

**MARIN COUNTY SHERIFF'S OFFICE  
PATROL SERVICES POLICY AND PROCEDURE MANUAL**

**CHAPTER - PATROL**  
**PAT 05 - 01**  
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**Date**  
**October 25, 2001**  
**Rev: 12/28/99**

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**MISSING JUVENILES**

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**POLICY**

It is the policy of the Marin County Sheriff's Office to investigate all reports of missing or runaway juveniles in accordance with Penal Code Section 14200. through 14213. and to comply with the documentation and notification procedures as set forth herein.

*Note: Juveniles who escape from Juvenile Hall are covered in PAT-05-04.*

**DEFINITIONS**

**CHILD** - Any person under the age of 18 years.

**"EVIDENCE THAT A PERSON IS AT RISK"** - Includes, but is not limited to persons under the age of 12 years-old, the victim of a crime (see INV-02-04 Child Abduction Protocol) or foul play, persons in need of medical attention, persons having no pattern of running away or disappearing, a possible victim of parental abduction, persons who are mentally impaired, or if the officer receiving the initial report reasonably believes that such conditions exist as outlined in INV-02-01 Child Abuse, and the juvenile is the victim of such abuse.

**MISSING PERSON** - Any person who is reported missing to a law enforcement agency until the person is located or determined to be a voluntarily missing adult. It also includes any child who is missing voluntarily or involuntarily, or under circumstances not conforming to his or her ordinary habits or behavior and who may be in need of assistance. Missing person include any of the following:

- INVOLUNTARILY MISSING** - Includes the abduction of an adult, the abduction of a child under circumstances other than "parental abduction," children that have been rejected by their families, missing adults or children who have left home and are viewed as being unable to care for themselves.
- PARENTAL ABDUCTION** - Includes a child who has been taken, detained, concealed, enticed away or retained by a parent or the agent of a parent.
- RUNAWAY** - Any child who is voluntarily missing.
- UNKNOWN MISSING** - Cases where there are insufficient facts to determine a disposition.
- SUSPICIOUS CIRCUMSTANCES** - Circumstances which give rise to the belief that "foul play" may have been involved; the person is suffering from a physical, mental or emotional condition which causes them to constitute a danger to themselves or others; the disappearance is out of character for the person and no known reason can be determined.

## PROCEDURE

The Investigation Division's Juvenile Unit shall assume responsibility for the follow-up investigation and disposition of cases involving runaway or missing juveniles.

**Runaway/Missing Juvenile** (from parent or guardian.) The Patrol Division will:

- Take the initial report, including time the juvenile was last seen, a list of companions and their addresses, information if the juvenile has any ailment requiring regular medication or treatment, which, if not received, would endanger the health of the child or public and the school the juvenile was attending.
- Obtain from the parents or guardian signed authorization to release dental records, the most recent photograph of the juvenile and signed authorization to release the photograph to D.O.J.
- Ensure entry of juvenile into NCIC and Missing and Unidentified Persons' System without delay.
- Ensure a local BOLO teletype is sent without delay.
- In cases where the juvenile is under the age of 16 years, ensure an all-county bulletin is broadcast over the radio without delay.

**Runaway/Missing Juvenile** (from out of home placement.) The Patrol Division will:

- Take the initial report, including time juvenile was last seen, a list of all companions and their addresses, the names, business address and telephone number of the juvenile's probation officer and/or social worker, the name, home and business address, home and business telephone numbers of the juvenile's parents or nearest relative if parents do not exist, the reason the juvenile is placed in the foster home, receiving home, private boarding school, private or public treatment home, halfway house, etc., the status of the juvenile (300. or 602. W&I - Ward), information if the juvenile has any ailment requiring regular medication or treatment, which, if not received would endanger the health of the child or public and the school the juvenile was attending.
- Obtain from individual(s) in charge of the home signed authorization to release dental records; the most recent photograph of the juvenile; and signed authorization to release photograph to D.O.J.
- Ensure entry of juvenile into NCIC and Missing and Unidentified Persons' System without delay.
- Ensure a local BOLO teletype is sent without delay.
- In cases where the juvenile is under the age of 16 years, ensure an all-county bulletin is broadcast over the radio without delay.

Any investigation of a missing/runaway juvenile will follow all reporting guidelines set forth in Penal Code 14200 through 14213a, Federal Law 42 USC 5779, and Educational Code 38138 and 49068.6.

