

VANISHED CHILDREN'S ALLIANCE 157/62

CASEWORK DEPARTMENT PROCEDURE TRAINING MANUAL



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VANISHED CHILDREN'S
ALLIANCE

**CASEWORK DEPARTMENT
PROCEDURE
TRAINING MANUAL**

157162

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* Vanished Children's Alliance *
CASEWORK DEPARTMENT
PROCEDURE TRAINING MANUAL

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HELPFUL HINTS ON INTERNATIONAL ABDUCTIONS

INTERNATIONAL ABDUCTIONS ADDITIONAL STEPS IF YOU BELIEVE YOUR CHILD HAS BEEN ABDUCTED TO ANOTHER COUNTRY

1. STOP ISSUANCE OF A PASSPORT -- If your child does not already have a passport and you have sole custody of your child, or you have a court order prohibiting travel without your permission, you can prevent the issuance of a passport. Call the Office of Passport Services in the Department of State at 202-647-0518. Follow up your call with a written request, and a copy of your custody order. The address is: 1425 K Street N.W., Room 300, Washington, D.C. 20522-1705. If your child has dual nationality, the Department of State cannot prevent embassies or consulates of other countries, either in the United States or abroad, from issuing a passport to your child. You can send a written request, along with a copy of your custody order to try to prevent this.

NOTE - If a passport has already been issued request a location list for the child(ren) on the passport application.

2. WELFARE AND WHEREABOUTS SEARCH -- The Department of State can contact the U.S. embassy or consulate in the country your child is believed to be in to try and find your child and check on their well-being. Call 202-647-3444 (after hours: 202-647-5225) with as much information as you can on child and abductor, and ask for this search. An example of information you should have on both the child and the abductor would be:
Name, Date of Birth, Date Missing, Social Security Number, Last Known Address, Complete Physical Description, etc.

NOTE - Be aware that there could be possible negative consequences if this resource is utilized. The abductor may get worried and vanish again with the child/ren.

3. HAGUE VS. NON-HAGUE COUNTRIES -- Find out if the country you believe your child to be in is part of the Hague Convention. If so, this country has signed an agreement to cooperate in returning a child below the age of 16 to the country they resided in before the abduction. This information can be found through the Office of Citizens Consular Services, or in the book International Parental Abduction, published by the Department of State.

**PARENTAL / FAMILY ABDUCTIONS &
INTERNATIONAL ABDUCTIONS - CONTINUED**

5. Has a State Felony warrant been issued for the abductor for parental kidnapping?
If not, instruct families, after completion of a police report to:
 - a) Contact District Attorney's office for possible issuance of a State Felony warrant.
 - b) In California, refer them to the County Child Abduction Unit in the D.A.'s office.

6. If there a possibility of an international abduction instruct them to contact:
 - a) State Department Office of Passport Policy and Advisory Services (202) 955-0377 to block the issuance of a passport. This will also block a duplicate passport from being issued. After the initial phone contact, your request must also be in writing. The State Department requires proof that this person is the parent or legal guardian. Also, a birth certificate and custody documentation must be provided to the passport office, if available.

 - b) State Department, Office of Citizens Consular Application (202) 647-3666 and ask them to initiate a case and to file a Hague Application. Ask them to send a copy of their book entitled "International Parental Child Abduction."

7. Does the abductor have a paycheck being held at last job? Have they filed a forwarding address?

8. Have the child's medical records or transcripts been issued to the abductor or sent to any other location?

9. Talk to the neighbors of the abductor. Can they remember the vehicles involved? Did they see any other people helping the abductor? These could be helpful in the future if a civil suit is filed.

10. Victim's family should collect as much information on the abductor, his /her family and companions as possible. Example:
 - a) What kind of car does he/she drive/own?
 - b) What is the license plate information?
 - d) What are their phone numbers?

11. Collect and duplicate a good, clean photograph of the child(ren) and the abductor. If there is a felony warrant on the abductor, we can place the abductor on the poster with the child (with the permission of law enforcement).

12. Refer family to State Clearinghouse.

PARENTAL / FAMILY ABDUCTIONS &
INTERNATIONAL ABDUCTIONS - CONTINUED

13. Refer family to National Center for Missing and Exploited Children (N.C.M.E.C.)
 - a) Phone number is (800) 843-5678.
 - b) Ask N.C.M.E.C. to register the case.
 - c) Ask N.C.M.E.C. to send their free booklet entitled "Parental Kidnapping."
 - d) N.C.M.E.C. can also INFORM families if their child(ren) has been listed in N.C.I.C.

14. Inform family about "TIME, CHARGES and HOLD" just in case . . .

Vanished Children's Alliance

CASEWORKER

JOB DESCRIPTION

REQUIREMENTS

EDUCATION: High School Diploma

or Bachelor Degree in Criminal Justice, Human Services, Social Services
or Psychology preferred

CRIMINAL BACKGROUND CHECK AND CLEARANCE

PRIOR EXPERIENCE: None

SPECIAL SKILLS OR ABILITIES: Effective written and verbal communication skills. Some typing and word processing skills necessary. Ability to handle clients and emotional situations. Ability to speak more than one language would be helpful. Must be able to maintain confidentiality.

DESCRIPTION:

1. Reports directly to Casework Manager.
2. Open, investigate and close cases.
3. Provide support and technical assistance to searching parents.
4. Act as a liaison between searching parents and law enforcement.
5. Maintain written updates in each child's file.
6. Maintain computer data base on cases and their status.
7. Mail out posters to appropriate areas on all missing children cases.
8. Update intake and incomplete files.
9. Receive evening and weekend case related calls on a rotating basis.
10. Receive Fingerprinting Certification from San Jose Police Department.
11. Work scheduled fingerprinting events (which includes weekends and evenings).
12. Receive clearance from San Jose Police Department so you may assist San Jose Police Department in their Missing Persons, Juvenile Division as a Resource Counselor.
13. Respond to scene of non-family abductions within a 200 mile radius.
14. Any project or task assigned by Casework Manager and/or the Executive Director.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

Vanished Children's Alliance
LEGAL ASSISTANT
JOB DESCRIPTION

1. Reports to Casework Manager as his/her direct supervisor.
2. Legal assistance may be offered in the following areas as they relate to the prevention and location of missing or abducted children:
 - * Restraining orders
 - * Child custody and visitation orders
 - * Paternity suits
 - * Uncontested dissolutions (with Executive Director's approval)

Legal, written assistance will only be provided in cases where the parent/guardian does not have the financial resources to hire an attorney.

3. Clients will be guided through the proper legal steps that need to be taken in order to resolve their problem(s). (We only assist families in need. We need to make it clear we will not, nor cannot represent them in a court of law).
4. Written correspondence with appropriate officials on behalf of victim parents and children, such as elected officials.
5. Completion of project(s) assigned to her/him by the Executive Director, Development Director and Casework Manager as needed for grant purposes.
6. Preparation and/or review of VCA contracts.
7. Work with Executive Director in researching and supporting related legislation.
8. Review the legalities of specific VCA activities.
9. Legal research
 - *Review all legal research assignments with the Casework Manager and/or Executive Director. Research may be required on various topics such as pending legislation or current family law.
10. Develop and maintain a lawyer referral list for all fifty states, including their areas of expertise.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

Vanished Children's Alliance

PHOTO DISSEMINATOR

JOB DESCRIPTION

REQUIREMENTS

EDUCATION: High School Diploma

Bachelor Degree in Criminal Justice, Human Services, Social Services
or Psychology preferred

CRIMINAL BACKGROUND CHECK AND CLEARANCE

PRIOR EXPERIENCE: None

SPECIAL SKILLS OR ABILITIES: Effective written and verbal communication skills. Some typing and word processing skills necessary. Ability to handle clients and emotional situations. Ability to speak more than one language would be helpful. Must be able to maintain confidentiality.

DESCRIPTION:

1. Reports directly to Casework Manager.
2. Coordinates in-house photo case files.
3. Tracks all photographs of registered VCA cases.
4. Assists VCA staff in the coordination of special projects when the photographs of our cases are needed.
5. Contacts companies / organizations to educate them on the issues of missing and exploited children and to explain to them how their company / organization can assist in our efforts to located and recover these children.
6. Coordinates all photo dissemination to companies / organizations.
 - Contract agreements
 - Sending photographs to approved companies / organizations in a timely manner
 - Tracking photographs to make sure we receive them back in a timely manner
7. Keep in contact with companies / organizations that are currently assisting VCA so we continue to strengthen our relationship with them.
8. Any project or task assigned by Casework Manager and / or the Executive Director.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE



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Every 40 seconds, a child becomes missing or abducted in the United States. And each year, the lives of over 1,000,000 children, their families and communities are irrevocably changed by this tragedy of loss and abuse. Of the multiplicity of factors which contribute to the abduction of children: family break-up and divorce; domestic violence; children who are the victims of criminal abductions and foul play; what is clear is that children taken from their home are in grave danger.

The Vanished Children's Alliance (VCA), headquartered in San Jose, California, is a national non-profit organization dedicated to the prevention and recovery of missing and abducted children. Since its inception in 1980, VCA has assisted the families of over 20,000 missing and abducted children; of these, the majority have been found. VCA has provided hundreds of training and prevention education classes and workshops to professionals and the public both nationally and locally. VCA is recognized by the United States Department of Justice, the National Center for Missing and Exploited Children, the agencies and victim parents across the country as experts in the field of missing and exploited children. VCA is the oldest and most experienced organization of its kind in California, the second largest and one of the three oldest in the United States.

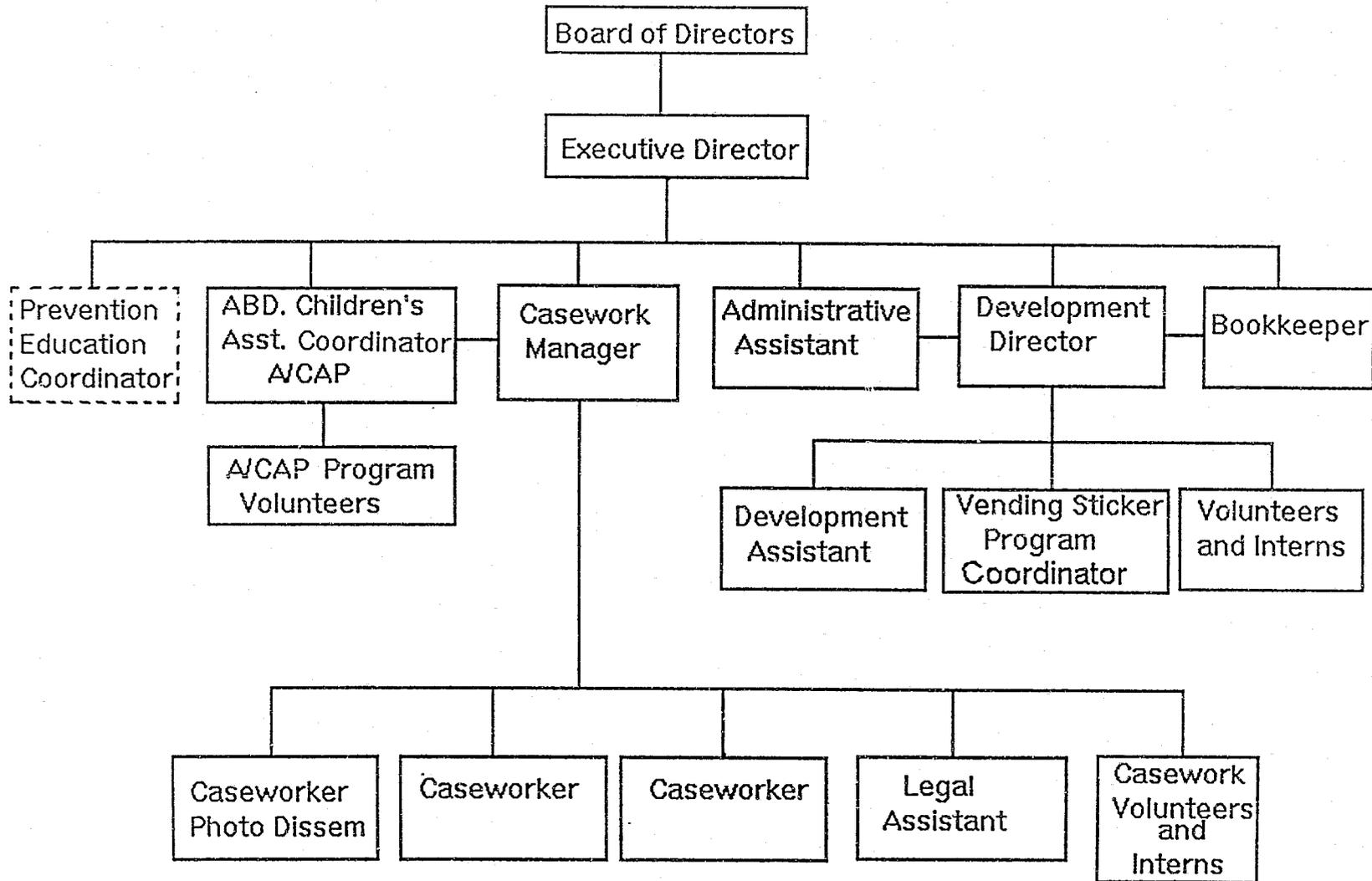
Our children are our most valuable resource. It is our responsibility as adults to protect and ensure their safety. The issue of missing children is one of grave concern. Families and communities are being impacted by crimes against children will become victims of social, racial or economic boundaries. Many missing children will become victims of sexual exploitation or abuse, physical and emotional abuse, neglect, and often murder. All measures must be taken to locate and recover them quickly and safely. It is this philosophy which inspired the creation of VCA and guided its activities today.

A 1988 study conducted by the U.S. Department of Justice provides the first scientifically-derived estimate if the incidence of missing children. According to this study there were as many as:

- * 114,600 children who had encounters where it appeared that they could have been abducted. The majority of these cases were unsuccessful attempts by someone who tried to lure children into automobiles.
- * 4,600 non-family abductions. Authors of the study cautioned that this figure could be an underestimate due to the lack of uniform local police reporting procedures. Sexual assault appeared to be the predominant motive for non-family abductions with 75 percent of the incidents involving a weapon.
- * 354,100 family or custody dispute abductions. Most victims were between the ages of 2 to 11. 81% of the victims were taken by a parent; the remaining 19% by other family members.

Vanished Children's Alliance - Organizational Chart

1995 - 1996



Vanished Children's Alliance

CASEWORK MANAGER

JOB DESCRIPTION

REQUIREMENTS

EDUCATION: Bachelor Degree in criminal justice, law enforcement, social work or related social service field.

PRIOR EXPERIENCE: A minimum of 3-5 years experience in the field of law enforcement, providing direct services to victims of crime, families and children affected by the missing experience or related social services assistance to families and children.

CRIMINAL BACKGROUND CHECK AND CLEARANCE

SPECIAL SKILLS OR ABILITIES: Experienced in computer science, computer programming and development, design and program customizing / upgrading. Proven ability to manage staff and interact well with management. Bilingual Spanish / English desirable, but not required. Effective written and verbal skills.

