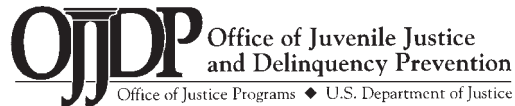


Checklist for Calltakers When Handling Calls Pertaining to Missing and Sexually Exploited Children



Target is the Founding Sponsor of the National Emergency Child Locator Center (NECLC), established to reunify children and their families during times of disaster. NECLC establishes a toll-free Hotline to receive reports of displaced children during disasters. Since 1946 Target Corporation has given 5% of its income to the community to support arts, education, and the social services. Today that adds up to more than \$3 million each week.



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This publication is adapted from *Model Policy and Best-Practice Guide for Call-Takers When Handling Calls Pertaining to Missing and Sexually Exploited Children*, copyright © 2007 National Center for Missing & Exploited Children, and *Standards for Calltakers when Handling Calls Pertaining to Missing and Sexually Exploited Children*, copyright © 2007 National Center for Missing & Exploited Children.

INTRODUCTION

Reports of missing and/or sexually exploited children may be among the most difficult, challenging, and emotionally charged cases your agency will ever experience. The attitude and approach taken when responding to reports of missing and/or sexually exploited children may determine whether the child is recovered promptly and safely or remains missing and/or in an exploitive environment. Each stage of the case, therefore, from initial call through recovery, forms a critical component of a thorough child-protection response. Often the initial call forms the foundation and direction of the response to that missing and/or sexually exploited child.

All agencies must provide its members with the tools and training enabling them to act quickly and decisively when confronted with reports of missing and/or sexually exploited children. The single most important tool an agency may provide is a clearly worded policy directive containing understandable procedures and best practices for calltakers to follow as a guide whenever a call for a missing and/or sexually exploited child is received.

This checklist should be used in combination with the *Standards for Calltakers when Handling Calls Pertaining to Missing and Sexually Exploited Children*. To access this document and obtain more information visit www.missingkids.com/911.

GOALS FOR INITIAL INTAKE

1. Obtain and verify incident location along with callback and contact information.
2. Maintain control of the call.
3. Communicate the ability to **help** the caller.
4. Methodically and strategically obtain information through systematic inquiry to be captured in the agency's intake format.
5. Recognize the potential urgency of the missing-child incident and immediately begin the proper notifications consistent with agency policy.
6. Perform all information entries and disseminations, both initial and update. This includes mandatory entry of information about the missing child into the Federal Bureau of Investigation's (FBI) National Crime Information Center's (NCIC) databases accurately, including vehicle information if known.

All information should be simultaneously entered as it is obtained by the telecommunicator into an electronic format, when available, that will feed/populate any directed messages sent to law enforcement in conjunction with live broadcasts.

This checklist shall be used to help ensure the appropriate information is obtained. The calltaker should feel free to obtain additional information as needed.

INITIAL

Obtain as much of the information listed below as possible.

1. Verify the caller's address or location, obtain a callback number, and immediately dispatch law enforcement
2. Obtain the caller's name and relationship to the missing/abducted/sexually exploited child
3. Obtain the child's name and information including the child's sex, race, age, height, weight, hair, eyes, complexion, and any other identifiers such as eye-glasses or contact lenses, braces, piercings, and other unique physical attributes
4. Verify where the child was last seen
5. Verify what time the child was last seen
6. Obtain a detailed description of the missing/abducted/sexually exploited child's clothing
7. Obtain a detailed description of the abductor's/exploiter's clothing, and any vehicle used if it is believed the child has been abducted
8. Verify if the abductor/exploiter is related to the child
9. Obtain the circumstances surrounding the disappearance such as playing outside or taken from home
10. Request the caller have a recent photograph available for law enforcement upon arrival if possible

Location

1. Request exact location of the incident such as structure addresses, street names, intersections, directional identifiers, and mile posts along with callback information.
2. If specifics are not known, request landmarks or estimated proximity to landmarks.
3. Tell caller and any witnesses to remain at the current location, unless determined unsafe, until law enforcement arrives. Obtain names and locations of the caller and any additional witnesses.

What is the Emergency?

