



If you receive a report of a missing child during your watch:

- Call law enforcement **immediately**
- Obtain a **detailed description** of the child, including what he or she is wearing
- If the child is found and appears to have been lost and unharmed, reunite the child with the searching family member
- If the child is found accompanied by someone other than a parent or legal guardian, **immediately notify law enforcement** and give details about the person accompanying the child
- If there is a vehicle involved, be sure to note the **vehicle description and tag number**

#### **Provide law enforcement with:**

- **A detailed description of the child** *and* companion/abductor if known
- Exact **times** when the child was **first reported missing** and when the child was **last seen**
- Last seen **location**
- **Circumstances** of the missing episode
- Locations of all **video surveillance cameras** and **who** can access the footage on a **24/7 basis**
- Anything that seemed **unusual**

**Documentation may be critical. Write everything down and share with the investigating officer.**

**Provided courtesy of *(Company name here)***

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