DESCRIPTION:

1. Reports directly to the Executive Director.
2. Must have knowledge of all aspects of the Casework Department.
3. Ability to complete all tasks assigned to caseworkers regarding the caseworker's job description.
4. Ability to interact well with management.
5. Maintain and upgrade VCA's computer data base and documentation and information dissemination systems.
6. Keep Executive Director informed regularly on activities and progress of the Casework Department.
7. Provide in-house staff training regarding VCA policies and protocol.
8. Assist the Executive Director in the development and updating of direct program services to assist victim families and children.
9. Review and open cases for the caseworkers.
10. Provide monthly "On-Call" schedule and fingerprinting schedule.
11. At the direction of the Executive Director, be responsible for department staff case management and direct services.
12. Ability to facilitate positive team building and positive interaction and understanding between Casework Department and Management.
13. Complete any project or task assigned by the Executive Director in a timely manner.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

NOTE- Please make sure a signed copy of the Caseworker job description is signed and attached to the Casework Manager job description.

- * 450,700 children who ran away from home. Most children stay within a 100 miles radius of their home, and are generally between the ages of 13 - 17.
- * 127,000 children who were "throwaway". At least 22 percent of the children described as runaways in the past estimates were actually living out of their households involuntarily because they had been thrown out or not allowed to come back.
- * 438,200 children who were lost, injured, or otherwise missing. Most of these children, for example, may have been lost in the woods, at the airport, or injured in a bicycle accident. In 14 percent of the cases, however, the child was abused or assaulted.

Vanished Children's Alliance Services

Agency services include:

- providing educational training and materials;
- acting as liaison between searching parents/guardians of missing children and law enforcement agencies both locally and nationally;
- providing technical assistance for searching parents/guardians;
- registering missing children and active case management;
- distributing missing children photos, descriptive information, posters, flyers and brochures;
- utilizing our computerized database on all known missing children;
- networking with other credible seeking non-profit organizations, law enforcement and social service agencies;
- maintaining an updated national referral list of professionals who can provide assistance to families of missing children;
- counseling and on-going emotional support to victim families and victim children;
- acting as expert witnesses for court cases, if needed;
- fingerprinting of children;
- multi-lingual translation services;
- speaker's bureau; and
- in house legal assistance

All services to victim families and their children are provided free of charge.

While the statistics speak clearly to the significance of this issue the need to constructively respond to it, the words of one of VCA's searching parents, whose five children had been stolen, puts the discussion of numbers into perspective. She said, in her testimony to Congress: "**Please remember we are not simply statistics; we are living, breathing human beings enduring an unbelievable hell on earth.**"



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INTAKE FORM

1. How to complete form
2. Appropriate steps upon completion of form

THE INITIAL INTAKE

There are several different types of Intake calls you will be handling. The following "Scripts" will assist you with the various types of calls such as:

*Parental / Family Abduction

-International Abduction

*Non Family Abduction outside 200 mile limit

*Non Family Abduction within 200 mile limit

-Immediate Response Protocol

*Runaways

*Any missing child (lost or otherwise missing)

(Note - It may be helpful for you to have a copy of these scripts at home when you are "On Call." Remember any VCA material that leaves the office must be signed out and used only for VCA business.)

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HOW TO COMPLETE AN INTAKE

1. Intake Forms are to be completed by a caseworker on all first time calls that involve a missing child.
2. Ask for the caller's name, address and phone numbers first, so if for any reason you are disconnected you will be able to call this person back.
3. It is also very important to determine how this caller heard of VCA and note the referral source on the Intake Form.
4. It is important to fill the form out as completely as possible. Obtain as many details as possible regarding the child, abductor (if applicable) and the circumstances of the disappearance.
5. If the missing child is a runaway, complete the "Runaway Form" attached to the Intake Form.
6. In the case of an abduction, there are "Scripts" in this section that will assist you with appropriate information to share with the family.
7. Once the call has been completed, send a registration form immediately to the family. If this is a urgent situation, determine if the family/caller has access to a fax machine so that the registration packet may be faxed. Again, if appropriate you may want to suggest that the family/caller "Express Mail" the registration packet and the necessary photographs to avoid lengthy delays.
8. Input all the information on to the computer intake form on the server (main computer) and print out form.
9. Attach computer form and original Intake Form together with computer form on top.

HOW TO COMPLETE AN INTAKE - CONTINUED

10. Highlight the following information with a yellow marker:

- * Child's First Name
- * Child's Last Name
- * Date Missing
- * Date of Birth
- * Date of Intake
- * Missing Type

11. File in appropriate file "Intake" cabinet in casework room.

12. Remember that from the initial Intake to the closure of the case, VCA will maintain full confidentiality regarding all information acquired during the process of locating the child(ren). This information will be shared with appropriate law enforcement agencies only.

VANISHED CHILDREN'S ALLIANCE - INTAKE FORM

Date: _____ Caseworker: _____

Missing Type: Runaway Non-Family Family [F] [M] [G] Other: _____

Child: _____
Last
First
Middle
AKA

Date Missing: _____ From: _____
City
State
County

Sex: M F Race: _____ DOB: _____ HT: _____ WT: _____ Eye Color: _____

Hair Color: _____ Hair Style: _____ Dyed: Yes No Complexion: _____

Build: Small Medium Large Glasses / Contacts: Yes No Handed: Left Right

Scars / Marks / Tattoos: _____

Fingerprinted: Yes No Who has prints? _____

SSN: _____ Others Missing: Yes No Related? Yes No

Possible Location / Destination - City: _____ State: _____

Child: _____
Last
First
Middle
AKA

Date Missing: _____ From: _____
City
State
County

Sex: M F Race: _____ DOB: _____ HT: _____ WT: _____ Eye Color: _____

Hair Color: _____ Hair Style: _____ Dyed: Yes No Complexion: _____

Build: Small Medium Large Glasses / Contacts: Yes No Handed: Left Right

Scars / Marks / Tattoos: _____

Fingerprinted: Yes No Who has prints? _____

SSN: _____ Others Missing: Yes No Related? Yes No

Possible Location / Destination - City: _____ State: _____

Caller: _____ Relationship: _____
Last
First
Middle

Address: _____
Number / Street
City
State
Zip Code

County: _____ Referred By: NCMEC Other _____

Abductor / Companion: _____
Last First Middle AKA

Sex: [M] [F] Race: _____ DOB: _____ HT: _____ WT: _____ Eye Color: _____

Color: _____ Hair Style: _____ Dyed: Yes No Complexion: _____

Glasses / Contacts: Yes No Handed: Right Left Blood Type: _____

Scars/Marks/Tattoos: _____

Relation to child: _____ Occupation: _____

S.S. # _____ DL # _____ State? _____

Have they been fingerprinted? Yes No Where are prints? _____

If abducted by parent, who has legal custody? _____

Was police report filed? Yes No Date filed: _____ Case # _____

Filed with: _____ () _____
Agency Name Phone Number

Officer's name: _____ Entered in NCIC? Yes No

NCIC # _____ How listed? _____

Warrants issued? Yes No Reason issued: _____

Form of transportation: _____

Information to Parents:

- [] Obtain custody -Ex Parte (Temporary Emergency Custody)
- [] File police report
- [] Place child(ren) in NCIC
- [] Obtain warrants (state felony, UFAP)
- [] Flag records (school, medical, etc.)
- [] Contact National Center - 1(800) 843-5678, Runaway Hotline 1(800) 621-4000, State Clearinghouse and other appropriate agencies: _____
- [] Make poster
- [] 10 color and 10 black and white pictures to VCA
- [] Registration packet ; Date sent: _____

Santa Clara, Alameda County or Stanislaus County Yes No

Age of caller: _____ Sex: Male Female Race: _____ Any Disabilities? Yes No

How many members in household? _____



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PARENTAL / FAMILY ABDUCTIONS
and
INTERNATIONAL ABDUCTIONS

This "script" is for a caseworker to use during the initial intake process when a parental/family abduction occurs. The following information will assist a parent in the process of obtaining sole custody of their child(ren). Also, if the parent or guardian fears that the child(ren) may be taken out of the country, there is information that can assist them on what to do, who to contact and where to go for help.

- 1) Have parent or guardian complete "Intake" form with a caseworker.
- 2) Determine custody situation (none, joint or sole custody.) If none or joint, instruct on preparation of emergency Ex Parte orders (emergency custody orders which will stay in effect until a court date has been set.) If a family needs the help of our legal assistant, make sure you preface your statements by informing them that we are NOT attorneys, however we have been able to assist families with accurately completing the necessary paperwork if they meet our "low income" criteria.
- 3) Will the parent or guardian need assistance in locating an attorney? If YES, refer to:
 - a) VCA's referral list. (NOTE - Make sure you always give a minimum of three referrals and make it clear that we are NOT recommending these attorneys.)
 - b) American Bar Association. (Phone number can be found in the phone book under "County Listings") Ask for Pro Bono (free) Family Law Referrals.
 - c) Check local law schools for law clinics.
 - d) If they qualify for legal aid refer them to "County Phone Listing."
 - e) Paralegals may be able to assist in paperwork preparation.
 - f) Montgomery Ward Legal Clinic (800) 323-4620.
4. Has a police report been filed? If NO, instruct them to:
 - a) Contact local police.
 - b) If the police refuse to take the information refer the family to the local FBI. The F.B.I. must put the child in N.C.I.C. The phone number can be found in the "Federal Government Listing." Note- The FBI is required by Public Law #97-292 to enter the description in N.C.I.C.

HELPFUL HINTS ON INTERNATIONAL ABDUCTIONS - CONTINUED

HAGUE COUNTRIES -- If your child has been abducted to a country that is part of the Hague Convention, you need to fill out an application in order to have it invoked. (Note the sample application on the following page.) Applications can be acquired through your attorney, or through the Office of Citizens Consular Services (202)736-7000. They will forward it to the Central Authority in the country to which your child has been taken. An application must be filed within one year of the abduction. After one year, the abducting parent can argue that the child is settled in the new environment.

The following countries are signatories to the Hague Convention as of 5/1/95:

Argentina	Finland	Mexico
Australia	France	Monaco
Austria	Germany	Netherlands
Bahamas	Great Britain	New Zealand
Belize	Greece	Norway
Bosnia-Herzegovina	Honduras	Panama
Burkina Faso	Hungary	Poland
Canada	Ireland	Portugal
Chile	Israel	Romania
Croatia	Italy	Spain
Cyprus	Luxembourg	St. Kitts/Nevis
Denmark	Republic of Macedonia	Sweden
Ecuador	Mauritius	Switzerland
		United States

NON-HAGUE COUNTRIES -- If your child has been abducted to a Non-Hague country, the Department of State can give you information on the customs and legal practices of that country. You may have to obtain an attorney in that country to argue your case through their court system. Before spending all your money on foreign attorneys and court fees, find out what your chances of success are. Consider all your options and make decisions based on what is in the best interest of your child. Discuss your case with your attorney, the law enforcement investigator on your case, the Vanished Children's Alliance, and other reputable nonprofit organizations before you proceed and before an arrest warrant is issued for the abductor. If the abducting parent needs to travel to the U.S. for business or other purposes, the *threat* of a warrant may be enough to convince the parent to return the child voluntarily. If it is possible to negotiate with the abducting parent for the return of your child, you may want to consider if this will still be an option once an arrest warrant is issued. Warrants are rarely dropped once issued, and you as a parent have no control over this.

HELPFUL HINTS ON INTERNATIONAL ABDUCTIONS-CONTINUED

4. **TORT SUITS** -- ASK YOUR ATTORNEY ABOUT TAKING LEGAL ACTION AGAINST ACCOMPLICES OF THE ABDUCTOR (FRIENDS/FAMILY MEMBERS. ALSO, YOU CAN FILE A SUIT AGAINST THE ABDUCTOR)
5. Obtain permission from the appropriate law enforcement agency on the case (District Attorney, F.B.I., etc.) to record phone conversations with the abductor and/or his/her family and friends.
6. Ask for **TIME, CHARGES** and **HOLD** on all related collect calls.



UNITED STATES DEPARTMENT OF STATE
**APPLICATION FOR ASSISTANCE UNDER THE
 HAGUE CONVENTION ON CHILD ABDUCTION**
 SEE PRIVACY STATEMENT ON REVERSE

OMB NO. 1405-0076
 EXPIRES: 6-91
 Estimated Burden - 1 Hour

I. IDENTITY OF CHILD AND PARENTS

CHILD'S NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH	PLACE OF BIRTH	
ADDRESS (Before removal)			U.S. SOCIAL SECURITY NO.	PASSPORT/IDENTITY CARD COUNTRY: NO.:	NATIONALITY
HEIGHT	WEIGHT	COLOR OF HAIR		COLOR OF EYES	
FATHER			MOTHER		
NAME (Last, First, Middle)			NAME (Last, First, Middle)		
DATE OF BIRTH	PLACE OF BIRTH		DATE OF BIRTH	PLACE OF BIRTH	
NATIONALITY	OCCUPATION	PASSPORT/IDENTITY CARD COUNTRY: NO.:	NATIONALITY	OCCUPATION	PASSPORT/IDENTITY CARD COUNTRY: NO.:
CURRENT ADDRESS AND TELEPHONE NUMBER			CURRENT ADDRESS AND TELEPHONE NUMBER		
U.S. SOCIAL SECURITY NO.			U.S. SOCIAL SECURITY NO.		
COUNTRY OF HABITUAL RESIDENCE			COUNTRY OF HABITUAL RESIDENCE		
DATE AND PLACE OF MARRIAGE AND DIVORCE, IF APPLICABLE					

II. REQUESTING INDIVIDUAL OR INSTITUTION

NAME (Last, First, Middle)	NATIONALITY	OCCUPATION
CURRENT ADDRESS AND TELEPHONE NUMBER		PASSPORT/IDENTITY CARD COUNTRY: NO.:
COUNTRY OF HABITUAL RESIDENCE		
RELATIONSHIP TO CHILD	NAME, ADDRESS, AND TELEPHONE NO. OF LEGAL ADVISER, IF ANY	

III. INFORMATION CONCERNING THE PERSON ALLEGED TO HAVE WRONGFULLY REMOVED OR RETAINED CHILD

NAME (Last, First, Middle)		KNOWN ALIASES	
DATE OF BIRTH	PLACE OF BIRTH	NATIONALITY	
OCCUPATION, NAME AND ADDRESS OF EMPLOYER	PASSPORT/IDENTITY CARD COUNTRY: NO.:	U.S. SOCIAL SECURITY NO.	
CURRENT LOCATION OR LAST KNOWN ADDRESS IN THE U.S.			
HEIGHT	WEIGHT	COLOR OF HAIR	COLOR OF EYES

OTHER PERSONS WITH POSSIBLE ADDITIONAL INFORMATION RELATING TO THE WHEREABOUTS OF CHILD
(Name, address, telephone number)

IV. TIME, PLACE, DATE, AND CIRCUMSTANCES OF THE WRONGFUL REMOVAL OR RETENTION

V. FACTUAL OR LEGAL GROUNDS JUSTIFYING THE REQUEST

VI. CIVIL PROCEEDINGS IN PROGRESS, IF ANY

VII. CHILD IS TO BE RETURNED TO:

NAME (Last, First, Middle)

DATE OF BIRTH

PLACE OF BIRTH

ADDRESS

TELEPHONE NUMBER

PROPOSED ARRANGEMENTS FOR RETURN TRAVEL OF CHILD

VIII. OTHER REMARKS

IX. DOCUMENTS ATTACHED (PREFERABLY CERTIFIED)

DIVORCE DECREE

PHOTOGRAPH OF CHILD

OTHER _____

CUSTODY DECREE

OTHER AGREEMENT CONCERNING CUSTODY _____

SIGNATURE OF APPLICANT AND/OR STAMP OF CENTRAL AUTHORITY

DATE

PLACE

PRIVACY ACT STATEMENT

THIS INFORMATION IS REQUESTED UNDER THE AUTHORITY OF THE INTERNATIONAL CHILD ABDUCTION REMEDIES ACT, PUBLIC LAW 100-300. THE INFORMATION WILL BE USED FOR THE PURPOSE OF EVALUATING APPLICANTS' CLAIMS UNDER THE HAGUE CONVENTION ON THE CIVIL ASPECTS OF INTERNATIONAL CHILD ABDUCTION, LOCATING ABDUCTED CHILDREN, AND ADVISING APPLICANTS ABOUT AVAILABLE LEGAL REMEDIES. WITHOUT THE REQUESTED INFORMATION, U.S. AUTHORITIES MAY BE UNABLE EFFECTIVELY TO ASSIST IN LOCATING ABDUCTED CHILDREN.