1. Ascertain exactly what happened
2. Determine if there are any injuries
3. Ask if weapons were involved
4. If reported as an abduction, go to the tab titled “Abductions”
5. If reported as lost, injured, or otherwise missing, go to the tab titled “LIMs”
6. If reported as a runaway, go to the tab titled “Runaways or Throwaways”
7. If reported as child sexual exploitation, go to the tab titled “Child Sexual Exploitation”

INITIAL

ABDUCTIONS

Definitions

NONFAMILY ABDUCTION involves a child who has been wrongfully taken by a non-family perpetrator through the use of physical force, persuasion, or threat of bodily harm.

FAMILY ABDUCTION occurs when, in violation of a custody order, a decree, or other legitimate custodial rights, a member of the child's family, or someone acting on behalf of a family member, takes or fails to return a child. This is also referred to as parental kidnapping and custodial interference.

ABDUCTIONS

Time Frames

1. When did this happen? **Determine if the abduction is in progress or not.**
2. Where was the child last seen?
3. Who was the child last seen with?
4. Who last saw the child?
5. What are the descriptions and names of the child and suspect?
6. What are the vehicle descriptions?
7. What was the direction of travel?
8. What are the relationships among the child, suspect, and caller?
9. **Broadcast available information to patrols immediately if incident is in progress!**
10. **Maintain telephone contact with caller until law enforcement arrives at the scene.**

Suspect

1. Name.
2. Sex.
3. Race.
4. Age/Date of Birth (DOB).
5. Primary language.
 - Proficiency in English?
6. Height.
7. Weight.
8. Hair.
9. Eyes.
10. Complexion.
11. Physical attributes such as marks, scars, tattoos, or limp.
12. Clothing.
 - Head to Foot, Outer to Inner.
 - Hat/Head.
 - Coat.
 - Shirt.
 - Pants/Shorts.
 - Shoes.
 - Socks.
 - Any unique identifiers such as color, logo, or wording?
13. Is the child familiar with the suspect?
 - What relation if a relative?
 - Who allegedly has custody? Any custody disputes?
14. Are weapons involved/possessed?
15. Is there a history of violence or mental illness?

16. Does the suspect have a cellular telephone? **DO NOT have anyone try to call the cellular telephone. Immediately forward this information for investigative follow-up.**
17. Assist responding law enforcement with as much thorough background information as soon as possible. The information should include
 - Any and all prior entries about the suspect, child, family, location, or proximity of the incident.
 - Any suspicious activity in the area including any history of attempted abductions in the area.
 - Any prior activity with your agency, surrounding agencies, Internet searches, and/or the Dru Sjodin National Sex Offender Public Website at www.nsopw.gov.
 - Any information the National Center for Missing & Exploited Children® (NCMEC), at 1-800-THE-LOST® (1-800-843-5678), has about known sex offenders in the area as well as any history of attempted abductions in the area. Consider registering the case with NCMEC.

Child

1. Name.
2. Sex.
3. Race.
4. Age/DOB.
5. Primary language.
 - Proficiency in English?
6. Height.
7. Weight.
8. Hair.
9. Eyes.
10. Complexion.

11. Physical attributes such as marks, scars, tattoos, or limp.
12. Clothing.
 - Head to Foot, Outer to Inner.
 - Hat/Head.
 - Coat.
 - Shirt.
 - Pants/Shorts.
 - Shoes.
 - Socks.
 - Any unique identifiers such as color, logo, or wording?
13. Was the child with anyone such as an adult, a child, or a pet?
14. Was anyone injured?
15. Are medications being taken, or are there any medical conditions or disabilities, either mental or physical?
16. Does the child have a cellular telephone? **DO NOT have anyone try to call the cellular telephone. Immediately forward this information for investigative follow-up.**

Vehicle

1. C.Y.M.B.A.L.S.
 - **Color.**
 - **Year.**
 - **Make/Model.**
 - **Body** with any **additional descriptors** such as rust, dents, other damage, or stickers.
 - **License Plate**; if available initiate plate/tag inquiry.
 - **State.**
2. Ascertain any technology used such as OnStar[®], LoJack[®], or other onboard navigation systems.

LOST, INJURED, OR OTHERWISE MISSING (LIMs)

Definition

The **LOST, INJURED, OR OTHERWISE MISSING** child is defined as a child who has disappeared under unknown circumstances. The incident may range from the child wandering off and becoming lost to the child being abducted, but nobody witnessed the act. These circumstances sometimes involve “foul play,” where those reporting the incident are attempting to cover up a crime involving the child.

