



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

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**TITLE:** Reporting of Missing Children

**NUMBER:** BUL-6364.1

**ISSUER:** Dr. Darneika Watson-Davis, Executive Director  
Division of District Operations

Steven K. Zipperman, Chief of Police  
Los Angeles School Police Department

**DATE:** July 6, 2017

**ROUTING**  
All Employees  
All Locations

**PURPOSE:** The purpose of this Bulletin is to provide updated guidelines, policies, and best practices to District employees on the legal requirement (E.C. 49370) to report missing children to a law enforcement agency.

**MAJOR CHANGES:** This Bulletin replaces BUL-6364.0, dated August 28, 2014, issued by the Office of School Operations. The content has been updated to reflect additional guidelines for reporting missing children, as well as current contact information and organizational structure.

**I. GUIDELINES:**

State law requires specific District employees, including school teachers, school administrators, school aides, playground workers, and bus drivers to report missing children to a law enforcement agency in a timely manner.

**II. RESPONSIBILITIES OF DISTRICT EMPLOYEES:**

A. Employees should contact the Los Angeles School Police Department (LASPD) and the local law enforcement agency to report a missing child. When reporting, employees should obtain a Call For Service (CFS) report number from the LASPD Communications Center at (213) 625-6631, for their records.

B. When notification is received of a missing child, school staff should take the following actions:

1. Ensure the student attended all classes.
2. Make a public address announcement requesting the child come to the main office.



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3. Inquire with the afterschool program coordinator if child is in attendance.
4. Contact known friends for information regarding the whereabouts of the missing child.
5. In all cases of a missing persons, the local law enforcement agency is the lead in the investigation, and has direct authority for involving the media. The LASPD Watch Commander coordinates, communicates, and collaborates with the involved local law enforcement agency, and provides updates to all pertinent District offices, local districts, and schools. This includes all media releases or press conferences for a critical missing person or student.
6. Contact Transportation Services Division Bus Dispatch at (800) 522-8737, if applicable.
7. Complete an Incident System Tracking Accountability Report (iSTAR).
8. Notify the Local District Operations Coordinator.

C Ensure that custodial or other designated personnel verify that all classroom and building doors as well as campus gates are locked every night. This security measure is equally critical on weekends and prior to holidays. Refer to BUL-5460.0, "Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks."

**AUTHORITY:** This is a policy of the Superintendent of Schools.

**RELATED RESOURCES:** Bulletin BUL-6303.0, "Student Emergency Information Form" issued June 16, 2014, by the Student Health and Human Services

Bulletin BUL-5721.1, "Student and Employee Security" issued February 25, 2013, by the Office of the Superintendent

LASPD Department Manual Section 327

**ASSISTANCE:** For assistance, contact the Local District Operations Coordinator, Los Angeles School Police Department Watch Commander at (213) 625-6631 or Transportation Services Division Bus Dispatch at (800) 522-8737.

# Missing Persons

## 327.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

### 327.1.1 DEFINITIONS

**At risk** - Includes, but is not limited to the following:

- A victim of a crime or foul play.
- A person missing and in need of medical attention.
- A missing person with no pattern of running away or disappearing.
- A missing person who may be the victim of parental abduction.
- A mentally impaired missing person.
- A juvenile student shall be considered a "Critical Missing Person" when they are missing from any school, activity, bus or bus pick-up point, under circumstances not conforming with their regular habits and/or schedules; and who are or may be in need of assistance by reason of:
  - age 11 years or younger; immediately upon notification
  - age 12 years or older; if missing five hours after the close of the school day
  - physical, emotional, or mental impairment
  - information suggesting foul play, suicide or an accident

**Missing Person** - Any person who is reported missing to law enforcement when the person's location is unknown. This includes a child who has been taken, detained, concealed, enticed away or kept by a parent in violation of the law (Penal Code § 277 et seq.). It also includes any child who is missing voluntarily, involuntarily or under circumstances that do not conform to his/her ordinary habits or behavior, and who may be in need of assistance (Penal Code § 14215).

**Missing person networks** - Those databases or computer networks available to law enforcement and that are suitable for information related to missing persons investigations. These include the National Crime Information Center (NCIC), the California Law Enforcement Telecommunications System (CLETS), Missing Person System (MPS) and the Unidentified Persons System (UPS).

## 327.2 POLICY

The LASPD does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until the facts reveal otherwise. The LASPD gives missing person cases priority over property-related cases and will not require any time frame to pass before beginning a missing person investigation.

## *Missing Persons*

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When advised of a missing juvenile and the existence of any of the above circumstances, the Watch Supervisor is to be advised, who shall:

- (a) Dispatch a patrol unit to the last known location of the juvenile.
  - (b) Dispatch a patrol unit to meet with the reporting party.
  - (c) Notify the municipal law enforcement agency having jurisdiction.
  - (d) Make appropriate significant event notifications and documentation.
  - (e) Continue to track the investigation until the disposition of missing juvenile is known.
- The first responding unit shall obtain appropriate information and make a radio broadcast as soon as practicable.