Comments concerning the accuracy of the burden hour estimate on page 1 may be directed to OMB, OIRA, State Department Desk Officer, Wash., D.C. 20503



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National Headquarters

(408) 296-1113 • Fax (408) 296-1117

HELPFUL HINTS ON RUNAWAYS

There may be some confusion when the parent first calls as to the legitimacy of the runaway classification by law enforcement. Many parents do not believe that their child would run away, or neglect to call home. It is important to get as much information about the child, past behaviors/interests, and any unusual behavior exhibited in the recent past.

1. Complete the questions on the back of page one of the intake form.

*Credit/ATM card numbers can be tracked down to pinpoint the location of last use. If a parent's card is missing instruct the parent to pass on card #s (if known) to law enforcement if use is likely, or the parent can call the credit card company or bank for tracking of use.

*If the child is involved with a gang, cult or is following a rock band, VCA may be able to disseminate posters in the area where these members may congregate or travel. Gauge how involved the child has become with a particular group.

*Explain "Time, Charges and Hold." Should the child phone collect, the person receiving the call should inform the operator that they need Time, Charges, and Hold placed on the call before accepting the charges. (If an automated collect call is made to the receiving home, **DO NOT** push any buttons on the phone to accept the charges. An operator will then come on the line and you may then request "Time, Charges and Hold" placed on the call.) The operator will come back on line after the call is complete, and let the reporting party know where the call originated.

2. Additional questions that may be appropriate to ask:

- Was there a particular event/crisis that led to this particular runaway episode?
- Has the runaway ever been in counseling? When? Duration? What was the result?
- Is the child on any medication? Does s/he have it with him/her?
- Is the child drug or alcohol dependent?
- Has the child ever been suicidal? Was s/he at the time of disappearance?
- Are there places the runaway has talked about visiting, always wanted to go, has friends living?
- Has the child stolen anything from the family such as money, car, etc.?

HELPFUL HINTS REGARDING RUNAWAYS - CONTINUED

3. If there is a local radio station that the runaway listens to on a consistent basis, suggest that the reporting party contact that station to request that a message be aired to the missing child, requesting s/he call home or make contact with another relative or friend.

4. Inform parents that once their case is registered with VCA we will be making up a poster with their child's picture and descriptive information. The parents may not want to wait on this process if they are not local to our office. It may be helpful to pass on what important information should be included on the poster so they can go ahead and create a poster with their local law enforcement agency. Make sure they do not put their home phone number on the poster. They are probably not equipped to handle multiple calls and will likely elicit all types of calls by circulating posters. With permission from local the law enforcement agency handling the case obtain a 24 hr. phone number to include on the poster.

5. Suggest that the family put a message for their child on the answering machine so that if they are away, they will be able to get a message to their child. They may also wish to add a message at the beginning that a collect call will be accepted. Be aware that if you do this you will lose the opportunity to place "TIME, CHARGES and HOLD" on the call.

6. Runaway shelters should also be contacted. Parents can begin locally from the point of disappearance and move outward. Parents should contact the **National Runaway Hotline at 800-621-4000** and the **National Center for Missing and Exploited Children at 800-843-5678** who, upon request, will forward a book entitled Youth at Risk free of charge. The reporting party should also contact their State Clearinghouse for missing persons.

(NOTE - Shelters will not let parents know if the child is there. They will encourage the child to call home and let the child know that the parent(s) are concerned.)

7. Parents who are in need of a peer support group may wish to contact **Toughlove International at 800-333-1069** for referral to a group in their local area.

8. Greyhound/Trailways will provide transportation for runaways who wish to return home. The requirement for a runaway to get a free one-way ticket home is that they turn themselves in to a local police department. A police officer must escort the child to the local bus station, verify for the bus company employee that the child is a runaway, and a ticket will be provided.

HELPFUL HINTS REGARDING RUNAWAYS - CONTINUED

9. The Interstate Compact on Juveniles (ICJ) provides for the welfare and protection of juveniles who are not under proper supervision or who have been absconded or run away. Every state has adopted the ICJ. Should the runaway child be located in another state, the ICJ authorizes a court in the state from which a child has run away to issue a written return requisition. Upon receipt of the requisition for return, the court or executive authority to which the requisition is addressed is required to issue an order to any peace officer or other appropriate person directing that person to take the juvenile into custody. Legal protection is accorded to the juvenile prior to his/her return.

NOTE-The information above is rarely used nor practical.

VANISHED CHILDREN'S ALLIANCE
CASEWORK DEPARTMENT
RUNAWAYS

- * How much money do they have with them ? \$ _____
- * Do they have any credit cards, savings or checking accounts ? (Y) (N)
- * What type? _____
- * Do they have access to an ATM machine? (Y) (N)
- * Have you questioned their friends? (Y) (N)
- * Do they have a boyfriend / girlfriend? (Y) (N)
- * Have you notified the school, other parent(s), relatives? (Y) (N)
- * What type of transportation may they be using? _____
- * Do they have a driver's license? (Y) (N) DL# _____ State _____
- * If driving a car, has an APB been issued? (Y) (N)
- * Have you checked past phone bills? (Y) (N)
- * Have you checked their room to see if personal belongings have been removed? (Y) (N)
- * Have they ever committed a crime before? (Y) (N) What? _____
- * Warrants? (Y) (N) What type? _____
- * Are there drugs or alcohol involved? (Y) (N)
- * If yes, What type? _____
- * Any group, gang or cult involvement? (Y) (N) What type? _____
- * What did they take with them? _____
- * Do they listen to a favorite radio station? (Y) (N) Which one? _____
- * What were they last seen wearing? _____
- * Have they ever run before? (Y) (N) If so, where to? _____
- * If with a companion, will their parent(s) contact VCA? (Y) (N)
- * Have you been told of time, charges and hold? (Y) (N)

ADDITIONAL COMMENTS: _____



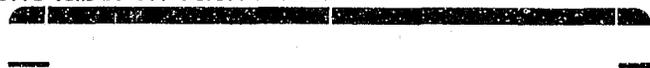
P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

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National Headquarters
(408) 296-1113 • Fax (408) 296-1117

HOW TO REGISTER A CASE

1. Get two legal size manila file folders.
 - a) one folder is for the child's photo file
 - b) second is for the child's case information
2. Type two labels with the child's last name first, first and middle name last.
 - a) place one label on each folder



3. Stamp each file folder with the "CONFIDENTIAL" stamp.

CONFIDENTIAL

PHOTO FILE

1. Each photo must be counted and the number is to be recorded on the "Open Case Registration Form." If you receive less than ten color or black and white photographs note it on Registration Form as shown in the example. (See example #1A)
2. Type labels for the back of each picture received with the following information:
 - a) Name of child
 - b) Date of birth
 - c) Date missing
 - d) Missing from (city and state)
 - e) Small description of the child such as: Hair Color and Eye Color
 - f) Missing type (Runaway, Family or Non Family Abduction)
3. Apply the labels to the back of each of the pictures.
4. Also apply the V.C.A. labels with our address. (See example #2)

Vanished Children's Alliance
2095 Park Avenue
San Jose, CA 95126

5. Take one photo and copy it on letterhead. (Place photo centered and right below logo)
Return that photo with the others.

HOW TO REGISTER A CASE - CONTINUED

6. On the Xerox copy type the same information that was placed on the back of each photo. This should be typed below the picture on the left side of the page. On the right side of the page type the following: (See example #3 regarding steps 5 and 6)
Vanished Children's Alliance
2095 Park Ave.
San Jose, Ca. 95126
(408)296-1113
FOR SIGHTINGS CALL 1(800)VANISHED
7. Make enough copies of the page completed in step six so that you have a copy for every picture. (If you have 7 pictures you would make 7 copies of the form)
8. Staple each picture individually to one of the copies you just made. Place staple at the top of the picture so as not to cause unnecessary damage.
9. Write possible locations of child on a post-it note. Attach it to the corner of the file and place it in the photo disseminator's box so that a "possible location" card can be made.
10. Photo file is complete!

CASE FILE

1. Get second manila file folder.
2. The following forms will be needed:
 - a) "Open Case Registration Form"
 - b) "Law Enforcement Contacts"
 - c) "Open Case Work sheet"(Note-See example #1A, 1B and 1C for actual forms)
3. In the case file these forms should be on top starting with form A, then B and then C.
4. Under these forms should be the following:
 - a) Completed registration form
 - b) Completed original "Intake Form"
 - c) Computer printout of "Intake Form"(Also, Transfer to REGISTERED in the computer)
(*Note - On computer printout highlight the following information)
 - * Child's Full Name
 - * Child's Date of Birth
 - * Date Missing
 - * Date of Intake
 - * Missing Type
 - d) Completed "Consent and Release Form"
 - e) Sole custody documentation of victim parent or guardian (if applicable)
(*Note - All documentation should be placed in the above listed order)
5. Place all opening documentation on the right side of the Case File secured with metal file fasteners.

HOW TO REGISTER A CASE - CONTINUED

6. On the left side of file folder, place all documentation and correspondence regarding the Child's case. (See example #4 for documentation form called "Casework Narrative Form")
7. Verify N.C.I.C. listing and law enforcement information such as warrants, etc.
8. Place both file folders on Casework Manager's box for approval signature.

ROLODEX FILE

1. On Rolodex card type the following information:
 - a) Same information as on the back of the Child's photo
 - b) Below this information type in information regarding parent or guardian:
 - *Name
 - *Address
 - *Telephone numbers (work and home)
 - c) In upper right hand corner type V.C.A. with registration date directly below (See example #5)
2. Place completed card in the Rolodex box labeled V.C.A. OPEN. This file box is located in the casework room.

CONFIDENTIALITY

1. All information obtained on a case is to remain confidential except for information that you would disseminate on a poster.
2. If you are discussing a case please be aware of who is around you, such as volunteers or anyone else for whom it might be inappropriate to have such information.
3. If another agency contacts you regarding a specific case, NO information is to be given to them without permission from the Executive Director.

EXAMPLE #1A



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OPEN CASE REGISTRATION FORM

DATE: _____ CASEWORKER: _____

LAW ENFORCEMENT CASE NUMBER: _____

*CHILD'S NAME: _____ SEX: _____ DOB: _____ DM: _____

MISSING TYPE: _____ NCIC# _____

*CHILD'S NAME: _____ SEX: _____ DOB: _____ DM: _____

MISSING TYPE: _____ NCIC# _____

Date / Initials

/

Registration form: Completed, signed and dated by custodial parent / guardian / law enforcement.

/

Complete Intake form.

/

Consent and Release form completed, signed and dated by custodial parent / guardian.

/

Sole custody documentation of victim parent /guardian.

12/12/95 / R.V.

10⁷ color and 10⁴ black and white photographs of each child.

/

3 photographs of the abductor, if known (and applicable.)

/

Verified NCIC Missing Person's File Entry.

REGISTRATION

AUTHORIZED BY: _____ DATE: _____
(Case open)

FILE NEEDS: _____
(Case not open)

DATE / INITIALS: _____

LAW ENFORCEMENT CONTACTS

AGENCY: _____

CONTACT: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: (____) _____

FEDERAL BUREAU OF INVESTIGATION (FBI)

INVESTIGATOR / BRANCH: _____

ADDRESS: _____

_____ PHONE: (____) _____

WARRANTS: STATE / UFAP

WARRANTS ISSUED: YES NO IF YES, TYPE: _____

OTHER: _____

EXTRADITE: YES NO OTHER: _____

IN NCIC: YES NO NCIC# _____

NAME WARRANT ISSUED UNDER: _____

MISCELLANEOUS INFORMATION

SIGHTINGS / LEADS: _____

WHERE TO DISSEMINATE: _____



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OPEN CASE WORKSHEET

DATE / INITIAL

____ / _____

1. Parent sent letter indicating reasons for incomplete file and request for necessary documents.

____ / _____

2. Parent sent letter indicating OPEN file and expanded registration packet.

____ / _____

3. Completed information added to rolodex file with registration date.

____ / _____

4. Completed and updated intake transferred to **REGISTERED** in computer.

____ / _____

5. Verify UFAP on abducting parent for poster.

____ / _____

6. Poster prepared and printed.

____ / _____

7. Poster sent to parent and appropriate law enforcement agencies.

____ / _____

8. Sherlock Search, if applicable.

____ / _____

9. Possible location(s) in appropriate rolodex file for dissemination.

____ / _____

10. Expanded registration packet received from parent(s).

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SAMPLE



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DIANE LYNN SMITH
 BORN: 1/1/93
 DATE MISSING: 1/2/95
 MISSING TYPE: FAMILY ABDUCTION
 BY MOTHER
 MISSING FROM: SAN JOSE, CA
 BLUE EYES, BLOND HAIR

VANISHED CHILDREN'S ALLIANCE
 2095 PARK AVE.
 SAN JOSE, CA 95126
 (408) 296-1113
 FOR SIGHTINGS 1-800-VANISHED

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SAMPLE

SAMPLE



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HELPFUL HINTS
TO
REGISTER A CASE

It is very time-consuming to individually type labels for the back of each missing child's photo. The typewriter in the casework room will help cut down on the time by duplicating the label information.

Here is How:

1. Turn on typewriter. Switch is in back on the left hand side.
2. On typewriter move knob on left side to "MEMORY."
3. "File ?" will appear. Hit the number 1.
4. "Draft copy" will appear. Hit "Y" for yes.
5. Type in all information you need repeated onto a label.
6. Lock in the information by hitting "CODE and C"

You have now locked in all the information for duplication. To have information repeated onto the labels do the following:

1. Place unused label in typewriter.
2. Hit the number "1" and "RETURN."
3. Wait until duplication is complete.
4. Place new label and repeat the above steps.



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EXPRESS REGISTRATION PACKET

The "Express Registration Packet" is sent to all parents / guardians that wish to utilize VCA's services to locate and recover a missing child. This packet includes basic information regarding our policies and protocol that must be followed in order for VCA to assist a family with their search. Included in this section will be all the forms contained in our Express Registration Packet.

EXTENDED REGISTRATION PACKET

The "Extended Registration Packet" is sent to all families that have a registered case with VCA. This packet asks detailed questions regarding the following:

RUNAWAY

- * The Missing Child
- * Child's Companion

FAMILY ABDUCTION

- * The Missing Child
- * The Abductor
- * The Abductor's Companion

NON-FAMILY ABDUCTION

- * The Missing Child
- * The Abductor (If applicable)

This additional information will assist VCA Caseworkers in their efforts to locate and recover the missing child(ren).

The Express Registration Packets are printed on yellow paper and the Extended Registration Packets are printed on blue paper so that it will be less likely for these forms to be misplaced or lost by the parent(s) / guardian(s).

VANISHED CHILDREN'S ALLIANCE

EXPRESS
REGISTRATION
PACKET



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

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National Headquarters

(408) 296-1113 • Fax (408) 296-1117 Date:

Dear Parent(s)/Guardian(s):

Thank you for your interest in our organization. We hope we can be of assistance to you in your efforts to locate your missing child(ren). We certainly understand that it is a most difficult time.