Time Frames

1. When and where was the child last seen?
 - Any special regional considerations such as wildlife, weather, or wilderness?
2. Who was the child last seen with?
3. Who last saw the child?
 - Are the answers to Number 2 and 3 the same?
 - Help ensure information is conveyed to investigative personnel.
 - Complete background on this person for investigative personnel.
4. Was the child walking or using an alternate mode of travel such as a bicycle, skateboard, or vehicle?
5. What was the direction of travel?
6. Are there any suspicious circumstances?
7. What steps have been taken to locate this child?
8. Has this ever happened before?
9. What is the caller’s relationship with the child?

Child

1. Name.
2. Sex.
3. Race.

LIMs

4. Age/DOB.
5. Primary language.
 - Proficiency in English?
6. Height.
7. Weight.
8. Hair.
9. Eyes.
10. Complexion.
11. Physical attributes such as marks, scars, tattoos, or limp.
12. Clothing.
 - Head to Foot, Outer to Inner.
 - Hat/Head.
 - Coat.
 - Shirt.
 - Pants/Shorts.
 - Shoes.
 - Socks.
 - Any unique identifiers such as color, logo, or wording?
13. Was the child with anyone such as an adult, a child, or a pet?
14. Was anyone injured?
15. Are medications being taken, or are there any medical conditions or disabilities, either mental or physical?
16. Does the child have a cellular telephone? **DO NOT have anyone try to call the cellular telephone. Immediately forward this information for investigative follow-up.**

Companion or Suspect

1. Name.
2. Sex.
3. Race.
4. Age/DOB.
5. Primary language.
 - Proficiency in English?
6. Height.
7. Weight.
8. Hair.
9. Eyes.
10. Complexion.
11. Physical attributes such as marks, scars, tattoos, or limp.
12. Clothing.
 - Head to Foot, Outer to Inner.
 - Hat/Head.
 - Coat.
 - Shirt.
 - Pants/Shorts.
 - Shoes.
 - Socks.
 - Any unique identifiers such as color, logo, or wording?
13. Is the child familiar with this person?
 - What relation if a relative?
 - Who allegedly has custody? Any custody disputes?
14. Are weapons involved/possessed?
15. Is there a history of violence or mental illness?

16. Does this person have a cellular telephone? **DO NOT have anyone try to call the cellular telephone. Immediately forward this information for investigative follow-up.**
17. Assist responding law enforcement with as much thorough background information as soon as possible. The information should include
 - Any and all prior entries about the suspect, child, family, location, or proximity of the incident.
 - Any suspicious activity in the area including any history of attempted abductions in the area.
 - Any prior activity with your agency, surrounding agencies, Internet searches, and/or the Dru Sjodin National Sex Offender Public Website at www.nsopw.gov.
 - Any information the National Center for Missing & Exploited Children® (NCMEC), at 1-800-THE-LOST® (1-800-843-5678), has about known sex offenders in the area as well as any history of attempted abductions in the area. Consider registering the case with NCMEC.

Vehicle

1. **C.Y.M.B.A.L.S.**
 - **Color.**
 - **Year.**
 - **Make/Model.**
 - **Body** with any **additional descriptors** such as rust, dents, other damage, or stickers.
 - **License Plate**; if available initiate plate/tag inquiry.
 - **State.**
2. Ascertain any technology used such as OnStar®, LoJack®, or other onboard navigation systems.

RUNAWAYS OR THROWNAWAYS

Definitions

The **RUNAWAY** child, often a teenager, leaves home voluntarily for a variety of reasons. This would include any child 17 years of age or younger.

The **THROWNAWAY** child is someone whose caretaker makes no recovery effort after the child has run away, been abandoned/deserted, or been asked to leave his or her home and not allowed to return. While not necessarily reported to authorities as missing, children in this category frequently come to the attention of law enforcement.

