



Fresno County Probation Department

Kirk Haynes, Chief Probation Officer



Notification of Missing and/or Run-Away Placement Youth

In accordance with [All County Letter \(ACL\) 25-67 \(September 16, 2025\)](#), this correspondence serves as notification of a Placement Youth who has ran away or is missing, Pursuant to [WIC section 16501.35](#). If the youth is, or believed to be, at risk of Commercial Sexual Exploitation (CSE), additional communication with and reporting to the National Center for Missing and Exploited Children (NCMEC) and law enforcement agencies will be followed pursuant to [PC section 11166\(j\)\(3\)](#).

Youth Name:

Prob#:

DPO Name:

DPO IV Name(s):

Supervisor Name:

Date and time youth ran away or went missing:

Notification:

The child's or NMD's **parents or Indian custodians**, unless parental notification has been limited or terminated by the court.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

The child's or NMD's **legal guardians**, unless guardian notification has been limited or terminated by the court.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

The **attorneys for the parents, legal guardians, or Indian custodians** unless notification of the parents, guardians or Indian custodians has been limited or terminated by the court.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

The child's or NMD's **attorney** appointed pursuant to subdivision (c) of WIC section 317, or WIC section 634.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

The child's or NMD's **Court-Appointed Special Advocate**, if one has been appointed.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2488

The **Court** of jurisdiction.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

The child's or NMD's **Tribe or tribal representative**, if the child or NMD is, or may be, an Indian child, as defined in WIC section 224.1.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

Any known **sibling of the child or NMD who is 10 years of age or older and adjudged to be a dependent child of the juvenile court**, if such notice would not be contrary to the safety and well-being of that sibling. Notice to siblings shall be provided in a trauma informed manner.

NAME:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

The **local law enforcement agency, including, if applicable, any tribal law enforcement agency** for the child's Tribe in the case of an Indian child, as defined in WIC section 224.1.

NAME:

Agency / Report Number:

Notified via: ☐Email ☐Phone ☐Mail ☐In Person

Additional Information for Federal Reporting Purposes:

1. Primary factors that contributed to the child or NMD's running away or otherwise being absent from care:
2. Proposed Response to those factors identified in subsequent placements:
3. What was the child's or NMD's experiences while absent from care:
4. Is the child or NMD is a possible victim of commercial sexual exploitation: ☐Yes ☐No
 - If Yes: Continue below:

National Center for Missing and Exploited Children reporting for Commercial Sexually Exploited Youth

If the youth is reasonably believed to be the victim of, or is at-risk of, being the victim of CSE, and is discovered to be missing from care, the DPO is required to report the child missing from care to NCMEC and to law enforcement, including applicable tribal law enforcement. The report must also include, where reasonably possible:

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2412

Complete an online report at [NCMEC Online Report](#)
or
Call: 1-800-THE-LOST (1-800-843-5678)

Please include:

1. A recent photo of the missing or abducted child or youth.
2. A description of the child's or youth's physical features, such as height, weight, sex, ethnicity, race, hair color, and eye color.
3. Endangerment information, such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked, and other health or risk factors, to the extent such information is released in compliance with other applicable laws.
4. Information about whether the child or youth is or may be an Indian child, as defined in WIC section 224.1, including the name of the child's Tribe.

For details on additional NCMEC and law enforcement reporting requirements please see [ACL 16-15](#) and [ACL 16-85](#). A child that is missing from care can be reported to NCMEC by phone or by making an online report:

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2412

Updated Protocols for Missing and/or Run-Away Placement Youth

1. Per [ACL 25-67 \(September 16, 2025\)](#), Via email or County Form, the Probation Officer shall describe the efforts to expeditiously locate any child or nonminor dependent missing from foster care, including, but not limited to, the timeframe for reporting missing youth, the individuals or entities entitled to notice that a youth is missing, any required initial and ongoing efforts to locate youth, and plans to return youth to placement. All notices issued for these purposes shall include contact information for the case carrying probation officers and supervisors within the placing agency issuing the notice.
2. Via email or County Form, the Probation Officer shall:
 - a. Determine the primary factors that contributed to the child or nonminor dependent running away or otherwise being absent from care.
 - b. Respond to those factors identified in subsequent placements, to the extent possible.
 - c. Determine the child's or nonminor dependent's experiences while absent from care.
 - d. Determine whether the child or nonminor dependent is a possible victim of commercial sexual exploitation.
 - e. Document the activities and information described in (A) to (D), inclusive, for federal reporting purposes, consistent with instructions from the department.
 - f. Provide notice immediately, but in no case later than 24 hours from receipt of information that the child or non-minor dependent is missing from foster care to all the following parties:
 - i. The child's or NMD's parents or Indian custodians, unless parental notification has been limited or terminated by the court.
 - ii. The child's or NMD's legal guardians, unless guardian notification has been limited or terminated by the court.
 - iii. The attorneys for the parents, legal guardians, or Indian custodians unless notification of the parents, guardians or Indian custodians has been limited or terminated by the court.
 - iv. The child's or NMD's attorney appointed pursuant to subdivision (c) of WIC section 317, or WIC section 634.

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2412

- v. The child's or NMD's Court-Appointed Special Advocate, if one has been appointed.
- vi. The court of jurisdiction.
- vii. The child's or NMD's Tribe or tribal representative, if the child or NMD is, or may be, an Indian child, as defined in WIC section 224.1.
- viii. Any known sibling of the child or NMD who is 10 years of age or older and adjudged to be a dependent child of the juvenile court, if such notice would not be contrary to the safety and well-being of that sibling. Notice to siblings shall be provided in a trauma informed manner.
- ix. The local law enforcement agency, including, if applicable, any tribal law enforcement agency for the child's Tribe in the case of an Indian child, as defined in WIC section 224.1.

Additional Protocol for Commercial Sexually Exploited (or at risk CSE) Placement Youth

For a child or youth who has experienced CSE or is at risk of experiencing CSE, the Probation Officer shall do all the following:

1. Identify children receiving child welfare services, including dependents or wards in foster care, nonminor dependents, and youth receiving services pursuant to Section 677 of Title 42 of the United States Code, who are, or are at risk of becoming, victims of CSE.
2. Document individuals identified pursuant to paragraph (1) in the statewide child welfare information system and any other agency record as determined by the county.
3. Determine appropriate services for the child or youth identified pursuant to paragraph (1).
4. Be provided relevant training in the identification, documentation, and determination of appropriate services for any child or youth identified in paragraph (1).
5. Report missing child or youth to the National Center for Missing and Exploited Children (NCMEC), as required by PEN section 11166, if the missing child is reasonably believed to have experienced or is at risk of experiencing CSE. Ensure NCMEC reporting requirements are included (see attached).

All Placement Unit personnel will be required to sign a form confirming the review and understanding of the new regulations.

OFFICE OF THE CHIEF PROBATION OFFICER

3333 E. American Ave. / Building 701 / Suite B / Fresno, California 93725

Phone (559) 600-1294 / FAX (559) 455-2412