



Policy Name:	Absence without Leave (AWOL)	Date Revised:	8/2016
Purpose:	Guidelines for Run-away Youth	Board Approval:	8/2016

Contact Administrator Immediately: **Ken Porter 510-719-3950**

Contact Oakland Police Department: **510-777-3333**

- **When Police arrive please provide a photo of the AWOL Resident**
- **Get the name and badge number of the Police Officer**

Complete the **Missing Person/Runaway Report**

Complete an **Unusual Incident/ Injury Report**

Photo (include any important information to assist the police)

***Ask yourself these three questions:**

- Time and Date he left?
- What he was wearing?(Could be wearing similar clothes in file photo)
- Did he appear to take any items with him?

Secure Residents Property

- Clear and pack up residents room of all personal belongings
- That includes linen from bed and any trash left behind
- Secure and clean residents area

***GNB Administrator will contact Probation Officer**

Secured legal docs left in the safe and or folder should be given to Program Administrator to send or give to County Probation Officer when ready.

Secure all personal belongings left in the **SAFE** and bring to Administrator (Checks/Cash (if any), ID, Medi-Cal Card, Birth Certificate, SScard, or any other personal items like a cell phone, iPod) This task completed by Facility Manager unless otherwise instructed by administrator.

When Family or Former Resident returns to retrieve belongings please use the

✓ **Former Resident Returned Property Inventory Sheet**

Date: _____ **Time:** _____ **Resident:** _____

GNB Staff Processing: _____