.
 - .002 An extraordinary criminal violation that creates an extreme hazard to the community where vast and immediate public notification is necessary.
 - .003 In most cases, a parental abduction or custody dispute would not qualify for TAAP activation. Runaways do not qualify for TAAP activation.
 - .02 A TAAP Abduction Alert causes the immediate notification of over 100 San Francisco Bay Area media outlets by Bay City News. The media will broadcast or print the alert as soon as possible.
 - .03 The TRAK system incorporates a computer, scanner, and modem to transmit the information. Due to this it is not as quick a notification as CLETS or the EDIS E-mail connection.

- .04 TAAP Activation Steps:
 - .001 Assign an officer to obtain photos of the victim and if available, the suspect and suspect vehicle, and respond to the location of the TRAK computer, located and maintained in the Support Operations Division.
 - .002 Activate personnel for immediate staging of telephones. Determine what telephone number is to be placed at the footer of the TAAP flyer.
 - .003 In consultation with the lead-investigator, determine what information will be given to the public. Create a public TRAK flyer with the exact headline text "TAAP ABDUCTION ALERT."
 - .004 Call Bay City News and announce that you are activating the TRAK Abduction Alert Protocol.
 - .005 Transmit the public flyer to the target group labeled 00-TRAK Abduction Alert (TAAP).
 - .006 Create a law enforcement version of the flyer and transmit it to the appropriate targets.
 - .007 If appropriate, transmit the public flyer to our pre-defined local community targets.
 - .0001 Local community targets include, but are not limited to schools, banks, hospitals, etc.

- .2 EMERGENCY ALERT SYSTEM (EAS)-The EAS system incorporates EAS messages, that once accepted by participating radio and television outlets, pre-empt local programming and are preceded and concluded with alert tones. As EAS pre-empts regular programming, unlike the TRAK system, which allows broadcasters to choose when and how to broadcast the information, it is much faster to disseminate the information with EAS.
 - .01 Once the investigating officer confirms an abduction has occurred, determined there is sufficient information available for public dissemination, and the incident commander has authorized an AMBER Alert, the investigating officer shall determine if the alert will be countywide, the Bay Area, or a statewide alert, and provide the necessary information to CPD Dispatch for an EAS Activation.
 - .001 Factors to consider in making the determination of a countywide or larger alert should be the nature of the investigation, such as the time since the abduction, the potential distance traveled by the suspect, or the potential destination, if known, by the suspect.
 - .002 CCCSO has provided an EAS worksheet for AMBER Alert activation (See attached). CPD Dispatch will complete the form including victim information (including description), suspect information and description, and suspect vehicle information, location and time of occurrence, and agency name, authorizing officer, and contact phone number for the media and public to call.
 - .003 Dispatch will then fax the form to CCCSO Communications Center
 - .004 Dispatch will make follow-up contact with the Supervising Sheriff's Dispatcher to confirm receipt of the fax and verbally request an AMBER Alert, also confirming the area of the alert as countywide or larger depending on the request of the officer.

- .3 EMERGENCY DIGITAL INFORMATION SERVICE (EDIS)-The EDIS system allows law enforcement agencies to directly link to media outlets and other agencies via computer. Text messages may be sent via CLETS, while text and graphics/image/and sound may be sent over the Internet via a password and the EDIS website maintained by the OES. This system allows immediate transfer of photos and other digital information without having to utilize the modem/fax method used by TRAK. EDIS text messages can also be sent via CLETS in CPD Dispatch directly to the website for posting.
 - .01 Once the information to be released to the public has been compiled and the investigating officer has given this information to Dispatch, CPD Dispatch shall send a text message only through CLETS to EDIS.
 - .003 Prepare the message including a brief description of the incident and available description of the victim, suspect, and vehicle. The agency contact name and phone number should also be included, and should be the contact number as outlined in this policy, section F.2.04.002.
 - .02 EDIS can also be activated via the OES Internet website directly at <http://www.oes.ca.gov> and can be accessed by Special Victims Unit Detectives via password.
 - .001 Once logged onto the system, Special Victims Unit Detectives can send text, graphics and sound in the form of wav files to the site for media and law enforcement access.
 - .002 Special Victims Unit Detectives shall be trained to access EDIS and maintain the EDIS passwords.
- .4 CHANGEABLE MESSAGE SIGNS (CMS)-The investigating officer or CPD Dispatch can call CHP dispatch to request CMS signs be activated with a text message.
 - .01 Contact CHP Dispatch and advise them that you have an AMBER Alert.
 - .02 Give them the pertinent information concerning your case.
 - .03 Request they activate their CMS signs to visually display the information pertinent to the case. Messages can be text only, and must be short, such as a make, model and license plate along with a short text message.
 - .04 It will be up to the investigating officer and/or the supervisor where the signs should be activated based on the known facts of the case.
 - .05 CHP can provide portable message signs if a certain route that has no permanent CMS signs installed is a potential suspect route.

