

Report Montana Missing or Runaway Foster Youth to DOJMissing@mt.gov

Protocol for Reporting Montana Missing or Runaway Foster Youth

1. **Immediately call 9-1-1** after learning a child is missing, abducted, or runaway. State and federal law requires a missing child to be reported/entered into the NCIC Missing Person File within two hours.
 - a. If a photograph is available send to local law enforcement (LE).
 - b. LE will need the child's name, date of birth, gender, race, height, weight, eye color, hair color, and the date of last contact with the child.
2. Contact **Centralized Intake Hotline (1-866-820-5437)** after contacting LE.
3. **Centralized Intake Specialist (CIS)** will complete the *Missing or Runaway Foster Youth Referral Form*
<http://ours.hhs.mt.gov/forms/CFSforms/SafetyForms/MissingorRunawayFosterYouthCIReferralForm.pdf>
4. **CIS** will send the completed *Missing or Runaway Foster Youth Referral Form* to:
 - a. Local LE
 - b. Montana Department of Justice at DOJMissing@mt.gov
5. **CIS** will document in CAPS an ACTD entry under child's CAPS number the date reported missing, when local LE was notified and what agency was contacted. CIS will upload form to DocGen and MFSIS under the child.
6. **DOJ Missing Person Specialist** will email assigned worker (if provided) and Centralized Intake Supervisors CIsuper@mt.gov with NIC number, law enforcement agency that entered the missing youth, and will ask about additional photos.
7. **CISS** will email assigned CPS worker, CPS Supervisor and Regional Administrator information.
8. **Within 24 hours**, Child Protection Specialist (CPS) or Tribal IVE Social Services will provide any additional information about the missing youth to:
 - a. Local LE
 - b. DOJMissing@mt.gov
 - c. National Center for Missing Exploited Children (NCMEC) - <http://cmfc.missingkids.org/home> or 1-800-THE- LOST (1-800-843-5678)
9. **When foster youth is located**, CPS and Tribal IVE Social Services will:
 - a. Notify local LE.
 - b. Send a message to DOJMissing@mt.gov.

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- c. Update ACTD entry under the child's CAPS number that child was located.
 - d. Determine factors that led to the missing youth and extent to address factors.
 - e. Determine the youth's experiences while absent, including if the child is a sex trafficking victim. Immediately report to local LE if youth has been sex trafficked.
 - f. Report related information as required by the federal Department of Health and Human Services.
 - g. Complete the *Commercial Sexual Exploitation Identification Tool (CSEIT)* <http://goo.gl/YVSkOF>
10. **DOJ Missing Person Specialist** will email CIS Supervisor email group when law enforcement clears the NCIC missing person record. CISuper@mt.gov
11. **CISS** will enter information into ACTD regarding youth being located.

Montana Missing Persons Clearinghouse

Amber Alert –stands for America's Missing: Broadcast Emergency Response. AMBER Alerts interrupt regular programming and are broadcast on radio, television, Montana Lottery stations, and DOT highway signs to ask the public for help in finding abducted children.

Amber Alerts must meet all following criteria:

- a. Reasonable belief that a child has been abducted or disappeared under suspicious circumstances.
- b. Child is 17 years old or under or has mental/ physical disability.
- c. Child is in imminent life-threatening danger.
- d. There is enough descriptive information about victim, suspect, or abduction to issue alert. Further information can be found at <https://dojmt.gov/missing-persons/amber-alert-program/>

Missing Endangered Person Advisory (MEPA) - a limited alert program with broader criteria that allows the public to be notified of endangered missing children and adults including runaways, and children involved in custody disputes. Further criteria information can be found at <https://dojmt.gov/missing-persons/missing-and-endangered-person-advisory-mepa/>

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National Center for Missing Exploited Children (NCMEC) - The National Center for Missing & Exploited Children© (NCMEC), serves as an information clearinghouse and national resource center on issues related to victims, missing and exploited children and operates a national toll-free hotline. Further details about their program can be found at <http://cmfc.missingkids.org/home>

Sex/Human Trafficking – DOJ believes all youth in care are at high risk of being trafficked.

Montana’s Missing Persons Clearinghouse Specialist - 406-444-3352