

# FOR YOUR INFORMATION

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Issue 22-04

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## ADDITIONAL GUIDANCE FOR OBTAINING A MISSING PERSONS REPORT

This FYI is being issued to provide staff with additional guidance and law enforcement agencies obligation to take a missing persons report.

### Making a Police Report on a Missing, Runaway, or Abducted Child/Youth:

- When is a child/youth missing?

When they are not legally where they are supposed to be. This may include a runaway, a child who cannot be located at their normal place of residence, or a child who has been taken and/or concealed by a parent(s.)

- What is law enforcement required to do when they receive a report of a missing child/youth?

A social worker cannot be turned away from a police station when requesting to file a missing person's report. Reports can be taken over the phone but it is best to go in person and bring all pertinent documents (minute orders showing detention and warrants issues; copies of warrants if available (protective custody, arrest, or removal); photos if available; any other relevant information.)

[Penal Code 14211\(a\)](#): All local police and sheriffs' departments shall accept any report, by any party, including any telephonic report, of a missing person, including runaways, without delay and shall give priority to the handling of these reports over the handling of reports relating to crimes involving property.

[Penal Code 14211\(e\)](#): If the person reported missing is under 21 years of age, or if there is evidence that the person is at risk, the law enforcement agency receiving the report shall, within two hours after the receipt of the report, electronically transmit the report to the Department of Justice via the California Law Enforcement Telecommunications System for inclusion in the Violent Crime Information Center and the National Crime Information Center databases.



If you have any questions regarding this release please e-mail your question to:

[Policy@dcsf.lacounty.gov](mailto:Policy@dcsf.lacounty.gov)

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## What reports should be taken?

At the police station, the social worker should request the following reports be taken:

- 1) Missing Person Report for a child/youth who has run away, been abducted or concealed, or is missing.
- 2) Child Concealment Report for abduction cases, when applicable.

## What else do I need to do?

All child abduction cases should be referred to the [DCFS Child Abduction Unit: Child\\_Abduction\\_Unit@dcfs.lacounty.gov](#)

All child runaway cases should be referred to the [Abducted Runaway Kids System \(ARKS\) Liaison](#) in each regional office.

## Refer to the following policies for detailed instruction:

[0100-570.11, Missing or Absent from Care Children/Nonminor Dependents](#)

[0300-503.55, Protective Custody Warrant](#)

[1200-501.20, Child Abduction and Recovery](#)



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