Time Frames

1. When and where was the child last seen?
 - Any special regional considerations such as wildlife, weather, or wilderness?
2. Who was the child last seen with?
3. Who last saw the child?
4. Was the child walking or using an alternate mode of travel such as a bicycle, skateboard, or vehicle?
5. What was the direction of travel?
6. Are there any suspicious circumstances?
7. What steps have been taken to locate this child?
 - School Resource Officer?
 - Activities, sports?
8. Has this ever happened before?
9. What is the caller's relationship with the child?
10. Are there any ideas or suspicions about where the child may have gone?
11. Are there any notes, letters, or threats pertaining to this incident?

Child

1. Name.
2. Sex.
3. Race.
4. Age/DOB.
5. Primary language.
 - Proficiency in English?
6. Height.
7. Weight.
8. Hair.
9. Eyes.
10. Complexion.
11. Physical attributes such as marks, scars, tattoos, or limp.
12. Clothing.
 - Head to Foot, Outer to Inner.
 - Hat/Head.
 - Coat.
 - Shirt.
 - Pants/Shorts.
 - Shoes.
 - Socks.
 - Any unique identifiers such as color, logo, or wording?
13. Was the child with anyone such as an adult, a child, or a pet?
14. Was anyone injured?
15. Are medications being taken, or are there any medical conditions or disabilities, either mental or physical?
16. Does the child have a cellular telephone? **Has anyone tried to call the cellular telephone? Immediately forward this information for investigative follow-up.**

Companion or Suspect

1. Name.
2. Sex.
3. Race.
4. Age/DOB.
5. Primary language.
 - Proficiency in English?
6. Height.
7. Weight.
8. Hair.
9. Eyes.
10. Complexion.
11. Physical attributes such as marks, scars, tattoos, or limp.
12. Clothing.
 - Head to Foot, Outer to Inner.
 - Hat/Head.
 - Coat.
 - Shirt.
 - Pants/Shorts.
 - Shoes.
 - Socks.
 - Any unique identifiers such as color, logo, or wording?
13. Is the child familiar with this person?
 - What relation if a relative?
 - Who allegedly has custody? Any custody disputes?
14. Are weapons involved/possessed?
15. Is there a history of violence or mental illness?

16. Does this person have a cellular telephone? **DO NOT have anyone try to call the cellular telephone. Immediately forward this information for investigative follow-up.**
17. Consider contacting the National Center for Missing & Exploited Children® (NCMEC), at 1-800-THE-LOST® (1-800-843-5678), to register the case.
18. Assist responding law enforcement with as much thorough background information as possible such as Computer Aided Dispatch (CAD) System entries or card files.

Vehicle

1. **C.Y.M.B.A.L.S.**
 - **Color.**
 - **Year.**
 - **Make/Model.**
 - **Body** with any **additional descriptors** such as rust, dents, other damage, or stickers.
 - **License Plate**; if available initiate plate/tag inquiry.
 - **State.**
2. Ascertain any technology used such as OnStar®, LoJack®, or other onboard navigation systems.

ADDITIONAL CONSIDERATIONS

Most departments cannot “do it all” when faced with an emergency response to the abduction of a child. Child Abduction Response Plans, Action Plans, Interagency Agreements, and Incident Command Management Programs should be developed so law enforcement at the scene will have access to a well-established and reliable framework of resources and assistance. Available resources, such as the ones noted below, must be researched **before** the incident, not during.

1. Conduct Computer Aided Dispatch searches for any information regarding that area such as lewdness, attempted abductions, and suspicious persons. Alert appropriate responding law enforcement of results.
2. Consider requests for incident command and mutual aid.
3. Consider establishing tactical perimeter posts if no immediate field command exists.
4. Consider local, county, regional, and statewide broadcast as appropriate.
5. Consider establishing a dedicated frequency and dispatcher for the incident.
6. Initiate immediate leads/case-management system.
 - Simple Leads Management System may be obtained from the National Center for Missing & Exploited Children (NCMEC) free-of-charge by contacting NCMEC’s Case Management Support at 1-800-THE-LOST® (1-800-843-5678).
7. Coordinate resource deployment for field units such as air support and search dogs including the National Association of Search and Rescue (NASAR) and Urban Search and Rescue (US&R). For more information respectively visit www.nasar.org and www.fema.gov/emergency/usr.
8. Request staging area from Incident Commander to be conveyed to responding law enforcement.
9. Consider creating posters if photograph is obtained from responding law enforcement.
 - NCMEC has circulated millions of photographs of missing children and a current recovery rate of 96.9%.

