

The Four Good Kids:

215-01 Requiring Care, 215-02 Lost, 215-05 Runaway, 215-11 in Licensed Premise

215-01 Child/Minor Requiring Care/Shelter

Less than 18 and; (18 and older who are stranded get referred to HRA's Emergency Assistance Unit).

- Abandoned, Neglected, by P/G. P/G = (Parent or Guardian) "Parents or person legally responsible for care/shelter."
- Abused by P/G **or** adult member of household.
- Resides outside NYC and is SILS (sick, injured, lost, stranded) & P/G can't arrange for return.
- Without care/supervision due to 97H, DOA or arrest of P/G.

UMOS

- Inquire if relative or friend will provide care/shelter.
 - 215-03, Emergency Removal, if reasonable suspicion of abuse, neglect, abandonment.
 - 216-01, Aided Case General, otherwise.

If friend or relative not readily available, UMOS;

- Notify Patrol Supervisor.
- Remove to CAC (Child Advocacy Center) if they're open;
 - Inform CAC of transport & remain with child until pickup by relative, friend or ACS.
- Remove to the command if CAC is closed;
 - Notify Youth Officer that child is in the command. ACS = Administrative Children's Services.

If a Dept of Ed employee officially transfers child to us to have ACS provide shelter;

- Notify SSD's Operation Center with kid's name, age, grade, school & DOE name & title.

Desk Officer

- In ALL cases notify;
 - NYS Child Abuse & Maltreatment Register (State Central Registry)
 - if they refuse the case, put their name in the Telephone Record.
 - ACS: Borough office 0900x1700, ACS' ECS (Emergency Children's Services) off hours
 - ACS Instant Response Team (IRT) Coordinator
- If CAC is closed and relative/friend not available so you brought the kid to the command;
 - Confer with ACS' ECS & request they send someone to take the kid to a shelter.
 - If ACS' ECS unable to transport, assign a female or other available UMOS to escort to shelter.
 - Notify ACS if child left in the care of a relative or friend.
- Ensure notifications are made, as appropriate.
- IF left with relative/friend not **residing** in household, fwd copy of Aided to Y.O, where kid located.

UMOS

- A/L entry and AIDED with date, time, location, AND;
 - Script with clothes, name, age, address, school, grade, emotional/physical condition of child,
 - Person who found child, if applicable; name, address & phone,
 - P/G, if known; name & address (no phone?),
 - DOE, if applicable; name, title, school & phone,
 - SSD's Operation Center, if applicable; date, time, name, title,
 - Particular circumstances causing need to provide care/shelter.

DVPO, Command of Residence

- Confirm that P/G is still in custody & conduct home visit of child by **3rd calendar day** from arrest.
- If there's evidence of abuse, maltreatment, neglect, follow 215-03 & make SCAM report.
- If child in another command, notify DV Sergeant (does NOT say to notify that other DVPO!!)
 - DV Sgt, command of residence calls DV Sgt at command of temporary residence to ensure *their* DVPO does home visit. That DVPO (command of temporary residence) does visit.

Additional Data

- Under no circumstances will any charge be filed against an abandoned, neglected, abused, lost, stranded child to be delivered to a place of shelter or safekeeping. Record them as Aided cases.
- When notified by ACS that they took a child in the absence of P/G without police assistance
 - Follow 216-01 (make child an aided case) & 216-03 (Unidentified, if necessary)
 - DON'T tell P/G of child's location instead tell them to contact the caseworker.

Opposites Attract

215-01 & 215-02 regardless of kid's gender

- Female UMOS or other available UMOS (escort to shelter/watch in command).
 - The secondary person has to be a uniform but not necessarily a female.

215-09, J.D & 215-10, J.O. only if child is female

- Female P.O. or other qualified female (sit with kid in location designated for interrogation of juvenile).
 - The secondary person doesn't have to be a uniform but *does* have to be a female.

215-02 Lost Child

UMOS

- **(1st Step)** Notify Desk Officer/counterpart AND radio dispatcher
- **(2nd Step)** Make brief inquiry in vicinity of place where found
- Bring child to command if **relative** not located. (*does NOT say friend as in 215-01 above*)
- Prepare Aided Report.

A past promotion test asked;
"what is the first step"

Desk Officer

- Call Missing Persons Squad with description.
 - Subsequently notify MPS if child is moved to another location.
- Complete captions on Aided Report and process.
- Assign female or other available UMOS if available to watch child in command when necessary.
- Notify Youth Officer.
- IF child not claimed in reasonable time, notify ACS to send rep for transport to shelter.
 - If ACS can't transport, assign female or other available UMOS to escort child to shelter.
- In cases that could involve abuse, neglect, maltreatment or abandonment:
 - Prepare Report of Suspected Child Abuse or Maltreatment (SCAM), and related forms.
 - Notify PDS if child is 11 years old or older.
 - Notify SVU if child under 11 years old
 - Notify SVU, regardless of age, for allegation of any sex crime.

215-01 Child/Minor Requiring Care/Shelter	215-02 Lost Child
Under 18	NO age listed
Inquire if relative OR friend will provide care	Bring child to command if relative not located
Desk Notify ACS always	Desk Notify ACS IF not claimed in reasonable time
UMOS notify Youth Officer that child is in command ○ D.O. send copy of aided to Y.O, pct where child located, IF left with relative/friend not residing in household	Desk notify Youth Officer always .

