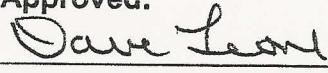


**PLACEMENT
COORDINATING
MEMORANDUM**

No. 2004-28	Page 1
Original Date: September 30, 2004	
Revised Date:	
Approved:  _____ Dave Leone, Director Central/Regional Placement	

BUREAU CHIEF NOTIFICATION OF AWOLS

Effective immediately, **all multiple AWOLs involving two (2) or more minors** that are called in by the Group Home Providers to the Group Home Consultants OD Line must be immediately logged into the OD Call Log Book. The SDPO of the unit must be notified immediately. Upon notification, the SDPO must provide the following information to the Central Placement Director and/or Acting Director:

- Name of Minors involved in the incident
- Date of Birth
- PDJ Number
- DPO of Record
- Synopsis of the incident

The incident will then be reported to the Juvenile Field Services Bureau Chief by the Central Placement Director/Acting Director.