- LOCATER™ is a free, Web-based, poster-creation and distribution program provided by NCMEC. For more information regarding LOCATER visit www.locaterposters.org.

Resources which should be used, and for which contact information should be readily available and organized within your communications center should include, but not be limited to

1. Federal law-enforcement agencies such as the FBI and U.S. Immigration and Customs Enforcement (ICE). For more information respectively visit www.fbi.gov and www.ice.gov.
2. NCMEC at 1-800-THE-LOST® (1-800-843-5678).
 - Resource publications may be found at www.missingkids.com.
3. Sex-offender tracking/mapping, attempted-abduction tracking/mapping, and public-record database searches may be obtained by contacting NCMEC's Case Analysis Division at 1-800-THE-LOST (1-800-843-5678).
4. CART (Child Abduction Response Teams). For more information visit www.amber-net.org and click on the "CART" link.
5. Computer Aided Dispatch (CAD) System.
6. Law Enforcement Terminal Data System.
7. National Crime Information Center (NCIC) Databases. For more information regarding NCIC visit www.fbi.gov. From the home page, under the "Use Our Resources" heading, click on the "For Law Enforcement" link. Then click on the "NCIC" link. Consider using the "CA" flag for abductions.
8. Nlets, The International Justice and Public Safety Network. For more information visit www.nlets.org.
9. Leads/Tips management system/software.
 - Available free-of-charge from NCMEC.
10. Mobile Data Terminals for communications with field personnel and law enforcement.

11. Public Information Officers.
12. Search and Rescue teams.
13. K-9 teams.
14. Aviation.
 - FLIRS (Forward Looking Infrared System).
15. Global Positioning Systems.
16. Night vision equipment.
17. Scanning equipment for photographs and documents.
18. Digital camera equipment.
19. Mobile incident command post vehicle.
20. Telephone bank resources/infrastructure.
21. Logging recording system.
22. Instant call capture and retrieval system through automatic number identification (ANI).
23. Additional staffing.
24. Logistical considerations.

If your agency serves as the control point for development and dissemination of messaging and broadcasts directly related to the issuance of the AMBER Alert, additional significant procedures will apply.

1. Complete Broadcast and Messaging Follow-Up

- Complete all documentation as defined by agency policy and technology.
- Help ensure all agency, state, and/or regional personnel involved in the AMBER Alert Approval and Activation Process have been notified and supplied with all appropriate information.

- Establish/activate dedicated communication line for incident updates from law-enforcement personnel.
 - As updates are received make all appropriate broadcasts/rebroadcasts.
 - As updates are received develop and disseminate all appropriate electronic messaging.

2. Manage Leads/Tips

- Establish workload and lines of responsibility for taking calls regarding the abduction. If necessary call in additional staff members and supervision.
- Capture leads/tips in order to effectively present them to investigative staff members and supervisors for determination of validity and subsequent update broadcasts. Consider using leads/case-management software to accomplish this.

3. Follow-Up on Any AMBER Alert Activations

- Update state, law-enforcement telecommunications system and NCIC record with the “AA” flag to indicate activation of an AMBER Alert.
- Help ensure contact with NCMEC is made. When the proper flags, “CA” and “AA” are used in NCIC, NCMEC will contact your agency. Help ensure contact is properly routed if your communications center is not responsible for interaction with NCMEC. The FBI is automatically notified as well.
- NCMEC may be reached at 1-800-THE-LOST (1-800-843-5678).

4. Follow-Up on AMBER Alert Cancellations

- Please note in an effort to protect the integrity of the AMBER Alert Program, responsible cancellation without delay is just as important as appropriate activation. If the public is searching for children who have already been recovered, confidence in this program may be lost.
- Please be sure to alert everyone about the cancellation using the methods employed to issue the alert.

CHILD SEXUAL EXPLOITATION

Child Sexual Exploitation

A CyberTipline® report at the National Center for Missing & Exploited Children® (NCMEC) is a report regarding the sexual exploitation of a child. For more information regarding the CyberTipline visit www.cybertipline.com or call 1-800-843-5678.

Child Sexual Exploitation Classifications on the CyberTipline

These definitions may vary from your state's definitions.