215-05 Runaway Children

UMOS

- Take child into custody & remove to command
- Make Aided & Juvenile Report System Worksheet (JRSW) with scratch 61
- Generate computerized duplicate of Aided Report & send to Missing Persons Squad (MPS)
- Notify Youth Officer (Cop notifies Cop)

Runaway Defined:

- NYS resident under 16 years old
- Out of state resident as per Interstate Compact for Juveniles

Desk Officer

- Interview Child, notify Missing Persons & contact P/G to pick up child in a reasonable time;
 - If P/G located outside city, have them notify the local cops that child has been found.
 - If P/G can't come in reasonable time or releasing to them would endanger child, arrange for shelter
- If ACS can't xport, assign female UMOS if avail or other available UMOS to escort to shelter
 - Comply with "Unidentified" procedure if child taken to shelter and P/G not notified.

215-11 Arrest of Child Unlawfully in Certain Licensed Premises

Actually or apparently under 18 years old inside;

- Public dance hall, Cabaret, Catering establishment, Bars and Grills, Skating rinks, Theatres, Motion picture theatres.
 - Pool & billiard parlors, bowling alley (May summons in lieu of arrest).

UMOS

- Ascertain age of child & determine if presence is unlawful. If so;
 - Take child into protective custody.
 - Arrest proprietor or person in charge.
- If child is a city resident, escort them home.
 - Non-city resident, temporarily treat as; “Child Requiring Shelter” until provision is made to return home.
- Inform P/G of unlawfulness, question concerning reason & advise of legal responsibilities.
- Prepare JRSW & *scratch* 61 and submit to Desk Officer
 - UMOS include in details of JRSW, parents occupation & statement of parents.

Details of OLBS

- Note knowledge of arrestee and actions that led to this conclusion.

Desk Officer

- Check and sign JRSW & *scratch* 61 and process in normal manner.

See next page for The Key Recap; “The Four Good Kids”

Key Recap; “The Four Good Kids”

Procedure	215-01 Requiring Shelter	215-02 Lost	215-05 Runaway	215-11 Arrest –Child In Licensed Premise
Age	<18	No age listed	<16 N.Y.S. O.O.S. per ICJ	<18 actual or apparently
Who?	Friend or Relative	Relative (<i>not</i> friend)	Take into custody	<i>Protective</i> Custody
Notify Y.O.	UMOS notifies Youth Officer of child in command	Desk notifies Youth Officer	Cop tells Youth Officer	(Y.O. not mentioned)
Make Aided	Cop makes Aided ✓ Desk send copy to Y.O, pct where located... IF	Cop makes Aided ✓ Desk completes captions	Cop makes Aided ✓ Cop sends dup to MPS	NO aided card
Make JRSW	----	----	Cop make JRSW & scratch 61	Cop make JRSW & scratch 61
Call ACS	Desk call ACS ALWAYS	Desk call ACS IF • Not claimed in reasonable time	Desk call ACS IF • Unable to release	NO ACS

1. When a UMOS' attention is drawn to a lost child, the member concerned should take which of the following steps first?
 - A) Notify desk officer/counterpart and radio dispatcher.
 - B) Make brief inquiry in vicinity of place where found.
 - C) Bring child to command if relative not located.
 - D) Prepare **AIDED REPORT WORKSHEET (PD304-152b)**.

2. Police Officers Murphy and Moynihan, assigned to 52nd Precinct Sector Boy, discover a lost 9-year-old. The officers immediately notify the Desk Officer, Sergeant Dolan and notify the radio dispatcher. The officers make a brief inquiry in the vicinity where the child was found but with negative results and so bring the child into the Precinct. According to Patrol Guide Procedure 215-02, Lost Child, Sergeant Dolan should do all of the following EXCEPT:
 - A) Telephone Missing Persons Squad and give a description of the child.
 - B) Notify the Youth Officer.
 - C) Notify A.C.S. and request A.C.S. send a representative to the 52nd Precinct if the child is not claimed within a reasonable amount of time.
 - D) Inform the 52nd Precinct Detective Squad if the child is removed to another location.

3. You are Sgt. Simpson, assigned as the Desk Officer in the 23rd Precinct, and are just finishing up the Command Log entries for the third platoon when members of Sector A-B enter the command with an apparently lost five year old boy who was found alone on 2nd Avenue. You know that you have many duties in a situation like this, and according to Patrol Guide 215-02 "Lost Child," you know the following is correct:
 - A) Assign female UMOS to watch child in the command, if available
 - B) Telephone 23rd Detective Squad and give description
 - C) Complete captions on missing persons report and process in normal manner
 - D) Notify Domestic Violence Officer.

4. In accordance with PG 215-11, "Arrest of Child Unlawfully in Certain Licensed Premises," when a child is taken into custody because he was unlawfully present in a licensed premises, which of the following statements is **least** accurate?
 - A) The child should be taken into protective custody
 - B) A Juvenile Report System Worksheet and a Complaint Report Worksheet should be prepared, and the child should be brought home if he is a city resident
 - C) The Desk Officer should review the WORKSHEETS for accuracy and sign.
 - D) The Desk Officer should transport child to Family Court if nobody comes to pickup child in a reasonable amount of time.

1. **A)** 215-02, steps 1 through 4. In ‘Child Requiring Shelter’ you Inquire first, then notify the Desk but in ‘Lost’ you notify the Desk first, then Inquire.

215-01 Child Requiring Shelter	215-02 Lost Child
1. Inquire if friend or relative...	1. Notify Desk Officer
2. Notify Desk Officer	2. Inquire at the scene

2. **D)** (215-02 step 6 e) Desk Officer will notify MPS if child is removed to another location.
3. **A)** 215-02, Step 6a. Choice B sounds good but it's the Missing Persons Squad, Choice C also sounds good but the Desk completes captions on the AIDED CARD, Choice D also sounds plausible but the correct notification is the Youth Officer.
4. **D)** 215-11, steps 3, 7, and 9. Family Court is not mentioned in this procedure. In this instance both a **JUVENILE REPORT** and a **COMPLAINT REPORT** are required.