In order for the Vanished Children's Alliance (VCA) to help you in your search for your missing child(ren), we require that the following information be returned to us as soon as possible. You may retain the top portion for your records.

Please complete and check items 1 - 4. Item 5 is optional:

1. A completed, signed, dated express registration form.
2. A completed, signed, and dated consent & release agreement.
3. A copy of the most current and valid court-approved custody order granting you legal custody/guardianship, if applicable.
4. Ten (10) color and ten (10) black and white **actual photographs** of each missing child (clear and most current photographs would be appreciated) and three (3) photos of the abductor, if applicable. No photocopies please.
5. Copies of any police reports made or warrants issued, if available.

Once the above items have been received by VCA, we can process your case. We may be sending you some additional forms requesting more specific information to assist in our search efforts.

.....

Please detach along the dotted line and retain the checklist below for your records:

- Request verification that your missing child has been entered into NCIC, the National Crime Information Center computer (obtained through appropriate law enforcement agency.)
- You agree to notify us immediately of any new developments in the case or if your child(ren) is/are located/recovered.
- You agree to notify us immediately of any changes in your home and/or work addresses and telephone numbers.

If you have any questions, please do not hesitate to call us at **(408) 296-1113**. As soon as we receive the needed "paperwork", we can proceed in our efforts to assist you in the location and recovery of your child(ren). Remember, time is of the essence - Please know that we are here to help you.

Sincerely,



Caseworker
Vanished Children's Alliance
2095 Park Ave. San Jose, CA 95126



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Los Gatos, CA 95031-0909

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San Jose CA, 95126

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CASE CONSENT AND RELEASE AGREEMENT

(Parent or Guardian)

I/We, _____ whose relationship to the missing child(ren) is (are):
Parent(s) Guardian(s) : (check one), authorize the Vanished Children's Alliance (VCA) and its
authorized agents, to assist in the search for my/our missing child(ren) who is/are under the age of
majority. The name(s) of the missing child(ren) is (are): _____

Consent is hereby granted to VCA to begin such search and to continue to its natural conclusion. Consent
is also granted to VCA to use photographs of my child(ren), along with details concerning the
disappearance and search for my child(ren). The Vanished Children's Alliance may use such photos and
information on local and national television, newspapers, flyers, posters, magazines, fund development
or any other distribution source.

Further, I/We consent to the search and confirmation by the above agency of any and all information I/We
have given, or will give, to assist in the search of my/our child(ren). I/We understand and agree that VCA
is under no obligation to continue assisting in this search and may discontinue its efforts at any time if I/We
have not given complete or accurate information or have failed to divulge all information within my/our
knowledge, or have failed to use my/our best efforts or provided my/our complete cooperation in this
search.

By signing this Agreement, I/We agree to release, indemnify and hold harmless VCA, its directors, officers,
employees, volunteers and authorized agents from any and all liability claims, and causes of action which
may result or arise from the release of details concerning the disappearance of my child(ren). I/We
understand that my/our child(ren)'s case file(s) at VCA which includes information supplied by
myself/ourselves, law enforcement, VCA, and other sources is/are the property of VCA.

I/We understand that the registration of my/our child(ren) in no way guarantees the location of my/our
child(ren). I agree to contact the above agency in writing, within 10 days of the location of my/our child(ren)
and I/We will not hold Vanished Children's Alliance or its agents liable for the dissemination of the
photographs, or responsible for showing the photographs after I/We notify Vanished Children's Alliance
of the location/recovery in writing.

Signed: _____ Date: _____
parent / guardian

Signed: _____ Date: _____
parent / guardian



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CASE CONSENT AND RELEASE AGREEMENT
(Law Enforcement)

I/We, _____ whose relationship to the missing child(ren) is (are): the Law Enforcement Agency in charge of the missing person's case, authorize the Vanished Children's Alliance (VCA) and its authorized agents, to assist in the search for the missing child(ren) who is/are under the age of majority. The name(s) of the missing child(ren) is (are): _____

Consent is hereby granted to VCA to begin such search and to continue to its natural conclusion. Consent is also granted to VCA to use photographs of the child(ren), along with details concerning the disappearance and search for the child(ren). The Vanished Children's Alliance may use such photos and information on local and national television, newspapers, flyers, posters, magazines, fund development or any other distribution source.

Further, I/We consent to the search and confirmation by the above agency of any and all information I/We have given, or will give, to assist in the search of the child(ren). I/We understand and agree that VCA is under no obligation to continue assisting in this search and may discontinue its efforts at any time if I/We have not give accurate information.

By signing this Agreement, I/We agree to release, indemnify and hold harmless VCA, its directors, officers, employees, volunteers and authorized agents from any and all liability claims, and causes of action which may result or arise from the release of details concerning the disappearance of my child(ren). I/We understand that the child(ren)'s case file(s) at VCA which includes information supplied by the family, law enforcement, VCA, and other sources is/are the property of VCA.

I/We understand that the registration of my/our child(ren) in no way guarantees the location of my/our child(ren). I agree to contact the above agency in writing, within 10 days of the location of my/our child(ren) and I/We will not hold Vanished Children's Alliance or its agents liable for the dissemination of the photographs, or responsible for showing the photographs after I/We notify Vanished Children's Alliance of the location/recovery in writing.

Signed By: _____ Title: _____ Date: _____

Law Enforcement Agency: _____

Signed By: _____ Title: _____ Date: _____

Law Enforcement Agency: _____



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*** MISSING CHILD EXPRESS REGISTRATION FORM ***

Name: _____ Check one: Parent Guardian Law Enforcement
Other Explain: _____ Date child was missing: _____ Referral Source: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone(_____) _____ Work Phone(_____) _____
Leave message with: _____ Phone(_____) _____
Place of Employment: _____

CHILD INFORMATION

**** (Use attached form for additional child) ****

Child's full name: _____ Nickname: _____

Missing category (check one)

- Family (parental) abduction
 Runaway
 Non-family abduction
 Other _____

Date of Birth: _____ S.S.# _____ - _____ - _____

Sex: M F Ht: _____ Wt: _____ Race: _____

Eye color: _____ Hair color: _____

Hair style: _____

Circle all that apply: Braces / Glasses / Contacts / Left-Right handed / Scars / Tattoos / Marks

Additional description: _____

Child missing from- City: _____ State: _____ Country: _____

Describe how child disappeared and circumstances prior to disappearance: _____

Possible destinations: _____

Describe clothes wearing and personal belongings with child: _____

CHILD INFORMATION - CONTINUED

Medical, mental conditions, disabilities or special medications: _____

Other children missing? Yes No Name(s): _____

Was a "Missing Persons Report" filed with police? Yes No Date: _____ / _____ / _____

Police Agency: _____ Address: _____

Investigator's Name: _____ Phone #(_____) _____ Fax #(_____) _____

Is the FBI involved? Yes No Name of FBI Agent: _____

Address: _____ Phone #(_____) _____

Is child listed in NCIC? Yes No Unknown NCIC # _____

Citizenship? _____ Does child have a passport? Yes No

Who has actual possession of child's passport? _____

Date expires: _____ Passport# _____

Has child ever been missing before? Yes No Explain: _____

ABDUCTOR/COMPANION INFORMATION

Full Name: _____ Nickname(s): _____ Sex: M F

Relationship to child: _____ Date of birth: _____

Relationship to reporting party: _____ Citizenship: _____

Passport held: _____ Date expires: _____ Passport# _____

Race: _____ Ht: _____ Wt: _____ Eye color: _____ Hair color: _____

Medical conditions / medications: _____

Driver's license/ID card# _____ Expires: _____ State: _____

Circle: Scars / Marks / Tattoos / Facial Hair / Braces / Glasses / Contacts / Additional Description:

Registered vehicles (make / model / year / color): _____

Have the police issued an "All Points Bulletin"? _____

License plate # _____ State: _____ S.S.# _____

ABDUCTOR/COMPANION INFORMATION - CONTINUED

Type of work: _____ Bank accounts / where: _____

Where warrants for his/her arrest? Yes No Unknown For what? _____

Has a UFAP warrant been issued? Yes No Unknown

Is the warrant a felony? Yes No Unknown Misdemeanor? Yes No Unknown

NCIC# _____

Abductor last seen (date / location): _____

Last known address / phone: _____

PERSON ACCOMPANYING ABDUCTOR INFORMATION

Name: _____ Nickname(s): _____

Relationship to abductor: _____ Date of birth: _____

S.S.# _____ - _____ - _____ Sex: _____ Ht: _____ Wt: _____ Eyes: _____ Hair: _____ Race: _____

Citizenship: _____ Last known address: _____

Drivers license# _____ State: _____ Expires: _____

License plate# _____ State: _____ Vehicle make / model: _____

Banking institution: _____ Warrants? Yes No Unknown

For what? _____ Where? _____ NCIC# _____

List other individuals or agencies searching for your child: _____

Other pertinent information: _____

The undersigned hereby agrees to indemnify and hold harmless this organization, and its officers, agents, employees, and other missing children organizations with which this organization networks, for and against all claims, demands, actions, suits, damages, costs, and expenses, including legal costs and attorney fees arising out of or resulting from the use and dissemination of the information supplied, and the searches requested by the undersigned, whether brought by the missing person or others. The Vanished Children's Alliance reserves the right to refuse assistance to any person(s) requesting its services.

Signature: _____ Printed Name: _____ Date: _____



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA. 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters

(408) 296-1113 • Fax (408) 296-1117

CHILD INFORMATION

(USE ATTACHED FORM FOR ADDITIONAL CHILD)

Child's full name: _____ Nickname: _____

Missing category (check one): Family Runaway Non-family abduction Other

Date missing: _____ Birthdate: _____ S.S.# _____

Sex: F M Height: _____ Weight: _____ Race: _____

Eye color: _____ Hair color: _____ Hair style: _____

Check all that apply:

Scars Glasses Contacts Right handed Left handed Scars Tattoos Marks

Additional description: _____

Child missing from - City: _____ State: _____ Country: _____

Describe how child disappeared and circumstances prior to: _____

Possible destination: _____

Describe clothes wearing and personal belongings with child: _____

Medical and mental condition: _____

Disabilities: _____ Special Medications: _____

Additional Information: _____



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Every 40 seconds, a child becomes missing or abducted in the United States. And each year, the lives of over 1,000,000 children, their families and communities are irrevocably changed by this tragedy of loss and abuse. Of the multiplicity of factors which contribute to the abduction of children: family break-up and divorce; domestic violence; children who are the victims of criminal abductions and foul play; what is clear is that children taken from their home are in grave danger.

The Vanished Children's Alliance (VCA), headquartered in San Jose, California, is a national non-profit organization dedicated to the prevention and recovery of missing and abducted children. Since its inception in 1980, VCA has assisted the families of over 20,000 missing and abducted children; of these, the majority have been found. VCA has provided hundreds of training and prevention education classes and workshops to professionals and the public both nationally and locally. VCA is recognized by the United States Department of Justice, the National Center for Missing and Exploited Children, the agencies and victim parents across the country as experts in the field of missing and exploited children. VCA is the oldest and most experienced organization of its kind in California, the second largest and one of the three oldest in the United States.

Our children are our most valuable resource. It is our responsibility as adults to protect and ensure their safety. The issue of missing children is one of grave concern. Families and communities are being impacted by crimes against children will become victims of social, racial or economic boundaries. Many missing children will become victims of sexual exploitation or abuse, physical and emotional abuse, neglect, and often murder. All measures must be taken to locate and recover them quickly and safely. It is this philosophy which inspired the creation of VCA and guided its activities today.

A 1988 study conducted by the U.S. Department of Justice provides the first scientifically-derived estimate of the incidence of missing children. According to this study there were as many as:

- * 114,600 children who had encounters where it appeared that they could have been abducted. The majority of these cases were unsuccessful attempts by someone who tried to lure children into automobiles.
- * 4,600 non-family abductions. Authors of the study cautioned that this figure could be an underestimate due to the lack of uniform local police reporting procedures. Sexual assault appeared to be the predominant motive for non-family abductions with 75 percent of the incidents involving a weapon.
- * 354,100 family or custody dispute abductions. Most victims were between the ages of 2 to 11. 81% of the victims were taken by a parent; the remaining 19% by other family members.

- * 450,700 children who ran away from home. Most children stay within a 100 miles radius of their home, and are generally between the ages of 13 - 17.
- * 127,000 children who were "throwaway". At least 22 percent of the children described as runaways in the past estimates were actually living out of their households involuntarily because they had been thrown out or not allowed to come back.
- * 438,200 children who were lost, injured, or otherwise missing. Most of these children, for example, may have been lost in the woods, at the airport, or injured in a bicycle accident. In 14 percent of the cases, however, the child was abused or assaulted.

Vanished Children's Alliance Services

Agency services include:

- providing educational training and materials;
- acting as liaison between searching parents/guardians of missing children and law enforcement agencies both locally and nationally;
- providing technical assistance for searching parents/guardians;
- registering missing children and active case management;
- distributing missing children photos, descriptive information, posters, flyers and brochures;
- utilizing our computerized database on all known missing children;
- networking with other credible seeking non-profit organizations, law enforcement and social service agencies;
- maintaining an updated national referral list of professionals who can provide assistance to families of missing children;
- counseling and on-going emotional support to victim families and victim children;
- acting as expert witnesses for court cases, if needed;
- fingerprinting of children;
- multi-lingual translation services;
- speaker's bureau; and
- in house legal assistance

All services to victim families and their children are provided free of charge.

While the statistics speak clearly to the significance of this issue the need to constructively respond to it, the words of one of VCA's searching parents, whose five children had been stolen, puts the discussion of numbers into perspective. She said, in her testimony to Congress: "**Please remember we are not simply statistics; we are living, breathing human beings enduring an unbelievable hell on earth.**"



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CHILDREN AT RISK: RUNAWAYS

Each year, approximately one half million children run away from home. At the Vanished Children's Alliance, runaways account for over one third of all missing children cases. While there are many reasons for running, one fact never changes: these children are highly susceptible to sexual and criminal exploitation and drug abuse. Children on the street soon realize their need for food, shelter, clothing and love. There are unscrupulous people who will attempt to profit from their vulnerability. It has been estimated that 75% of runaways who remain at large for 2 or more weeks will become involved in theft, drugs, prostitution or pornography. The National Incidence Studies of Missing, Abducted, Runaway, and Thrownaway Children (NISMART) provides us with the following profile of runaways:

- 67% were 16-17 years old
 - 58% were girls
 - 28% ran from 2 parent households
 - 60% ran to friend's house
 - 49% returned within 2 days
 - 90% stay within 100 miles of home
 - 82% of runaways are accompanied by others during the episode
 - 36% of these children have runaway previously in the last year
- Runaway episodes occur more often in the summer**

How to Recognize if Your Child is a Potential Runaway

- * Is (s)he having problems in school? Are his/her grades dropping?
- * Watch for sudden and abnormal mood changes, behavior or habits.
- * Watch for a sudden change in friends or companions and a withdrawal from old friends and family.
- * Has there been an increase in rule breaking and signs of rebellion?
- * Does your child tend to have violent displays of temper?
- * Has there been a death, remarriage, divorce or other family crisis?
- * Accumulation of money and possessions?
- * Does (s)he talk about running away or of friends running away?
- * Does your child have a history of depression, anxiety or fear?
- * Is (s)he showing a tendency to consume alcohol or take drugs?