Possession, Manufacture, and Distribution of Child Pornography

Child pornography is defined as a visual depiction of a minor younger than the age of 18 engaged in sexually explicit conduct (18 U.S.C. § 2256). It is a federal crime to possess, manufacture, and/or distribute child pornography (18 U.S.C. §§ 2251 *et seq.*).

Online Enticement of Children for Sexual Acts

It is a federal crime to use the Internet to knowingly persuade, induce, entice, or coerce a child younger than the age of 18 to meet for sexual acts or attempt to arrange such a meeting (18 U.S.C. § 2422(b)).

Child Prostitution

It is a federal crime to knowingly recruit, entice, harbor, transport, provide, or obtain by any means a child younger than the age of 18 to engage in a commercial sex act. It is also illegal to benefit, either financially or by receiving anything of value, from participation in a child prostitution venture (18 U.S.C. § 1591).

Sex Tourism Involving Children

It is a federal crime for a U.S. citizen to travel abroad intending to engage in sexual activity with a child younger than 18 that would be illegal if it occurred in the U.S.

(18 U.S.C. § 2423). Individuals who commit these crimes are subject to prosecution in the U.S. even if the crime was committed on foreign soil.

Extrafamilial Child Sexual Molestation

Extrafamilial child sexual molestation is the sexual molestation of a child by someone other than a family member.

Unsolicited Obscene Material Sent to a Child

It is a federal crime to send obscene material to a child younger than the age of 16 if the sender knows the recipient is younger than the age of 16 (18 U.S.C. § 1470).

Misleading Domain Name

It is a federal crime to knowingly use a misleading domain name on the Internet with the intent to deceive a minor into viewing material that is harmful to minors (18 U.S.C. § 2252B(b)).

Misleading Words or Digital Images on the Internet

It is a federal crime to knowingly embed words or digital images into the source code of a website with the intent to deceive a minor into viewing material that is harmful to minors (18 U.S.C. § 2252C).

Extrafamilial Versus Intrafamilial Sexual Abuse/Exploitation

Extrafamilial sexual exploitation involves a nonfamily member. Intrafamilial sexual exploitation is sexual abuse by a family member. A family member is defined as a person who is related by blood or marriage. Traditional cases of intrafamilial sexual abuse are not covered by NCMEC; however, non-traditional incest cases are covered, as well as all extrafamilial cases.

Examples of non-traditional incest cases may include the offender

- Abusing or exploiting other children in addition to his or her own children
- Taking pictures of his or her own children or others in sexual situations
- Prostituting his or her child

Other Resources Regarding Child Sexual Exploitation

NCMEC's Child Victim Identification Program (CVIP) serves as the national clearing-house for child-pornography cases across the country and is the main point of contact to international agencies about child-pornography victims. Not only can case and image information be queried at NCMEC, which may be important in securing convictions and sentences, but the CVIP Analysts, after working with child-pornography images for years, have extensive institutional knowledge of the pictures and suspects. All of this information may be useful to law-enforcement agencies, whether they have worked numerous child-pornography cases before or this is the first child-sexual-exploitation case they have worked.

NCMEC's Exploited Children Division (ECD) provides technical assistance to law-enforcement agencies and prosecutors in child-exploitation investigations and serves as a resource center for families, law enforcement, and the public about the issues surrounding the sexual exploitation of children.

In June 2003 the Federal Bureau of Investigation, in conjunction with NCMEC and the U.S. Department of Justice's Child Exploitation and Obscenity Section, launched the Innocence Lost National Initiative. Their combined efforts were aimed at addressing the growing problem of domestic child sex slavery in the form of child prostitution in the United States.

In the years since its inception, the Initiative has resulted in the development of 24 dedicated task forces and working groups throughout the United States involving federal, state, and local law-enforcement agencies working in tandem with U.S. Attorney's Offices. For more information about this Initiative visit www.fbi.gov/innolost/innolost.htm.

Other Types of Child Sexual Exploitation Cases

Most law-enforcement agencies are mandated by law to notify their child-protective services agency and/or prosecutor's/district attorney's office of any intrafamilial abuse. This protocol needs to be established **before** a call is received. When a traditional incest case by a family member is encountered other organizations may be considered such as

Childhelp®

15757 North 78th Street
Scottsdale, Arizona 85260-1629
1-800-4-A-Child (422-4453)
480-922-8212/Fax: 480-922-7061
www.childhelp.org

Child Welfare League of America, Inc.

