

LOST CHILD MANAGEMENT FORM

Reporting Person's Name: _____

Time: _____

1 Interview of reporting person:

FIRST

a. Name of Child: _____

b. Description of Child

How old is child: _____

Male or Female: _____

Hair/Hat/Helmet color: _____

Jacket/shirt color: _____

Pants color _____

SECOND

c. Where was child last seen? _____

How long ago? _____

Designated meeting location? _____

d. Was Child with anyone else? _____

e. Does child have a cell phone? _____

2 Notification Steps:

a. Capture Name and Description.

b. Notify command via Radio.

c. Give Description as recorded in section 1-a and 1-b above.

d. Command will confirm the information, and notify BPD.

e. Capture Description 1-c through 1-e and report via radio.

f. Command will confirm the information and notify BPD

Note: The staff member with a radio must accompany the reporting person until the child is found.

The Decision to release the child to an adult is made ONLY by Beaverton Police.

LOST PARENT PROCEDURE

When a child reports a lost parent.

1. The staff member will notify command via radio.
2. The staff member will accompany the child on a search of the immediate area.
3. The staff member will then escort the child to a location designated by Command or release the child to BPD custody.