What to Do if Your Child is a Runaway

1. Request assistance from police or sheriff. Give a detailed description of your child as to height, weight hair and eye color, identifying marks or characteristics and clothing child was last seen wearing. Stay in touch with authorities.
2. Ask jurisdictional authorities to register data with the National Crime Information Center (NCIC). It is a mandatory procedure in all states.
3. Contact the VANISHED CHILDREN'S ALLIANCE (408) 296 -1113 and other credible national not-for-profit organizations to report your child missing. Collect recent photos of your child for the flyers and posters to be sent to the above-mentioned organizations as well as locations where the runaway might be. Assemble and have printed posters and flyers with photo, description, contact telephone number and/or address. Distribute posters and flyers to all appropriate locations. Police may assist you in this. VCA can also assist a searching parent with creation and distribution of posters.

6. If your child has run away before, contact the person with whom he/she was found or search the location where your child was previously found.
7. Contact the child's friends and relatives for possible information concerning their whereabouts.
8. If the parents of the child are not living together, contact the other parent concerning the whereabouts of the child.
9. Contact the child's school if school is in session
10. Check to see if the child took any possessions with him/her such as a doll, toy, pet, money or clothes. Check to see if the child has access to money in bank(s) and if any withdrawals have been made.
11. If the child has a particular boy/girl friend, contact him/her for information. If the friend is also missing, obtain all pertinent information from his/her family and friends and make sure this information is disseminated along with all information about your own child. Encourage his/her family to report their child missing to law enforcement and the VANISHED CHILDREN'S ALLIANCE.
12. If the child is old enough to drive and a vehicle was taken, obtain a detailed description of the vehicle (color, make and model, license plate and VIN number and state) to be disseminated with other information about the child.
13. If fingerprints of the child are available, give them to law enforcement for use in their investigation.
14. Obtain any available dental charts and give them to law enforcement for use in their investigation.
15. Check area hospitals for unidentified children.
16. Contact the NATIONAL RUNAWAY SWITCHBOARD at 1-800-621-4000 for any message which may have been left by the child.
17. If the child or anyone regarding your child calls collect, be sure to ask the operator for TIME, CHARGES AND HOLD.
18. Check past phone bills for any unusual long distance calls.

HOW CAN THE VANISHED CHILDREN'S ALLIANCE HELP?

The Vanished Children's Alliance (VCA) has been assisting families of missing and abducted children for 15 years. We provide help in locating children through active case management, counseling and technical assistance. VCA disseminates photos, takes and reports child sightings to the appropriate law enforcement agency, maintains in house assistance and a national speaker's bureau. The Vanished Children's Alliance actively collaborates with local and central law enforcement agencies, state clearinghouses, and other credible non-profit organizations throughout the United States and overseas.

WHAT TO DO WHEN YOUR CHILD RETURNS HOME

When your child returns home or is recovered, emotions are likely to be running high for parents and child alike. It is very important that you remain calm and collected and keep all lines of communication open. The typical adolescent runaway may feel that his or her views and opinions are not being taken seriously by the family. The runaway may not feel loved or may feel that the rules and curfews are too strict. It is especially important at this time to make sure your child understands that you care about him/her.

Take time to listen to your child's point of view. Try to determine what exactly has been occurring within the household or outside the family that is bothering the child. If you are having trouble resolving these family problems, seek outside assistance by a trained counselor or professional. Contact your local Department of Social Services or call the Vanished Children's Alliance for referrals to appropriate agencies in your area. Remember, it is not uncommon for children to run away a second, third or fourth time. It is essential to treat this episode as a warning sign and work towards getting to the root of the problem.

If there are ongoing family problems (such as divorce, alcoholism, abuse) that have not yet been resolved you might want to consider having your child stay with a responsible adult relative or friend or at a temporary residence such as a runaway shelter until things settle down.

Be sure to promptly notify the police, VCA, and any other organizations you may have contacted upon the return or recovery of your child. If your child was gone for an extended period of time, a complete medical checkup should be arranged. We encourage you to treat this experience as an opportunity to build a better and stronger relationship with your child.

VANISHED CHILDREN'S ALLIANCE

EXTENDED
REGISTRATION
PACKET



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MISSING CHILD REGISTRATION FORM: ADDITIONAL INFORMATION

Date: _____ Caseworker: _____
Name of missing child(ren): _____
Your name: _____ Relationship to child: _____
Address: _____ City/State: _____ Zip: _____
Home phone: (____) _____ Work phone: (____) _____

Child Information

Place of birth - City: _____ State: _____ Country: _____

Current case investigative progress and assistance from police, FBI, etc. _____

Size / build for age: Sm Med Lg Thin Avg Heavy Obese

Hair description: Wavy Curly Straight Treated One-length Layered

Hair color: _____ Smokes? Yes No Brand: _____

Pierced ears: Yes No Number of holes in each ear: _____

School last attended (Name, address, phone #): _____

Grade level at time of disappearance: _____ Teacher's name: _____

Child's hobbies / interests: _____

Child's favorite toy: _____ Name child gave toy: _____

Does child have this toy with him / her? Yes No

If child was ever missing before, explain (include dates, how missing, where located, and who was involved) _____

Names and ages of children not missing who live with you: _____

Medical History

Doctor's Name: _____ Phone # (_____) _____

Address: _____

Blood type: _____ Smokes? Yes No Brand: _____ Quantity: _____

Are dental, x-ray, or fingerprint records available? Yes No

If yes, which? _____ Where? _____

Prescriptions on file at (name, address, phone # of store / pharmacy): _____

Medical and vaccination records on file at: _____

Therapist / counselor (name, address, phone #): _____

Speech impediment? Yes No Hearing loss? Yes No

List any medical conditions / disabilities / pregnancies: _____

CHILD REGISTRATION (RUNAWAY INFORMATION)

What happened that led to your child's running away? _____

List five of your child's closest friends, teachers, or relatives in order of emotional closeness:

Name	Address	Phone #	Relationship

Has your child run away before? Yes No If yes, give a detailed account, including the places
or child went and people (s)he was with or had contact with:

Did (s)he run away with anyone else? Yes No

If yes, with whom? _____

Will you have their families contact us (if their children are missing juveniles)? Yes No

EDUCATION

Last school attended: _____

Address: _____

Phone #: (_____) _____ Dates attended: _____

Graduated: Yes No Degree: _____

CHILD INFORMATION (CONTINUED FOR RUNAWAY)

FINANCIAL INFORMATION

Bank / Savings & Loan	Branch / City / State	Savings / Checking & Amt.	Account #

Does (s)he have access to other money? Yes No How much? _____

From whom? _____ How? _____

Does he / she have a ATM card? Yes No ATM card # and code: _____

Was (s)he employed? Yes No List previous employees and dates of employment:

Business	Address	Phone #	Date Started	Date Ended

Please list your child's skills: _____

DRIVING / VEHICLE INFORMATION

Does (s)he have a driver's license? Yes No A driving permit? Yes No

Does (s)he have a State I.D. card? Yes No State: _____

Driver's license / permit / I.D. card # _____ Expires: _____

List any driving infractions (including dates and locations): _____

Vehicles presently involved? Yes No Unknown

If yes, registered / legal owner, address and phone # _____

CHILD INFORMATION (CONTINUED FOR RUNAWAY)

License plate # _____ State: _____ Mo/Yr. it expires: _____

Year: _____ Make: _____ Model: _____ Color: _____

Style: _____ Vehicle I.D. # _____

Unique characteristics of vehicle: _____

HISTORY WITH LAW ENFORCEMENT

Has (s)he ever been involved with law enforcement or convicted of a crime? Yes No

If yes, explain (where, when and case adjudication): _____

List information on current and past probation officer's:

Name	Agency	County/State	Phone #	Effective Dates

Are there presently warrants out for his/her arrest? Yes No

If yes, please explain: _____

ADDITIONAL BACKGROUND INFORMATION

Where did (s)he "hang out"? _____

Give names and addresses of people (s)he knows there: _____

Places (s) has lived in the past (include dates): _____

CHILD INFORMATION (CONTINUED FOR RUNAWAY)

Explain any notes, letters (attach a copy), phone calls from him/her or his/her friends regarding
her disappearance: _____

Have you reviewed and accounted for all long distance / toll calls on your phone bills from several
months prior to the time (s)he ran away? Yes No

Do these bills give you ideas that should be pursued? Yes No If yes, explain: _____

Explain any drug or alcohol usage: _____

Any prior or present involvement with prostitution or pornography? Yes No

es, explain: _____

Involved in a cult? Yes No If yes, explain: _____

Involved in a gang? Yes No If yes, explain: _____

List any rock groups followed: _____

ADDITIONAL COMMENTS: _____

RUNAWAY COMPANION INFORMATION

Name: _____

Nickname / maiden name / aliases: _____

Relationship to runaway: _____ Date of birth: _____

Social security # _____ Sex: Male Female

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Race / nationality: _____ Citizenship: _____

Last known address: _____

Last known phone # (_____) _____

Did (s)he live at home: Yes No Parent(s) name(s): _____

Other places (s)he has lived in the past (include dates): _____

State ID card # _____ State: _____ Expires: _____

Driver's permit # _____ State: _____ Expires: _____

Driver's license # _____ State: _____ Expires: _____

Vehicle make / model / year: _____

License plate # / state: _____

Name / address / phone # of best friend (not runaway): _____

Hobbies and "hang outs": _____

RUNAWAY COMPANION INFORMATION (CONTINUED)

EDUCATION

● school attended: _____

Address: _____

Phone # (_____) _____ Dates attended: _____

Graduated: Yes No
Degree: _____

EMPLOYMENT

Last known employer and address: _____

Job title: _____ Immediate supervisor: _____

Past jobs: _____ Skills: _____

FINANCIAL INFORMATION

Bank / Savings & Loan	Branch / City / State	Savings / Checking	Account #

ADDITIONAL INFORMATION

Name and address of ex-spouses: _____

Name / date of birth / sex of children: _____

Outstanding warrants? Yes No If yes, on what charge? _____

Where? _____ NCIC# _____

● Other pertinent information: _____

ABDUCTOR INFORMATION

Personal Data

Full Name: _____ Social Security # _____
 Driver's Lic./State I.D. card # _____ State: _____ Expires: _____ Sex: M F
 Age: _____ Date of Birth: _____ Relationship to Child: _____
 Nicknames/Aliases: _____ Relationship to Reporting Party: _____
 Place of Birth/City: _____ State _____ Ctry: _____
 Citizenship: _____ Passports Held: _____
 Date Issued: _____ Date Expires: _____ Passport # _____
 Languages Fluent in: _____
 Regional Accent/Dialect: _____ Speech Impediment: Yes No
 Race/Nationality: White Black Hispanic Asian / Pacific Islander American Indian Indian
 Other (Specify): _____
 Religion: _____ Activity Level: _____ Past Church: _____
 Height: _____ Weight: _____ Lbs. Size/Build: Sm. Med. Lg. Thin Heavy Obese
 Eye Color: _____ Glasses: Yes No Contacts: Yes No Color of Contacts: _____
 Hair Color: _____ Hair Length: _____ Style: _____
 Hair Description: Wavy Curly Straight One Length Layered
 Treated (bleached, dyed, permed): _____ Other(Specify): _____
 Skin Tone: _____ Pierced Ears: Yes No # of Holes in Each Ear: _____
 Smokes: Yes No Brand: _____ How Much: _____
 Scars/Marks/Tattoos/Other (Specify): _____
 Right-Handed Left-Handed Blood Type: _____ Circumcised: Yes No

Medical Information

	Name	Address	Phone #
Doctor			
Therapist			

Are Medical, X-Rays, Dental, or Fingerprint Records Available ? Yes No

Medical, Which Records? _____ Where? _____

Medical, Mental Conditions or Disabilities: _____

Special Medications or Drugs: _____

Prescriptions on File at (name, address, phone # of store/pharmacy): _____

Vehicle Information -Registered vehicles

YR	MAKE	MODEL	COLOR	LICENSE #	STATE

Legal Owners (Name and Address): _____

Vehicles known to be in his / her possession: _____

Describe past driving record, listing any known infractions (include dates and locations): _____

Employment History

Last Employer (Company name): _____ Supervisor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Relationship with Employer: Excellent Good Fair Poor

Type of Work: _____

Does this company have branches in different parts of the country? Yes No

If Yes, Where?

Job Title: _____ Employed From: _____ To: _____

Describe Other Past Employments: _____

Education

High schools College / Trade	Location	Attendance dates	Diplomas / degrees	Credentials and/or licenses

Has (s)he ever attended any high school reunions? Yes No Which? _____ Where? _____

Please list acquired skills: _____

College Major: _____ Minor: _____

Military

Served in the armed forces? Yes No Branch: _____

Rank: _____ from _____ to _____ Discharge: Honorable Dishonorable

Is (s)he a wounded veteran? Yes No If Yes, Describe: _____

Financial

Credit Cards	Account #	Exp. Date

Bank / Savings & Loan	Address	Savings/ Checking	Account #

List all financial debts: _____

Are creditors looking for him/her? Yes No If yes, explain: _____

Has (s)he ever filed for bankruptcy? Yes No If Yes, When and Where? _____

Pensions, Relief, Other Income or Assets? _____

Received public assistance? Yes No Type of Assistance: _____

When and Where: _____

List friends and relatives in order of emotional closeness

1. Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Date of Birth: _____ Social Security # _____

Employer / Employer's Address: _____

Job Title: _____

Real Property Owned (full address, county, and dwelling type): _____

Registered Vehicles (make, model, year, license #, state): _____

2. Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Date of Birth _____ Social Security # _____

Employer / Employer's Address: _____

Job Title: _____

Real Property Owned (full address, county, and dwelling type): _____

Registered vehicles (make, model, year, license #, state): _____

3. Name: _____ Relationship: _____
Address: _____ City: _____ State: _____ Zip: _____
Home phone: (____) _____ Work phone: (____) _____
Date of Birth: _____ Social Security # _____
Employer / Employer's Address: _____
Job Title: _____
Real Property Owned (full address, county, and dwelling type): _____

Registered Vehicles (make, model, year, license #, state): _____

Additional Information

Does the abductor have pets? Yes No Type: _____ Have pets been licensed in the past? Yes No
Describe clothes worn and other personal belongings in his/her possession: _____

List magazine and newspaper subscriptions: _____

Describe his/her personality and/or your past relationship with him/her: _____

Describe what (s)he likes to do with free time (Hobbies? Dreams? Lifestyle?): _____

Places (s)he always wanted to visit or live: _____

Where do you think (s)he has taken the child(ren)? _____
Has (s)he ever abducted a child before? Yes No If yes, explain: _____

Has (s)he ever physically or sexually abused or neglected a child, or children, before? Yes No
If yes, explain: _____

List ex-spouses:

Name	Address	Phone #

List other children:

Name	Address	Sex	Date of Birth

Does (s)he pay child support? Yes No For whom / where? _____

Describe past criminal convictions (include dates and locations): _____

Time spent in jail? Yes No Dates/length of time/institutions/locations: _____

Describe any pending or past law suits or judgements (include dates, county, state): _____