3. The Incident Commander is responsible for ensuring that a 1000 notification is made.

G. CASES INVOLVING ABANDONED CHILDREN

1. When an officer encounters an abandoned child, the officer should first assess the medical condition of the child. Emergency medical care shall be summoned as needed.
2. The officer shall conduct a preliminary investigation to identify the child, confirm the child has been abandoned and to determine who abandoned the child.

3. Once the officer has concluded the child has been abandoned they shall notify their immediate Supervisor or Watch Commander. The officer shall then place the child into protective custody and notify the Contra Costa County Department of Child and Family Services.
 - .1 The case will then be forwarded to the Special Victims Unit for follow up investigation.
 - .2 In cases where the child has a serious injury or condition that may lead to death or a permanent disability, the on-duty Special Victims Unit Supervisor or standby Special Victims Unit investigator shall be notified.
 - .3 Investigating officers and follow up investigators should be aware of 271.5 PC. This allows a parent or other person having lawful custody of a child 72 hours or younger to leave the child with personnel at a "Safe Surrender Site" as defined by Health and Safety Code section 1255.7.
 - .01 "Safe Surrender Sites" generally include all public and private hospitals.
 - .02 Persons surrendering children under section 271.5 PC are not subject to prosecution under 271 PC or 271a PC.

SPECIAL VICTIM'S UNIT OFFICER'S CHECKLIST FOR MISSING JUVENILES

(Document date, time and by whom done. Is report required?)

- Has Patrol Bureau conducted a thorough preliminary search?
- Verbal report to Special Victims Unit Commander
- Proper notifications and D.O.J. forms for missing persons (14200–14213 Penal Code)
- Has Juvenile Hall been contacted?
- Has the Missing and Unidentified Persons System (MUPS) been notified? (4 hours if under age 12)
- Has “BOLO” bulletin been transmitted? (updated and expanded?)
- Has a search of the residence and immediate area been made?
 - Attic
 - Basement
 - Crawl Space
 - Swimming pools and other bodies of water
 - Abandoned refrigerators, other hazards, junk cars, caves, etc.
 - Play areas used by children
 - Out buildings, pet houses, etc.
- Has a house-to-house search and interview been made?
- Has the C.D.O. been notified?
- Public Information Officer contacted for media notification.
- TRAK flyer constructed and sent to appropriate agencies/media (if necessary)
- If circumstances warrant, has an AMBER Alert been authorized and activated
- Has the Community Alert Network (CAN) computerized phone system been activated? Only identified staff officers can activate the system
- Is additional manpower required?
 - On-duty Uniform Division personnel
 - Reserves
 - Explorer Scout Post (Police)
 - Search and Rescue (require coordination): 646-2441
 - Citizen volunteers (require coordination)
 - Specialized manpower/equipment
 - Motorcycle Units
 - K-9 Units
 - Aircraft (East Bay Regional Parks or CHP)
 - CCSO Mounted Units
 - Underwater Search Unit (CCSO, EOD)
- Center for Missing and Exploited Children—(800) 843-5678—Can field volunteers and provide technical assistance.
- Polly Klaas Foundation—(800) 587-4357—Can field volunteers and provide technical assistance.

INTERVIEW

Short interview reports must be filled out on all persons interviewed. Get detailed interview, times, locations, etc. May be used to break later alibi and/or for prosecution.

- ___ Victim's friend
- ___ Family member's friends
- ___ Relatives
- ___ Trades people (garbage, gardener, water softener, any serviceman, etc.)
- ___ Babysitters
- ___ Prior victim-suspects
- ___ Doctor and dentist of victim (names, addresses, etc., for possible later ID)
- ___ Victim's school (present and prior)
- ___ Victim's blood type
- ___ Seal house if foul play appears to be evident
- ___ Protect the source of fingerprints of the victim
- ___ Obtain samples of the victim's hair
- ___ Recent photograph and videotape of victim.
- ___ Elimination prints from family and others who might come under closer scrutiny.