2345 Crystal Drive, Suite 250
Arlington, Virginia 22202-4815
703-412-2400/Fax: 703-412-2401
www.cwla.org

Child Welfare Information Gateway

Children's Bureau/ACYF
1250 Maryland Avenue, Southwest, Eighth Floor
Washington, DC 20024-2141
1-800-394-3366
703-385-7565/Fax: 703-385-3206
www.childwelfare.gov

QUESTIONS

Questions for the Reporting Person (RP) Regarding Child Pornography

NOTE: Images of nude children may constitute child pornography. The suggestions noted below are designed to help the calltaker obtain critical information that may no longer exist once investigative personnel are called.

Where Did the RP View the Child Pornography?

Website

1. What is the specific Uniform Resource Locator (URL) or Web address?
2. When did the RP access the website?
3. Please describe the images including the type of activity and estimated age of the child.
4. Did the RP find an e-mail address or any other identifying information for the person who created this website?
5. Does this website require a username and password?

Newsgroup

1. What was the exact name of the newsgroup?
2. What is the e-mail address of the individual who posted the child-pornography images? Get the complete information about the e-mail address and nickname of the posting person.
3. How many postings did this individual make?
4. Please describe the images viewed including the type of activity and estimated age of the child.
5. What time and date were these postings made?

E-Mail

- 1.** What is the e-mail address of the individual who sent the child pornography?
- 2.** How many images were sent?
- 3.** What time and date were the e-mails sent to the RP?
- 4.** Please describe the images including the type of activity and estimated age of the child.
- 5.** Was this an unsolicited e-mail or did the RP have prior communications with this individual?
- 6.** Did the RP “save” any of the e-mails and/or images?

Chatroom

- 1.** What is the name of the chatroom, and where is it located such as AOL, Inc.[®], or Yahoo![®]?
- 2.** What was the suspect’s screenname or e-mail address?
- 3.** How many child-pornography images were viewed or traded?
- 4.** Please describe the images including the type of activity and estimated age of the child.
- 5.** What was the exact time and date of this incident?
- 6.** Did you write down any of the related chat or images?

Internet Relay Chat (IRC)

- 1.** What was the exact name of the channel on which the network is located such as DALnet, Eris Free network or EFnet, or Undernet?
- 2.** What was the offender’s nickname/handle?
- 3.** Do you know the specific Internet Protocol (IP) address the suspect was using?
- 4.** How many child-pornography images were posted or traded by this suspect?
- 5.** Please describe the images including the type of activity and estimated age of the child.
- 6.** What was the exact time and date of this incident?
- 7.** Did you write down any of the related chat or images?

“I Seek You”: A Type of Instant Messenger Program (ICQ)

- 1.** What was the offender’s ICQ number and e-mail address?
- 2.** How many child-pornography images did this individual send?
- 3.** Please describe the images including the type of activity and estimated age of the child.
- 4.** Did you write down any of the related chat or images?

For All Reports of Child Pornography

- 1.** Did you download the child-pornography images?
- 2.** Did you specifically save these images onto a particular drive on your computer?
- 3.** If so, where?

Questions for the RP Regarding Child Sexual Molestation

Questions Regarding the Incident

- 1.** How was the child victimized?
- 2.** When and where did the victimization occur?
- 3.** To whom did the child first disclose the victimization?
- 4.** When did the child disclose?

Questions Regarding the Suspect

- 1.** What is the relationship of the suspect to the child?
- 2.** What is the relationship between the RP and suspect?
- 3.** Does the suspect still have access to the child victim?
- 4.** Does the suspect have access to other children?

Critical Questions to Ask

- 1.** Is there any contact information?
- 2.** Has the child been examined medically?

Questions for the RP Regarding Child Victims of Prostitution

If the RP has information about a suspect, such as a pimp or john, or concrete information about the child victim ask the series of questions noted below based on the child's status.

If the Child Is Currently Missing

1. How does the child know the suspect?
2. How long has the child known the suspect?
3. Is it believed the suspect took the child over state boundaries?
4. Has the child changed his or her circle of friends recently? If so, has the RP provided the names of those people?
5. Where is the child being victimized?
6. If that is not known, are there any local hangouts believed to be fronts for prostitution?