Are there warrants for his / her arrest? Yes No For what? _____

NCIC # _____ Last seen (date / location): _____

Last known address & phone number: _____

Lived with (name & relationship): _____

Places lived in his/her life (include dates): _____

Has (s)he ever registered to vote? Yes No Where/When? _____

Party affiliation? _____

ABDUCTOR'S COMPANION INFORMATION

Full name: _____

Nickname / maiden name / aliases: _____

Relationship to abductor: _____ Date of birth: _____

Social Security # _____ Sex: Male Female

Height: _____ Weight: _____ Eye color: _____ Hair color: _____

Race / nationality: _____ Citizenship: _____

Last known address: _____

City: _____ State: _____ Zip: _____

Other places (s)he has lived in the past (include dates): _____

Driver's license # _____ State: _____ Expires: _____

Vehicle Make: _____ Model: _____ Yr: _____ Lic. # _____ State: _____

Last known employer and address: _____

Job title: _____ Immediate supervisor: _____

Past jobs: _____

Skills: _____

Real property owned (address and type of dwelling): _____

FINANCIAL INFORMATION

Bank / Savings & Loan	Branch / City & State	Savings / Checking	Account #

ADDITIONAL INFORMATION

Name/address of ex-spouses: _____

CHILDREN

Name	Date of Birth	Sex

Outstanding warrants? Yes No For what? _____

Where? _____ NCIC # _____

Other pertinent information: _____

NON-FAMILY /CRIMINAL ABDUCTION

How long after the child's abduction did law enforcement begin to investigate? _____

Law enforcement agencies and officers involved: _____

Describe law enforcement investigation(from beginning to present): _____

Law enforcement's response has been: Excellent Good Fair Poor Other

Explain: _____

Circumstances surrounding child's abduction: _____

Describe the crime scene: _____

Was the crime scene investigated? Yes No Describe: _____

Was a door-to-door search conducted? Yes No Describe: _____

Was a search party used? Yes No Describe: _____

Are all members of the party known to law enforcement? Yes No

List all search party participants: _____

Did search party participants search in pairs? Yes No

Were search dogs used? Yes No Describe: _____

What relevant information was found at the crime scene? _____

Has there been any analysis of the evidence? Yes No Results: _____

Any witnesses at the crime scene? Yes No Who? _____

Describe what was seen: _____

Anyone wanted for questioning? Yes No Explain: _____

Are there any suspects? Yes No

1) Name of suspect: _____ Sex: Male Female

Date of birth: _____ Description: _____

2) Name of suspect: _____ Sex: Male Female

Date of birth: _____ Description: _____

Was a vehicle involved? Yes No Make: _____

Model: _____ Year: _____ Color: _____

Other distinguishing features: _____

License plate number and state: _____

Have composites of the abductor(s) been developed? Yes No If yes, where can they be obtained? _____

How have composites been disseminated? _____

Other important information ascertained about the case: _____

Do you have any "hunches, suspicions or "gut-level feelings" about what may have happened to your child? _____

What media attention has the case had? _____

List and describe any known enemies of your child or family: _____

List and describe anyone who took a special interest in or liking to your child: _____

Where is that person (those people) now? _____

Describe any school / family / or personal problems your child was having: _____

Describe any unusual behaviors or pattern changes in your child: _____

Describe other abductions in which no suspect was apprehended in your area over the last two years: _____

Other relevant information: _____

****Add additional sheets if necessary****

**** Attach copies of all relevant police reports / articles / composites / etc.****



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National Headquarters
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LOCATION / TECHNICAL ASSISTANCE AND CONFIDENTIALITY

1. It is extremely important that all information acquired through the missing child location assistance process remain confidential. The only exceptions are as follows:

- * Verified Law Enforcement
- * Direct Authorization from the Executive Director

NOTE - Often, several agencies may be working the same case. The caseworker may be contacted by one of these other agencies. A request may be made for any information we have gathered on the case. Do not share any case information without authorization from the Executive Director.

When a sighting occurs a full report is made and provided to law enforcement. If the caller requests anonymity his / her name should remain confidential. VCA will honor that request. Legally however, under subpoena VCA might be required to turn over the caller's name and phone number.

2. At no time are VCA files, records and/or information to leave the VCA office. If an exception is needed, that request should be presented to the Executive Director for her approval.

3. VCA has compiled six investigative check lists divided into three categories:

- * Caseworkers
- * Parents
- * Law Enforcement

The above categories are then divided into two subcategories as follows:

- * Child
- * Abductor / Companion

NOTE - These checklists are an excellent foundation for missing child location assistance. Recommendations to law enforcement should be presented carefully and in a spirit of cooperation. The last thing they want is to feel that they are being told how to do their job. This could impact your working relationship with law enforcement. BE SUBTLE. (Examples of these six investigative forms are on the following pages.)

LOCATION / TECHNICAL ASSISTANCE AND
CONFIDENTIALITY - CONTINUED

4. While working on a particular case it is appropriate to have the child(ren)(s) file on your desk. At the end of a work day all case files are to be returned to the appropriate file cabinet under lock and key. Again, this information is CONFIDENTIAL and needs to remain so.
5. If a case appears to have no viable leads and new ideas are needed, discuss the case at the weekly caseworker's meeting. If an in-depth evaluation of the case is required, present it for review at a Case Review Meeting led by the Executive Director.
6. VCA is dedicated to the recovery of missing children and will always work within the confines of the law to locate a child. There are **NO** exceptions to this policy.



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CASE SUPPORT CHECKLIST FOR VCA CASEWORKERS - CHILD

- NCIC Entry - Missing Person's File
- Case registration
- Technical information to searching parent / law enforcement
- Poster / picture development and dissemination
- Follow-up hobbies / hangouts
- Check with friends, relatives and teachers
- Check state DMV if driving age
- Law enforcement and parent support

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CASE SUPPORT CHECKLIST FOR PARENTS
ABDUCTOR / COMPANION

- Verify NCIC entry - Wanted Person's file - If State Felony Warrant has been issued
- Disseminate poster developed by the Vanished Children's Alliance
- Check joint credit report
- Check voter registration
- Conduct real property title searches
- Check for any pending criminal or civil actions
- File a civil suit
- Check county records for marriages, births, bankruptcies, etc.
- Speak with parole or probation officers
- Check with friends, relatives, neighbors, ex-spouses, etc. (clear with Law Enforcement)
- Keep a log of all related case activity
- Review past phone bills
- Check for any pending or adjudicated criminal or civil actions

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CASE SUPPORT CHECKLIST FOR VCA CASEWORKERS
ABDUCTOR / COMPANION

- _____ NCIC Entry - Wanted Person's File
- _____ If Warrant, poster / picture dissemination
- _____ Sherlock checks
- _____ Follow-up hobbies / hangouts
- _____ Check with friends, relatives, ex-spouses, neighbors
- _____ Check with past landlords (forwarding address)
- _____ Check with past employers (forwarding address)
- _____ Check through phone information and cross directories
- _____ Check state DMV: driving record, vehicle registration
- _____ Check with vehicle's legal owner
- _____ Check with voters registration
- _____ Check with utility company
- _____ Check for pet registration
- _____ Check for hunting or fishing license(s)
- _____ Check for business license(s)
- _____ Check for professional licenses or credentials
- _____ Check with professional associations or unions
- _____ Conduct title (real property) searches
- _____ Contact mortgage lender
- _____ Check school reunion committees

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CASE SUPPORT CHECKLIST FOR LAW ENFORCEMENT - CHILD

- _____ Enter and verify NCIC entry - Missing Person's file
- _____ Check NCIC unidentified file
- _____ Address on file with Social Security Administration
- _____ Poster / picture dissemination
- _____ Birth certificate requests by abductor and mailing address
- _____ Red flag birth certificate
- _____ Medical, dental, eyeglass records and requests
- _____ Medication or prescription follow-up through pharmacy, etc.
- _____ Complete Hague Application for International Family Abductions if the child is believed to have been abducted to a country that is a signatory of the Hague Agreement
- _____ Interview child's friends, teachers, day care workers
- _____ Monitor phone calls, visitors, mail (non-family abductions)
- _____ Interview witnesses
- _____ Search dogs (non-family abductions)
- _____ Search party - supervised (non-family abductions)
- _____ Door-to-door search (non-family abductions)
- _____ Command post (non-family abductions)
- _____ Coordinate efforts with federal and other law enforcement agencies, qualified non-profit organizations and victim service agencies
- _____ Crime scene and evidence analysis
- _____ Proper utilization of media

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CASE SUPPORT CHECKLIST FOR LAW ENFORCEMENT

ABDUCTOR / COMPANION

- _____ Enter and verify NCIC - Wanted Person's file
- _____ Check for other outstanding warrants
- _____ Criminal background checks
- _____ Check if on parole or probation - Interview officer(s)
- _____ Poster / picture dissemination
- _____ State and Federal Parent Locator System Search
- _____ Red flag birth certificate(s) and recent requests
- _____ Red flag medical, dental, eyeglass, etc. records and recent requests
- _____ Medication(s) or prescription(s) follow-up through pharmacy, etc.
- _____ Check school transcripts request(s): to whom and where mailed
- _____ Interview past employers and obtain last known address
- _____ Question friends, relatives, neighbors, ex-spouses, past landlords
- _____ Check credit reports / debts
- _____ Check bank / checking accounts

CASE SUPPORT CHECKLIST FOR LAW ENFORCEMENT
ABDUCTOR / COMPANION - CONTINUED

- _____ Check for request or issuance of passport
- _____ Check with Armed Forces
- _____ Check for pensions
- _____ Check real property / title searches
- _____ Check past phone records
- _____ Phone traps
- _____ Phone information and cross directories
- _____ DMV checks
- _____ Vehicle registration checks
- _____ Driving record checks
- _____ Check school reunion committees
- _____ Check religious affiliations / churches
- _____ Check professional or business licenses, credentials, associations or permits
- _____ Check hobbies
- _____ Check publication subscription(s)
- _____ Check Post Office for Change of Address on file
- _____ Interview witnesses
- _____ Crime scene and evidence analysis (non-family abduction)
- _____ I.D. suspect(s) (non-family abduction)



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HOW TO CLOSE A CASE

1. There are two kinds of cases that may need to be closed.
 - a) Intakes
 - b) Registered cases

CLOSING AN INTAKE

1. There are three types of forms that should be completed:
 - a) "Located / Recovered When Notified By Telephone" form. (See example #1)
 - b) "To Close an Intake" form. (See example #2)
 - c) Updated computer printout that indicates that the child has been LOCATED, where and when.
2. Staple all forms to the child's computer updated printout "Intake" form.
 - a) "To Close an Intake" form should be on top.
3. On the "To Close An Intake" form complete the following steps:
 - a) Pull intake form and stamp.
 - Original and computer Intake form should be filed in cabinet.
 - Stamp computer form with appropriate stamp.

LOCATED

DECEASED

CASE CLOSED

- Mail "Located and Recovered" form and donation envelope to the parent or guardian of the child. (See example #3)
 - Type Rolodex card with the child and parent(s) / guardian(s) information. In the upper right hand corner of card type "INTAKE." (See example #4)
 - Stamp this card with the same stamp that was placed on the final computer generated Intake form.
 - Enter change of status on the computer to either LOCATED, DECEASED or CLOSED. Also, enter the date case was closed and where the child was located.
4. Once the above steps are complete place the file in Casework Manager's box.
 5. Casework Manager will review the file to ensure that the protocol to close the case has been followed.
 6. If casework is complete, the case file will be stored away in the volunteer room. If the file is not complete, the Caseworker will be informed regarding what needs to be completed. It will then be returned once again to the Casework Manager.

CLOSING A REGISTERED CASE- CONTINUED

CLOSING A REGISTERED CASE

1. Pull the child's case file and photo file.
2. Place photo file inside the case file.
3. Complete the following forms:
 - a) "Located and Recovered Questionnaire When Notified By Telephone.
(See example #1)
 - b) "To Close A Registered Case File" form. (See example #5)
4. Secure these forms on Right side of the case file.
 - a) "To Close A Registered Case File" form should be on top.
5. How to complete "To Close A Registered Case" form:
 - a) Verify location and recovery by contacting parent / guardian and law enforcement.
 - b) Close file on computer by entering status, (LOCATED, DECEASED or CASE CLOSED) date recovered and location where child was found.
Note-An updated printout regarding the closure of the case **IS** required to complete a closed file.
 - c) Place this photo in a manila envelope in the casework room. **NOTE:** If the child was recovered DECEASED, this picture is to be placed in a separate envelope that is marked "DECEASED."
 - d) Remove rolodex card from "VCA" box.
 - Note when and where located on the card.
 - Stamp with appropriate stamp, LOCATED, DECEASED or CASE CLOSED.
 - e) Stamp cover of the case folder with the same stamp as in the step above.
 - f) A Teddy Bear is sent only when an abducted child has been recovered and the caseworker feels the gesture to be appropriate.
NOTE-Runaways are not to be sent a teddy bear.
6. Once the paperwork has been completed, place the completed file in the Casework Manager's box. The file will be reviewed, signed off and returned to caseworker to be filed in a closed case file cabinet.
7. It is extremely important that when a family returns the "LOCATED AND RECOVERED FORM" the original copy is given to the Casework Manager so that he/she may review it and follow up on any referrals the family may give.

EXAMPLE #1



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LOCATED / RECOVERED QUESTIONNAIRE
WHEN NOTIFIED BY TELEPHONE

VCA Worker / Volunteer: _____ Date of Call: _____

Caller: _____ Relationship to Child: _____

Child(ren) Name(s): _____ Missing Type: _____

Date(s) of Birth: _____ Date Missing: _____

Date Located: _____ Date Recovered: _____

City & State Child(ren) Located: _____

Child(ren) Was / Were with (Name / Relationship): _____

Condition of Child(ren): _____

Was / Were Child(ren) Abused? (Physical, sexual, emotional): _____

What was / were child(ren) told about their abduction and about you or what reason did child(ren) give for running away? _____

What has happened to the abductor? (If applicable) _____

How was / were your child(ren) located and recovered? _____

How did you receive the VCA of assistance to you? _____

Please list professionals that were of assistance to you whom you would recommend to other victim parents and / or children:

Name: _____ Position / Title: _____
Agency/Company: _____
Address: _____ Zip Code: _____ Phone: (_____) _____
(Internal office use only: VCA contacted - Yes _____ No _____ Date: _____)

Name: _____ Position / Title: _____
Agency / Company: _____
Address: _____ Zip Code: _____ Phone: (_____) _____
(Internal office use only: VCA contacted - Yes _____ No _____ Date: _____)

MISSING CHILD LOCATION / RECOVERY TO BE VERIFIED WITH LAW ENFORCEMENT	
Agency Name: _____	Location: _____
Phone Number (_____) _____	
Officer / Agent's Name and Title: _____	
Date and Time of Conversation: _____	
Additional Information Supplied by Law Enforcement: _____	

Notes/Comments: _____



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TO CLOSE AN INTAKE

CHILD'S NAME: _____ DOB: _____ DM: _____

CHILD'S NAME: _____ DOB: _____ DM: _____

MISSING TYPE: _____

DL / DR: _____ LOCATION: _____

Date / Initials

_____/_____
/

Pull intake form and stamp.

_____/_____
/

Notify Executive Director, Casework Manager, Caseworkers and others as needed.

_____/_____
/

Mail Located/Recovered form and donation envelope to parent.

_____/_____
/

Type a rolodex card (in top right hand corner, type "Intake" not "VCA.")

_____/_____
/

Stamp and date rolodex card - "LOCATED," "DECEASED," "CASE CLOSED," "NO FORWARDING ADDRESS" OR "NO RESPONSE TO FOLLOW-UP."

_____/_____
/

Enter change of status on the computer.

_____/_____
/

Print out computer copy of the changes and attach to original intake.

