



CALIFORNIA Child Abduction TASK FORCE

Missing and Abducted Children's Non-profit Organization (NPO) Response Checklist

This checklist is intended as an illustration of services missing children NPO's may offer

- NPO casework staff should complete a pre-established intake form on reported child abductions.
- Instruct reporting parent or guardian to immediately make a police report.
- Forward pre-established registration and release forms to the reporting party.
- Verify registration and release forms are completed and signed.
- Confirm with originating law enforcement, prosecutorial agency, or courts the required custody orders are current.
- Contact the originating law enforcement agency, verify the child's entry into the National Crime Information Center (NCIC), obtain the NCIC number and classification.
- Maintain regular contact to ensure case status.
- Determine if criminal or bench warrants have been issued for abductor and if pickup orders have been issued for the child.
- Obtain the most current photographs of the child and the abductor.
- Enter case information into the NPO's missing child database in a timely manner.
- Determine from law enforcement how best to assist and coordinate the child's location and return.
- Develop a missing child poster; place abductor on poster only if state felony warrant or Unlawful Flight to Avoid Prosecution (UFAP) warrant has been issued.
- Based on available information assess risk to the child and establish case priority.
- Disseminate missing child posters and place poster on agency website.
- Work with the media exercising caution to protect confidentiality when appropriate and to protect child or family from exploitation.
- Provide ongoing technical and emotional support to searching family members and make referrals when necessary.
- Generate leads and sightings in a legal and ethical manner.
- Immediately convey lead and sighting information to law enforcement.
- Upon notification of child's location or recovery, verify the accuracy of such information with law enforcement.
- Provide materials or refer family to reunification resources.
- Recommend psychological counseling to deal with child abduction issues, recovery, and facilitate family reintegration.
- Assist family in filing for victim compensation benefits. In California call 1-800-777-9229 or visit www.victimcompensation.ca.gov

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This checklist was developed by the Vanished Children's Alliance in conjunction with the Governor's Office of Emergency Services (Cal OES), Child Abduction Task Force.