

Guidelines in case your child is a runaway

The first hours following the runaway episode are the most important in locating a child. While many runaway children return home on their own over time, it is critical to take every action available to you to help quickly locate and safeguard your child if he or she should run away.

- Check with your child's friends, school, neighbors, relatives, or anyone else who may know of or have clues about your child's whereabouts. Check your child's social networking websites and cell phone carrier records, if they have them.
- File a report with the police. Call 9-1-1 to have an officer come to your house or go into the station.
- Keep a notebook and record all information about the investigation.
- We will enter your child's name and description into the Illinois Law Enforcement Agency Data System and also the National Crime Information Center's database.
- Call or visit several local spots your child may frequent.
- Report your missing child to the National Center for Missing & Exploited Children (NCMEC) at 1-800-THE-LOST [1-800-843-5678].
- Call the National Runaway Safeline at 1-800-621-4000.

Guidelines in case your child is missing

- Call 9-1-1 immediately for assistance.**
- Thoroughly search your home even if your child was reported missing from a different location. Include any closed or locked spaces or rooms; such as vehicles, vehicle trunks, closets or chests, outbuilding such as sheds or garages, and any other places of concealment.**
- If the child is not located at the home or last seen location, thoroughly search your neighborhood.**
- Call your child's friends.**
- The police will need the following information:**
 - The apparent reason for the disappearance;
 - The name, age, physical and clothing description of the missing child.
 - The name of the person who last saw the missing child and where the child was last seen.
 - Whether the child has been missing on prior occasions and where he or she was located.
 - If the child was recently involved in a crisis or traumatic situation, such as an altercation or domestic incident.
 - If the child is on medication, including the reason for the medication.
 - Whether the child is an active gang member or associates with gang members.
 - A recent photograph.
 - A description of the habits, routines and personal interests of the missing child.
 - The mental state and general physical health of the child.
 - A list of any personal belongings, money and other valuables that might also be missing;
 - Whether or not dental records of the missing child are available and the dentist's name and business address;
 - The name and location of the school attended by the missing child.

Guidelines in missing adult incidents

- ◆ Double check with friends, family, work, and school that the person is missing and not just on a vacation or on a leave of absence.
- ◆ Contact the police department to make a missing person report. Obtain a case number or copy of the report.
- ◆ The police department will enter the missing person's information into the Illinois Law Enforcement Agency Data System and National Crime Information Center's (NCIC) database.
- ◆ Provide as much information as possible on the person's behavior and whereabouts prior to the disappearance.
- ◆ Did the person take any personal belongings like money, wallet, or purse? Check for a letter or note that may have been left.
- ◆ Did the missing person say they would be traveling elsewhere or meeting anyone?
- ◆ Notify the National Missing and Unidentified Persons System at www.namus.gov.
- ◆ Circulate missing person posters of the missing adult except in locations prohibited by city codes. Ask the managers or owners of convenience stores, malls, businesses, and other high traffic areas to post a flyer.
- ◆ Contact hospitals, jails, and medical examiners in the area and give them a flyer.
- ◆ Ask for additional referrals or support group information to find out if what worked for other families may work for you.
- ◆ Notify the police of any tips, leads, or if the missing person is located.
- ◆ Notify the clearinghouses and non-profit organizations of any updates or if the missing person is located.

Call if your loved
one is missing:

Under 18 Years of Age

National Center for Missing and Exploited Children -

www.missingkids.com
1-800-THE-LOST
[1-800-843-5678]

National Runaway Safeline -

www.1800runaway.org
1-800-RUNAWAY
[1-800-786-2929]
TEXT 66008

Over 18 Years of Age

National Missing and Unidentified Persons System -

www.namus.gov

What can you do to help the investigation process? Do not wait! Call the Bartlett Police Department 9-1-1 to make a report as soon as possible. A person is considered “missing” when his or her whereabouts are unknown and unexplained for a period of time that is considered unusual or suspicious in relation to that person’s normal behavior patterns or routines. Begin by gathering the following:

1. The last day and time the person was seen.
2. Who was the last person that saw them, and at what time.
3. List of people and the time up to 72 hours before the person became missing and what they were talking about.
4. List of people who may be considered enemies.
5. Any arguments or things that may have bothered the missing person.
6. Cell phone numbers and bills.
7. Home phone numbers and all bills.
8. Any statements such as gas cards, credit cards, etc.
9. List of friends with phone numbers.
10. Any habits such as drinking, games, drugs, etc.
11. Most recent picture.

MISSING PERSONS

Bartlett Police Department

228 South Main Street
Bartlett, Illinois 60103
(630) 837-0846



www.village.bartlett.il.us
Government/Police page
Support Services/Helpful Links