PROCESS COMPLETE: _____ DATE: _____

Casework Manager



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TO CLOSE A REGISTERED CASE FILE

CHILD'S NAME: _____

MISSING TYPE: _____ DOB: _____ DM: _____

CHILD'S NAME: _____

MISSING TYPE: _____ DOB: _____ DM: _____

LOCATION: _____ DL / DR: _____

<u>Date / Initials</u>	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	
_____ / _____	

- Pull case file.
- If parent calls in, complete Located / Recovered form.
- Verification of location / recovery through law enforcement .
- Remove photo file, put in case file and notify disseminator(s).
- Notify office personnel.
- Complete closing on computer with location, date, etc.
- Place printout of computer changes in child's file.
- Add child's photo to located / recovered envelope.
- Pull rolodex card, date, stamp and note when and where located.
- Stamp cover of case folder same as rolodex card.
- Mail "Located and Recovered" form and donation envelope to parent / guardian.
- Send Teddy Bear if appropriate.
- Prepare and file a rolodex card if parent is willing to network with other victim parents.

PROCESS COMPLETE: _____ DATE: _____

Casework Manager



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Dear Parent / Guardian:

If your missing child(ren) has / have been located / recovered, we would appreciate knowing more of the specifics. For our files, please complete the following information and return this form.

Child(ren) Name(s): _____ Missing Type: _____

Children(s) Birthdate: _____ Date Missing: _____ Date Recovered: _____

Your name: _____ Relationship to child(ren): _____

Your address: _____ Phone: (____) _____

City: _____ State: _____ Zip: _____

City & State child(ren) located: _____

Child(ren) was / were with (name & relationship): _____

Describe condition of child(ren): _____

Describe living conditions, if known: _____

Was/were child(ren) abused?

If applicable, what were the reasons?

What has happened to the child(ren) since?

If runaway, what reason(s)?

STAMP

VANISHED CHILDREN'S ALLIANCE

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*"Together We Will Bring Home
The Missing Children"*

How was / were your child(ren) located & recovered?: _____

Please list the professionals that were of assistance to you whom you would recommend to other victim parents and / or children:

Name: _____ Position/Title: _____

Agency/Company: _____ Phone: (____) _____

Address: _____ City / State: _____ Zip: _____

(Office use only: VCA contacted - Yes _____ No _____ Date: _____)

Name: _____ Position/Title: _____

Agency/Company: _____ Phone: (____) _____

Address: _____ City / State: _____ Zip: _____

(Office use only: VCA contacted - Yes _____ No _____ Date: _____)

Did the Vanished Children's Alliance assist you in any way during the search for your missing child?

Yes _____ No _____ (Please check one) If yes, please explain: _____

Would you, at our request, be willing to volunteer assistance to other parents searching for their missing child(ren)? YES _____ / NO _____ (Please check one).

ADDITIONAL INFORMATION: _____

Signature: _____ Date: _____

EXAMPLE #4

SMITH, LYNN MARIE "INTAKE"
DATE BORN: 6/6/93
MISSING DATE: 6/10/94
MISSING FROM: SAN JOSE, CA.
BLUE EYES, BLOND HAIR
MISSING TYPE: NON-FAMILY ABDUCTION

SUSAN SMITH
1234 CANDY LANE
SAN JOSE, CA. 95128
(408) 222-2222

Located
7/10/95
Sunnyvale, Ca

P.O. Box 909
Los Gatos, CA 95031-0909



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SIGHTINGS

A "sighting" is when a person believes that they have seen or they have information on the whereabouts of a missing child. These sightings are often a result of VCA's photo-dissemination efforts.

This section will explain how to complete a SIGHTING FORM and the appropriate steps to take once the original sighting call is complete.

-
1. Obtain as much information from the caller as possible. Document the information on the sighting form.
 2. If the caller sounds apprehensive and/or reluctant to give further information, appeal to their possible concern for the well being of the child. It is important not to ask for their name at the beginning of the call. Wait and establish a rapport first.
 3. If you feel the caller may be willing to talk with the police regarding the sighting you may want to encourage this. If the caller sounds upset by the suggestion, **DO NOT PRESS!**
 4. Write down any thoughts you have regarding the call. Does he/she sound sincere? Does he/she sound scared? Any bit of detail may help.
 5. Make sure you write down all the details the caller has given you even though you may think it to be unimportant or irrelevant.
 6. Once the call is complete, determine the appropriate law enforcement agency to contact.

SIGHTINGS - CONTINUED

NOTE-If the sighting call is received at work you can determine which law enforcement to contact by first checking the child's file or the computer data base. You can also check the case listing from the NCMEC. If they have the case it will assist you in contacting the correct law enforcement agency (especially if you are "on-call" at the time of the sighting.)

7. Contact law enforcement right away if lead is immediate. Give them all the details of the call and fax a copy of the report on the next business day). If the information you received is not timely, it would be appropriate to wait until morning to contact law enforcement. (Timely information is information that is usually less than 72 hours old.) It is extremely important to be aware that the "72 hours" is just a guideline. You may receive a call that provides you with compelling information in which you will need to notify law enforcement immediately.

NOTE - If you determine the information has little or no investigative value for law enforcement just mail them a hard copy of the sighting call.

8. If the information is not timely send a hard copy of the report to law enforcement on the next business day.

9. Follow up with law enforcement a day or two after your original call to them to see if the sighting call led to the recovery of the child or perhaps new, promising leads.

10. Provide Casework Manager the completed sighting form for review.

11. Turn over all information regarding the sighting to the Caseworker that is handling the case.

12. File the SIGHTING FORM in the child/ren's case file.

13. Any sighting report completed on a missing child that is not a VCA case the following steps should be taken:

- Contact the National Center and determine if this is one of their cases.
- Give the sighting report to the Casework Manager. It will be filed in her / his office.



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SIGHTING FORM

Be as specific as possible

TODAY'S DATE: _____

DATE SEEN: _____ TIME SEEN: _____ A.M. / P.M.

LOCATION / CIRCUMSTANCES OF SIGHTING: _____

CITY: _____ STATE: _____ ZIP CODE: _____

WHY DO YOU BELIEVE THIS CHILD(REN) IS MISSING? POSTER T.V. PROGRAM

RADIO OTHER EXPLAIN: _____

DESCRIPTION OF CHILD:

NAME OF MISSING CHILD(REN): _____

WHAT NAME WAS THE CHILD GOING BY? _____

HEIGHT: _____ WEIGHT: _____ BUILD: _____ HAIR COLOR: _____

HAIR STYLE: _____ EYE COLOR: _____ APPROXIMATE AGE: _____

CLOTHING: _____ SCARS OR MARKS: _____

ADDITIONAL INFORMATION ON CHILD: _____

DESCRIPTION OF PERSON ACCOMPANYING THE CHILD:

NAME (IF KNOWN): _____ AGE: _____ SEX: M F

ADDRESS: _____ PHONE #() _____

RACE: _____ HEIGHT: _____ WEIGHT: _____ GLASSES: YES NO

HAIR COLOR: _____ HAIR STYLE: _____
(LENGTH, STRAIGHT, CURLY, BRAIDS, ETC.)

FACIAL HAIR: _____ CLOTHING: _____
(BEARD, MUSTACHE, SIDEBURNS, ETC.)

SCARS, MARKS, TATTOOS, DEFORMITIES: _____

ADDITIONAL INFORMATION ON SUSPECT: _____

DO YOU KNOW THIS PERSON? YES NO IF YES, HOW? _____

VEHICLE DESCRIPTION:

MAKE: _____ MODEL: _____ YEAR: _____ COLOR: _____

MARKINGS: _____ LICENSE: _____ (PLATE COLOR / STATE)

CALLER INFORMATION

ANONYMOUS: YES NO

NAME: _____ HOME# _____

ADDRESS: _____ WORK# _____ EXT# _____

CITY: _____ STATE: _____ ZIP: _____

ADDITIONAL REMARKS:

CASEWORKER

CASEWORKER'S NAME: _____

PERSONAL REACTION TO CALLER: _____

REVIEWED BY SUPERVISOR: _____ DATE: _____

CALLER'S ACTION TAKEN / DATE: _____

CASEWORKER'S ACTION TAKEN / DATE: _____

RESULTS: _____



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SUSPICIOUS INCIDENT REPORT

A "suspicious incident report" is to be taken when a person calls regarding an incident that they feel is suspicious. The call is not related to a specific case. It is related to an incident or situation that appears odd. Odd enough that the caller feels the need to let someone else be aware of the situation.

1. Obtain as much information from the caller as possible. Document the information on the suspicious incident form. (See form on following page.)
2. If the caller sounds apprehensive and/or reluctant to give further information, appeal to their possible concern for the well being of the child. It is important not to ask for their name at the beginning of the call. Wait and establish a rapport first.
3. If you feel the caller may be willing to talk with the local law enforcement regarding the suspicious incident, you may want to encourage this. If the caller sounds upset by the suggestion, DO NOT PRESS!
4. Write down any thoughts you have regarding the call. Does he/she sound sincere? Does he/she sound scared? Any bit of detail may help.
5. Make sure you write down all the details the caller has given you even though you may think it to be unimportant or irrelevant.
6. When a suspicious incident call is completed:
 - * Check the details you gathered in the VCA data bank. Try to determine if it is one of our cases.
 - * Contact the National Center for Missing and Exploited Children to determine, if possible, if this is one of their cases.
 - * Contact the law enforcement agency you feel needs to be alerted of the suspicious incident.
7. If the information is determined to be vague and no determination can be made as to which law enforcement to contact, for the moment, the search has ended.
8. Provide Casework Manager the completed suspicious incident form for review.
9. If it is determined that all possible steps have been taken, the Casework Manager will preserve the suspicious incident report in her/his office for possible, future reference.

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SUSPICIOUS INCIDENT REPORT

Date: _____ Time: _____ A.M. / P.M.

Person receiving call: _____

Does caller want his/her name kept confidential: Yes No

Name of child(ren): _____

City and State of incident: _____ Date: _____

Street address of incident: _____

Description and remarks of incident (Date of birth, physical description of child and parties involved, etc.)

Caller Information:

Name: _____

Phone Number: (_____) _____

Address: _____

_____ Zip Code: _____

Action Taken and Date:

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MEDIA PROTOCOL

Vanished Children's Alliance receives numerous media requests. All inquiries by the media should go to the Executive Director of VCA for response and coordination. If the Executive Director is unavailable and cannot be reached by phone or pager the media inquiries should be coordinated by the Development Director.

If a media call is received by Executive Answering Service or an "on-call" caseworker, the following steps should be taken:

- * Telephone the Executive Director at her home.
- * If there is no answer at her home phone number she is to be contacted immediately by pager. The Executive Director has this with her at all times outside the home.
- * If Executive Director cannot be reached, the Development Director needs to be contacted.

These calls are extremely important and usually require immediate response.

* The only exception to the above may be when VCA responds to a non-family abduction and engages an Immediate Response Team. The Executive Director may designate a VCA representative to conduct on-site media interviews. For further details refer to the Immediate Response Manual.



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PHOTO DISSEMINATION

Photo dissemination is the most publicly known method to locate missing children. The photographs of missing children are placed on television or merchandise such as potato chip bags and pizza boxes. Pictures of missing children are also placed in magazines, newspapers, company newsletters, etc. These resources allow VCA to increase exposure in an effort to locate and recover these missing children. We are constantly striving to expand our list of companies / organizations that will assist us in the effort to locate missing children. In addition to the location of these children, public awareness of the issue is enhanced, prevention education materials are disseminated and victim families learn of our services.

Disseminating Photos - When photographs are requested for publication, the caseworkers should be notified. They would be aware of which child would benefit most from the exposure a particular publication is offering. Also, the photo-disseminator may use the location/photo dissemination realities file as a reference (i.e. if the publication is distributed in Arizona, use the photographs of children which may be in Arizona).

Photo Dissemination Protocol

- * Before any photograph may be sent out for dissemination (publication or airing), a "Thank you for your interest letter" (Example #2A and #2B) and a "Photo Distribution Agreement" (Example #1) is to be mailed to the person/editor/producer in charge of the project. Once VCA has received the signed agreement, a photograph(s) may be sent out for publication or airing.
- * All photo disseminators must use the VCA name and 800 phone number in conjunction with the pictures provided by VCA.
- * Be sure to document the fact that this picture was sent by noting the dissemination on the form entitled "Missing Children Photo Dissemination Record." (Example #3)

PHOTO DISSEMINATION - CONTINUED

- * If the publication mails you a copy of the publication, send them a thank you letter. (Example #4)

- * Mail the parents of the missing child a copy of the publication that their child was featured in and a form letter that has the name and mailing address of the publication so that the parents have the information if they wish to send a thank you note to the publication. (Example #5A and #5B)

- * If VCA needs additional photographs of the missing child(ren), mail the form letter to the parents that expresses this need. (Example #6)

- * No pictures will be provided to any company that engages in any questionable activities such as child pornography, financially profiting from the pictures, etc.

EXAMPLE #1



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

Photo Distribution Agreement

I, _____ on behalf of Universal Publishing, do hereby agree to the following:

I agree to publish / air the Vanished Children's Alliance (VCA) missing children's photos as a public service. I understand that photos will be published / aired by Weekly News and that a written agreement is required for each publication apart from the above mentioned. I agree that VCA's name and telephone number will be used in conjunction with all of VCA's photographs:

Vanished Children's Alliance
For sightings call : 1-800-VANISHED

As soon as possible, I agree to send to VCA two completed copies of our publication which included the VCA missing children photos. I agree to return the photographs of the missing child(ren) to VCA within 30 days.

I also agree that these photographs will not be used in any questionable activities such as child pornography, soliciting, etc.

Print Name

Signature

Date



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

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(408) 296-1113 • Fax (408) 296-1117

MISSING CHILDREN PHOTO DISSEMINATION RECORD

Company / Organization: _____ Contact Person: _____

Name of Publication: _____ Phone # (____) _____

Address: _____

Geographic Area of Coverage: _____

Missing Type

Child's Name	Missing Type				Photos Distributed & Date	Photos Returned & Date
	N F A	F A	R	O		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

NA = NON-FAMILY ABDUCTION
FA = FAMILY ABDUCTION
R = RUNAWAY
O = OTHER

EXAMPLE #2A



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA. 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

December 21, 1994

Fran Sabon
c/o Sunrise Entertainment, Inc.
555 Atlantic City Boulevard
Beachwood, CA 95555

Dear Ms. Sabon:

Thank you for your interest in participating in the Vanished Children's Alliance (VCA) photo dissemination program. Focusing attention on these children is such a crucial component in our search. Your participation will increase the possibility that one of these missing and abducted children may be recovered and returned home.

We ask that you agree to sign the attached agreement addressing VCA's photo usage policy. Please forward one copy to us and keep a copy for your records.

Thank you again for your interest. We look forward to working with you towards the common goal of locating many missing and abducted children.

Sincerely,

Caseworker / Photo Disseminator

EXAMPLE #2B



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

November 30, 1995

Eve Morton
T.C.I. Cable Communications
5555 Center Drive
Grove, CA 95555

Dear Eve:

Thank you for your willingness to participate in the Vanished Children's Alliance (VCA) photo dissemination program. Circulation of photographs through publication is crucial in our efforts to locate missing and abducted children.

In conjunction with the photographs circulated, we require that you include VCA's name and telephone number as follows:

Vanished Children's Alliance
For sightings call: 1-800-VANISHED

We also ask that 2 copies of your publications which include VCA missing children photos be sent to us. Also, please return the photographs within 30 days.

Should you have any questions, please do not hesitate to contact me at (408)296-1113. Thank you again for your concern and support. I look forward to working with you in our collaborative efforts to locate missing children.