If the Child is Not Currently Missing

1. Why does the RP believe the child is a victim of prostitution?
2. How does the RP know this information?
3. Has the child been victimized in this way in the past?
4. If there is a suspect, how does the child know the suspect, and what length of time have they been associating?
5. Are there any additional children who may be currently victimized in this way? If so, has the RP provided the names of those people?
6. Where is the child being victimized? If that is not known, are there any local hangouts believed to be fronts for prostitution?

Questions for the RP Regarding Online Enticement of Children for Sexual Acts

If the Case Involves a Child and Suspect

1. What is the suspect's e-mail address?
2. What is the child's e-mail address?
3. How long have they been communicating on the Internet?
4. What Internet forums, chatrooms, or social-networking websites were they using to communicate?
5. Have their conversations been sexually explicit and/or have they discussed the possibility of the child or suspect traveling to meet in person?
6. Has the child received any images from the suspect?
 - Are they pictures of the suspect?
 - Are they pornographic in nature?
7. Does the RP have any logged conversations or saved e-mails?
8. Have the child and suspect communicated over the telephone?
9. Has the suspect or child sent anything to one another through the U.S. Postal Service or other delivery services?
10. Does the RP believe the child will run away or meet the suspect in person?

If the Case Exclusively Involves a Known Suspect

1. Why is the RP reporting the suspect?
2. What is the suspect's e-mail address, screenname, or handle?
3. What was the time and date of the incident?
4. What Internet forums, chatrooms, or social-networking websites was the suspect using?
5. Was the suspect being sexually explicit in his or her communications?
6. Does the RP have any logged conversations or saved e-mails?

If the Case Exclusively Involves a Child

- 1.** How was the child victimized?
- 2.** What is the child's e-mail address, screenname, or handle?
- 3.** What was the time and date of the incident?
- 4.** What Internet forums, chatrooms, or social-networking websites was the child using?

If the Child May Be Missing With an Adult Internet Companion

- 1.** What is the suspect's e-mail address?
- 2.** What is the child's e-mail address?
- 3.** How long have they been communicating on the Internet?
- 4.** What Internet forums or chatrooms were they using to communicate?
- 5.** Did the child meet the suspect on a social-networking website?
 - A social-networking website is an online community where people from all over the world can meet and share common interests. There are several hundred social-networking websites. Most of them are free to join and allow users to set up their own personalized profile or blog. Often, users will list their location, age, gender, and interests. Many social-networking websites also allow users to post pictures, make comments on other people's profiles or blogs, and search for other users.
 - Some well-known, social-networking websites include Facebook, Hi5[®], MySpace[®], and Xanga[®].
- 6.** Have their conversations been sexually explicit and/or have they discussed the possibility of the child or suspect traveling to meet in person?
- 7.** Has the child received any images from the suspect?
 - Are they pictures of the suspect?
 - Are they pornographic in nature?
- 8.** Does the RP have any logged conversations or saved e-mails?
- 9.** Have the child and suspect communicated over the telephone?
- 10.** Have the suspect or child sent anything to one another through the U.S. Postal Service or other delivery services?

LOCAL RESOURCES

The form consists of three sections, each defined by a vertical red line on the left and a horizontal line at the top. The first section has a circle on the top line. The second section has a circle on the top line. The third section has a circle on the top line. Each section contains several horizontal lines for writing.

The page features a red header and footer. The central white area is divided into three sections by a vertical red line. Each section begins with a small circle on the left, followed by a series of horizontal lines for writing.

ADDITIONAL INFORMATION

Below please find helpful links.

NCMEC website www.missingkids.com

Information pertaining to sex offenders www.missingkids.com/sexoffenders

Information pertaining to AMBER Alerts www.missingkids.com/amber

U.S. Department of Justice information about AMBER Alerts www.amberalert.gov

Information about NCMEC training www.missingkids.com/training

Information to help law enforcement www.missingkids.com/lawenforcement

Information to help telecommunicators and about training www.missingkids.com/911

Information about AMBER Alert training www.amber-net.org

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The page features a red header and footer. The central white area contains three sets of horizontal lines for writing. Each set of lines is preceded by a small circle and a vertical red line.