An immediate investigation will ensue in the case of a runaway or missing juvenile if the juvenile is determined to be at-risk.

### **Child At-Risk**

- An entry into NCIC & Missing Unidentified Persons' System will be made without delay.
- A local BOLO teletype will be sent without delay.
- An all-county bulletin will be broadcast over the radio without delay.
- The assigned detective will check with the Coroner's Office within 24 hours.
- The assigned detective will complete DOJ form (SS 8576) and sent to DOJ within 24 hours.
- The assigned detective will send/cause to be sent, the dental records to DOJ within 24 hours.
- The assigned detective will send the photograph of the juvenile to DOJ within 24 hours.
- Upon approval from the Watch Commander, information regarding the juvenile will be entered into the TRAK (Technology to Recover Abducted Children) System per the TAAP (Trak Abduction Alert Protocol.)
- A BOLO flyer will be produced on the TRAK (Technology to Recover Abducted Children) System and sent to all local law enforcement agencies, as soon as possible.
- The assigned detective will make written notification to the juvenile's school, including a photo, within ten days.

### **Child Not At Risk**

- An entry in the NCIC & Missing Unidentified Persons' System will be made without delay.
- In cases where the juvenile is under the age of 16 years, the Patrol Division will ensure an all-county bulletin is broadcast over the radio without delay.
- The assigned detective will make written notification to the juvenile's school in writing, including a photo, within ten days.
- The assigned detective will check with the Coroner's Office after 45 days.
- The assigned detective will complete DOJ for (SS 8576) and sent to DOJ after 45 days.
- The assigned detective will obtain dental records and send to DOJ after 45 days.
- The assigned detective will send the photograph of the juvenile to DOJ after 45 days.

Disposition of Returned or Located Missing/Runaway Juvenile.

- If the juvenile ran away from his parent and/or guardian:
  - < Release to parent and/or guardian and issue a juvenile citation to appear at MCSO Juvenile Unit.
  - < If the juvenile refuses to return home, transport to Youth Advocates, 9 Grove Lane, San Anselmo (453-5200.)
- If the juvenile is a runaway/missing from an out of home placement home/school:
  - < Release the juvenile to an adult staff member of the out of home placement and issue a juvenile citation to appear at MCSO Juvenile Unit.
  - < If the juvenile refuses to return to the out of home placement home/school, and he/she is on probation, book at Juvenile Hall for Violation of Probation. If not on probation, he/she will be transported to Youth Advocates, 9 Grove Lane, San Anselmo (453-5200.)
- The deputy closing the case will cancel any BOLOs and entries into NCIC & Missing and Unidentified Persons' System. The deputy will also supplement the initial report no later than the end of his/her shift.

Upon receiving any missing/runaway juvenile report, the Records Division will, without delay, forward a

copy of the report to:

- The Agency with jurisdiction over the juvenile's residence.
- The agency with jurisdiction over the place where the juvenile was last seen.
- MCSO juvenile Unit.

Upon receiving any missing/runaway juvenile report in which the juvenile's primary place of residence is somewhere other than in MCSO jurisdiction, the Juvenile unit will:

- Contact the agency with jurisdiction over the juvenile's primary place of residence, update them on the current status of the investigation and release the investigation to that agency.
- Advise the agency with jurisdiction over the juvenile's primary place of residence that MCSO will be canceling the NCIC & Missing and Unidentified Persons' System entry in seven days and that it will be their responsibility to re-enter the juvenile into the NCIC & Missing and Unidentified Persons' System. (See Attached Form Letter)
- Provide any requested assistance to the agency with jurisdiction over the juvenile's primary residence.
- Cancel the entry into NCIC & Missing and Unidentified Persons' System seven days after releasing primary control of the investigation to the agency with jurisdiction over the juvenile's primary residence.

## **RELATED STANDARDS**

P.C. 14200 through 14213a  
Federal Law 42 USC 5779  
Educational Code 38138 and 49068.6

## **AFFECTED DIVISIONS**

Patrol  
Investigations Division  
Communication Division  
Records Unit

## **ATTACHMENTS**

Agency Referral Letter

## **DATE OF REVISIONS:**

12/28/99

## **By Order of**

Daniel R. Payne, Captain  
Bureau of Field Services