Sincerely,

Caseworker / Photo Disseminator

EXAMPLE #4



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

December 11, 1995

Jerry Acosta
Senior Times Magazine
3470 Bust Avenue
Pleasanton, CA 95555

Dear Jerry:

Thank you for forwarding copies of your magazine to me. If it isn't too much trouble, please send an additional tearsheet to me of each child published. I keep one copy for my file and forward a copy to the family so that they are aware of the activity in the search for their missing child, and the generosity of the many people involved in helping in the search.

Thanks again for your support and concern for these children. We appreciate your effort and our common goal of locating missing and abducted children.

Best Wishes,

Caseworker / Photo Disseminator

enclosed

EXAMPLE #5A



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

December 1, 1995

Name
Address
City, State, Zip Code

Dear _____:

The Vanished Children's Alliance (VCA) would like to notify you that your child or children's photograph was featured in a recent issue of _____.

We like to provide a copy of the publication in order to let you know of this current activity in the search for your child(ren) and of this publication's generosity in donating their time, money and concern to help with the search. We have included the publication's address in case you wish to write them directly. I am sure that they would be pleased to hear from you and know their efforts are appreciated. Please send VCA a copy of any correspondence for our file.

This is just one of a variety of activities that our organization utilizes in our efforts to locate your child(ren). Please feel free to contact us at anytime if you have additional information or questions regarding your missing child's case.

Our thoughts are with you.

Sincerely,

Caseworker / Photo Disseminator

Publication
Address
City, State, Zip Code

Attention: _____

EXAMPLE #5B



P.O. Box 909
Los Gatos, CA 95031-0909

2025 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

December 1, 1995

Name
Address
City, State, Zip Code

Dear _____:

The Vanished Children's Alliance (VCA) would like to notify you that _____'s photograph was featured in or aired on _____.

We like to provide a copy of the magazine in order to let you know of this current activity in the search for your missing child(ren) and of this business' generosity in donating their time, money and concern to help with the search. We have provided an address in case you wish to write them directly. Please send VCA a copy of any correspondence for our file.

This is just one of a variety of activities that our organization utilizes in our efforts to locate your child. Please feel free to contact us anytime if you have additional information or questions regarding your case.

Our thoughts are with you.

Sincerely,

Caseworker / Photo Disseminator

Magazine / Program
Address
City, State, Zip Code

Attention: _____

EXAMPLE #6



P.O. Box 909
Los Gatos, CA 95031-0909

2095 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters

(408) 296-1113 • Fax (408) 296-1117

December 5, 1995

Maria Tam
555 Dillon Avenue
Los Angeles, CA 95555

Dear Ms. Tam:

As you know through past correspondence, the Vanished Children's Alliance has been distributing the pictures of your missing child, Gail Tam, and in some cases, the abductor to various newspapers, magazine publications, television and radio stations. Although we do request that these pictures be returned to us, this does not always happen. Consequently, we need additional pictures for photo dissemination purposes from you. Please send us the following:

_____ 10 black and white pictures of your missing child(ren)

_____ 10 color pictures of your missing child(ren)

_____ 3 pictures of the abductor(s)

Thank you for your help in this matter. Please know that we are dedicated to the prevention and recovery of all missing children and we are here to assist you during this difficult time.

Sincerely,

Casework Department
Vanished Children's Alliance



Dedicated to the Prevention & Recovery of Missing Children
National Headquarters

(408) 296-1113 • Fax (408) 296-1117

TELEPHONE and FAX LINE PROTOCOL

The six areas of telephone protocol are as follows:

- * Receiving a telephone call
- * Calling cards
- * 800 line
- * Fax line
- * Initiating a telephone call
- * Returning a telephone call

ANSWERING THE PHONE AT THE OFFICE

1. Answer the phone within two or three rings.
 - *On the regular line answer the phone "Vanished Children's Alliance..."
 - *On the 800 line answer the phone "Vanished Children's Alliance Sighting Line..."
2. Establish identity of the caller and purpose of the call, then forward the call to the correct person.
3. If that person is unavailable and a message needs to be taken, inquire as to the caller's full name, organization, phone number, date and time of call, appropriate message and initial the message.
4. If the message is for the Executive Director, place the message in the clip directly outside her office door or on her chair if urgent.
5. If the message is for any other employee place the note in their box. (Message center)
6. If the message is urgent, place it directly on their desk or chair.

CALLING CARD

Most employees at VCA are assigned a Calling Card. The following are the appropriate uses for the card:

1. Responding to law enforcement and families while "on-call" or other urgent work-related calls while out of the office.

Inappropriate uses are:

1. Any personal calls.
2. Calls that can wait until the next business day.
3. Using the calling card to call answering service locally.

TELEPHONE and FAX LINE PROTOCOL - CONTINUED

800 LINE

The following examples are appropriate usages of the 800 Sighting Line:

1. Caller requesting the Safety Packet.
2. First time caller reporting a missing child (initial Intake).
3. When a family lacks the necessary funds to continue contact with VCA without using the 800 line. (This is at the discretion of the Caseworker.)
4. Caller reporting the sighting of a child(ren).

NOTE - After the family's initial contact with VCA it is important to inform them of the regular business phone number. Explain that the 800 line is our sighting line. Also, if a caseworker is "on-call" they are not to use this number to reach the answering service for messages. If a pay phone is used, the employee shall be reimbursed on the honor system with change located in the front office.

FAX LINE PROTOCOL

1. The fax line is to be used for VCA business purposes only.
2. Use filled out cover sheet when faxing any information.
3. The fax line is not to be used for personal reasons unless prior authorization has been obtained from the Executive Director.

INITIATING AND RETURNING CALLS PROTOCOL

1. If you receive a long distance phone call, try to take the call. If a message is taken and you return the call VCA will then incur the cost of that call. (These type of long distance calls add up quickly!)
2. When returning a call to a victim parent, use discretion. The person answering the phone may not be aware of the family situation. (Example: If you called a parent's place of work, the parent may not want anyone to be aware of their personal situation.)
3. Return all phone calls as soon as possible.
4. Be pleasant and professional during all phone conversations as you are representing VCA.
5. Stay issue focused, respond and complete all calls in a timely, efficient manner.
6. No personal long distance calls are to be made from VCA without prior approval



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National Headquarters
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VCA PROTOCOL FOR AMERICAN AIRLINES " MILES FOR KIDS IN NEED "

This program was developed for those parents financially unable to pay for transportation to recover and return home with their child(ren).

REQUIREMENTS INCLUDE:

1. The abductor / suspect must be in custody.
2. VCA must have a registered case or VCA must have a letter from law enforcement requesting VCA's involvement, confirming the legitimacy and details of the case, and **stating that the abductor/ suspect is in custody.**
3. VCA must have the name and phone number of the officer, the case number and a copy of certified custody orders and the location of the recovered child(ren).
4. VCA must contact Debbie Ryan at A.A. to initiate the request before 2:00 p.m. Pacific Time at 1(817) 963-8118.
5. After the request is approved by A.A. verbally, fax to A.A. (817) 963-7702 the following:
 - * A letter on VCA letterhead requesting their assistance. Include the officer's name, phone number and the missing child case number. Be sure the letter is dated and signed. Make a copy for our files.
 - * A copy of certified custody orders of victim parent granting him / her custody.
6. Follow up with law enforcement and victim parent as needed.
7. Notify Casework Manager and Executive Director of the A.A. request, give updates as needed regarding the status of the request.

It is important to remember that donated frequent flyer mileage is not always available. Ticket availability is on a first come, first served basis.



2101 Wilson Boulevard
Suite 550 • Arlington, VA
22201-3052
Telephone: 703/235-3900
Facsimile: 703/235-4067

NCMEC RECOVERY ASSISTANCE PROGRAM

Issued February 1991
Revised October 1994

PURPOSE

Three corporations provide lodging and transportation to custodial parents recovering their missing children through the Hotline of the National Center for Missing and Exploited Children (1-800-THE-LOST/1-800-843-5678). This service is provided to parents/guardians who cannot financially afford the expenses themselves. *These programs are provided exclusively through the National Center for Missing and Exploited Children.*

SCOPE

The lodging and transportation programs are specifically designed for the recovery of missing children and are for use in the actual recovery and reunification process. Transportation and lodging cannot be provided unless the child is in the custody of local authorities and these authorities will cooperate with the custodial parent in returning the child to that parent's home. Under no circumstances will this stipulation be altered.

PROGRAM PARTICIPANTS

Quality International, which includes Quality Inn, Comfort Inn, and Clarion Hotel chains, will provide up to three nights lodging to a custodial parent and their child or children (this does not include incidentals). This program is a voluntary effort on the part of hotel managers. Managers have the right to refuse free lodging. All contact with Quality International must be through their corporate office by the approved National Center Hotline staff. Arrangements often take a minimum of 3 days and longer to finalize. Per the rules stipulated by Quality International for this program, arrangements for this service can only be made from 9:00 a.m. to 4:30 p.m. Eastern Standard Time (EST), Monday through Friday.

Greyhound/Trailways will provide transportation to a custodial parent to recover their missing child(ren). The transportation includes a round-trip ticket for the recovering parent and a one-way ticket for the recovered child(ren). This program titled "Let's Find Them" is particularly designed for family abduction cases. The "Let's Find Them" program is coordinated with the company's corporate headquarters by approved National Center Hotline staff. Per the rules stipulated by Greyhound/Trailways for this program, arrangements for this service can only be made from 7:30 a.m. to 3:00 p.m. EST, Monday through Friday.

Additionally, Greyhound/Trailways offers a program for runaways who wish to return home. This program is totally independent of the National Center. All that is required for a runaway to get a free one-way ticket home is that they turn themselves in to a local police department. A police officer or "officer of the court" must escort the child to the local bus station, verify for the bus company employee that the child is a runaway, and a ticket will be provided.



Branches:
California
Florida
New York
South Carolina

P.O. Box 909
Los Gatos, CA 95031-0909



2095 Park Ave.
San Jose CA, 95126

Dedicated to the Prevention & Recovery of Missing Children
National Headquarters
(408) 296-1113 • Fax (408) 296-1117

ABBREVIATIONS

- A.K.A. = ALSO KNOWN AS....
- B.O.L.O. = BE ON THE LOOK OUT
- F.P.N. = FAMILY PROTECTION NETWORK
- G.F. = GRANDFATHER
- G.M. = GRANDMOTHER
- L.E. = LAW ENFORCEMENT
- M.C. = MISSING CHILD
- M/ C.A.P. = MISSING AND EXPLOITED CHILDREN
COMPREHENSIVE ACTION PROGRAM
- M.E.C. = MISSING AND EXPLOITED CHILDREN
- M.P. = MISSING PERSONS
- N.A.M.B.L.A. = NORTH AMERICAN MAN BOY LOVE ASSOCIATION
- N.C.I.C. = NATIONAL CRIME INFORMATION CENTER
- N.C.M.E.C. = NATIONAL CENTER FOR MISSING AND EXPLOITED
CHILDREN
- N.P.O. = NON PROFIT ORGANIZATION
- N.V.C. = NATIONAL VICTIM CENTER
- O.C.J.P. = OFFICE OF CRIMINAL JUSTICE PLANNING
- O.J.J.D.P. = OFFICE OF JUVENILE JUSTICE AND DELINQUENCY
PREVENTION

ABBREVIATIONS - CONTINUED

P.F. = PARENTAL FATHER
P.K. = PARENTAL KIDNAPPING
P.K.P.A. = PARENTAL KIDNAPPING PREVENTION ACT
P.M. = PARENTAL MOTHER
U.C.C.J.A. = UNIFORM CHILD CUSTODY JURISDICTION ACT
U.F.A.P. = UNLAWFUL FLIGHT TO AVOID PROSECUTION
V.C.A. = VANISHED CHILDREN'S ALLIANCE

REFERENCES

CALIFORNIA FAMILY CODE

This book includes:

- * SELECTED FAMILY LAW
- * PROVISIONS FROM OTHER CALIFORNIA CODES
- * RULES OF COURT
- * JUDICIAL COUNCIL FORMS

CHILDREN, YOUTH AND FAMILY SERVICES (THE NATIONAL DIRECTORY)

This directory will give you information on services available regarding Children, Youth and Family Services. This directory is set up by state, county and city. The directory includes information on the following services:

- * SOCIAL SERVICES
- * HEALTH SERVICES
- * JUVENILE JUSTICE AGENCIES
- * SPECIAL SERVICE AGENCIES

This directory will provide you with resources to assist the child and/or families with counseling, medical or legal aid.

HEALTH CARE FIELD (GUIDE TO THE)

This guide provides you, by state, with information regarding Hospitals, Health Care Organizations, Agencies and Providers.

LAW ENFORCEMENT ADMINISTRATORS' CORRECTIONAL INSTITUTIONS AND RELATED AGENCIES (NATIONAL DIRECTORY OF)

This directory lists all law enforcement agencies by state. It is divided into thirteen sections. They are listed as the following:

- * MUNICIPAL LAW ENFORCEMENT
- * COUNTY LAW ENFORCEMENT
- * PROSECUTORS
- * CAMPUS LAW ENFORCEMENT
- * LAW ENFORCEMENT TRAINING
- * BUREAU OF INDIAN AFFAIRS AND TRIBAL LAW ENFORCEMENT
- * AIRPORT AND HARBOR POLICE
- * STATE HIGHWAY PATROLS
- * STATE CRIMINAL AND INVESTIGATION UNITS

REFERENCES CONTINUED

- * GENERAL STATE AGENCIES
- * FEDERAL AGENCIES
- * CANADIAN LAW ENFORCEMENT
- * INTERNATIONAL AGENCIES

This directory is to be used to locate the appropriate law enforcement agency for information or photo-dissemination.

LEGAL SERVICES PROGRAMS IN CALIFORNIA (DIRECTORY OF)

This directory is listed by county in California. It lists legal services available to those that qualify financially for services offered. It lists such things as:

- * LEGAL SERVICES FOR CHILDREN
- * LEGAL SERVICES FOR WOMEN
- * LEGAL ASSISTANCE TO THE ELDERLY
- * NATIONAL CENTER FOR LESBIAN RIGHTS
- * AIDS LEGAL REFERRAL PANEL

This is only a partial listing of programs and services listed in this directory.

NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN

N.C.M.E.C. has many booklets available to agencies and families dealing with a variety of topics. Examples would be The Parental Kidnapping Handbook, The Non-Profit Service Providers Handbook (Note chapter four).

PARENTAL ABDUCTION PROSECUTORS (NATIONAL DIRECTORY OF)

This directory is listed by state and then by county. These are Chief Prosecutors that can assist families with finding the correct avenue when they cannot seem to find anyone that will assist them in locating their child and prosecuting the abductor.

STATE LAWS

This binder gives you information regarding:

- * STATE RUNAWAY STATUTES
- * STATE CRIMINAL LEGISLATION
- * CUSTODIAL INTERFERENCE

REFERENCES CONTINUED

NOTE: The above is not a complete list of our resources. You should also have your own personal Resource Binder which should include, but not be limited to the following:

- * STATE CLEARINGHOUSES
- * LONG DISTANCE CALLING AREA CODES
- * RESOURCE LIST (HOTLINE NUMBERS)
- * CASE MANAGER'S CONTACT LIST (FROM THE NATIONAL CENTER)
- * LISTING OF OTHER NPO PROGRAMS WITHIN THE U.S., CANADA AND EUROPE (NPO'S APPROVED BY EXECUTIVE DIRECTOR)
- * PROTOCOL REGARDING FREE TRANSPORTATION FOR REUNIFICATION
- * VICTIM SUPPORT NETWORK FOR SANTA CLARA CO.
- * M/CAP LIST OF ALL SANTA CLARA CO. RELATED AGENCIES
- * PRO-BONO REFERRAL LIST